Accessing the Grants Management Tab

On the Duke@WORK portal, the Grants Management tab contains links to many online tools and reports that Grants Managers and other staff may use in support of sponsored research. This guide covers how to access and use the some tools and various reports located in the underlined links for Sponsored Research Reports, MyResearch Reports for Grants Manager, and Effort and Payroll Tools and Reports.

Other links within the Grants Management tab are outlined in specific guides for those links, such as the Projection and Reporting Tool. All guides may be accessed directly from the Grants Management tab in those links.

1. Open a Duke supported web browser and enter the URL of http://work.duke.edu to go to the Duke@WORK web site.

In the resulting Duke University NetID Services screen:

2. Enter your NetID and password.
3. Click on the Enter button.

On the Duke@WORK screen:

4. Click on and select the Grants Management tab (location of tab may vary by user).
5. Review the underlined links and brief description of what is contained in each link and click on the link to display and use the various the tools and reports.

Note: Refer to the linked instructional guides or quick references within each web page for steps and instructions on how to use the various tools and reports. This guide is linked in the web pages for the Sponsored Research Reports, MyResearch reports for Grant Manager and Effort and Payroll Tools and Reports. Separate guides or quick reference guides are available in the linked web pages for other topics like the Sponsored Research Forms, Workflow, and Image Retrieval and the Projection and Reporting Tool.