

BRIAN – Managing grants

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1 Introduction

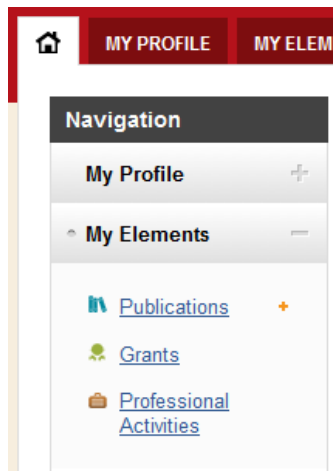
From September 2013, academics can add details of their grants to BRIAN. This data will then appear in the external profile pages.

The criteria for grants that are suitable for BRIAN is:

- Only include grants that are significant to your external profile such as those from prestigious funders, of significant value, etc.
- Grants to be included must be awarded but can be completed.
- Courses and conferences should not be included.

2 Add details of a grant to BRIAN

1. Log in to BRIAN
2. In the Navigation panel on the left of the screen, click **My Elements** to open this section



3. Click **Grants**. If you already have grants in BRIAN, the summary details are shown.
4. Click **Add a new grant**



5. Again, click on **Add a new grant**
6. You will see the Add new grant screen:

Add new grant ?

My relationship with this grant

Relationship type: *

Funded by
 Primary investigator
 Secondary investigator

Record data

Principal Investigator: *

Please enter the full name and title of the Principal Investigator.

Project Title: *

Please enter the title of the project as submitted to the funder.

Funder name: *

Please enter the name of the funder. Acronyms are allowed, such as ESRC, RSPB, BAe, etc.

7. Beneath each field is blue box containing help text for each of the fields to complete. Note that mandatory data is shown with a red asterisk.
8. **My Relationship with this grant** is primarily used to indicate whether you are a principle or secondary investigator. Do not click the Funded by option.
9. Complete the mandatory and non-mandatory fields on the screen. In total there are a maximum of 15 data fields. Of these, 8 are mandatory.
10. For the **Status** field, the three options from which you can choose are Awarded, In Progress and Completed.

- When the data has been entered, click **Save**.
- Once you have entered the details of the grant, please identify any other BU staff associated with the grant. Doing so adds the grant information to their own profile.

2.1 Associate BU staff with a grant

- When a grant has been entered, you will see a summary of the new grant record. Scroll down the page to the section called **Connections to Other People and Elements**.
- Within **Users**, find the names of the relevant staff using the search box and then choose their role. Do not choose Funded By as a role. Click the plus sign to add the person.


Relate BU users to this grant

Add a user by typing their name in the textbox below (type their surname first and then their first name). Then, select the relationship type and click on the add button to associate a user with this publication.

Ben

Name **Relationship**

BENDALL, Shaun (sbendall) Primary investigator



- Add other BU academics in the same way.

3 Edit grant information

- In the Navigation panel on the left of the screen, click **My Elements** to open this section
- Click **Grants**. Details of existing grants are displayed.
- Click **Edit record**.
- Click **Save** to save the information. Click **Cancel** to not make any changes.
- Within **Connections to Other People and Elements** BU academics can be associated with the grant. You can also remove an association by clicking on the red cross next to the person's name

 Investigated by (primary)  BENNETT, Matthew 

Reporting dates: - to - [Edit](#)


4 Delete a grant

- In the Navigation panel on the left of the screen, click **My Elements** to open this section
- Click **Grants**. Details of existing grants are displayed.
- Against the grant to be deleted, click on the red cross:

1-1 of 1

Select all  Export  Compact view

[Red kite survival techniques](#)

Grant     

Summary Relationships (2) Data sources (1)

Principal Investigator: Rhyannan Hurst
Project Title: Red kite survival techniques
Funder name: RSPB

- When the conformation message appears, click OK to delete the grant or Cancel to retain the grant data.

5 To mark a grant as a favourite

1. In the Navigation panel on the left of the screen, click **My Elements** to open this section
2. Click **Grants**. Details of existing grants are displayed.
3. Click on the heart icon to make the grant a favourite.

Note that grants chosen as a favourite will display on the home page of your external profile page. This is in addition to appearing on the grants page of the external profile page.