**Adding Grant Number(s)**

It is very important that each record’s funding information be added to the records. Please use the instructions below to add all funding information to your record(s).

**Modernized Site Instructions**

* Under the View Record column Click ‘Open’ next to your study
* Click ‘Protocol’ tab near the middle of the screen
* If Necessary: Click the radio button to enable Edit Mode on the left side bar
* To the left of your screen click ‘Study Identification’ (Second block from the top.)
* Select ‘Secondary ID Type’ from the dropdown box
* Enter Grant/Contact Award number in the box provided (If funded by UAB enter Award Title and/or Org in the boxes.)
  + If you have more than one number:
  + Click ‘+Add Other Grant/Funding Number’
  + Select ID Type and click ‘Add’
  + Enter Grant/Contact Award number in the box provided
* Click ‘**Save Edits**’
* Next click ‘Sponsors and Collaborators’ on the left side of the screen
* Enter, one at a time, the name of the organization and click ‘add collaborator’ (If done correctly the name will appear in a box below.)
* Click **‘Save Edits’**
* Scroll up and click ‘Record Summary’
* On the right side of the screen ‘Entry Complete’, ‘Approve’, and ‘Release…’

**Classic Site Instructions**

* Click ‘Open’ next to Protocol Section
* Click ‘Edit’ next to Study Identification (First blue block.)
* Click ‘+Add Secondary ID’
* Select ID Type and click ‘Add’
* Enter Grant/Contact Award number
* Click ‘**Save**’
* Enter the funding organization as a collaborator
* Don’t forget to click “Entry Complete” **and** “Approve” **and** “Release”.