

GM 4.8 Add Billing Specialists

Grants>Awards>Project
 Enter your **Business Unit**
 Enter your **Project Id**
 Click **Search**

The screenshot shows the 'Project General' tab selected. The interface includes several input fields and buttons:

- Business Unit:** UND01 University of North Dakota
- Project:** UND0004002 (with a 'Create New Project' button)
- Description:** COLLABORATIVE RESEARCH: EQUIP (with an 'Add to My Projects' button)
- Integration:** UND01 University of North Dakota
- Project Type:** FED FEDERAL REVENUE
- Status:** Inactive
- Navigation:** Find | View All | First 1 of 1 Last
- Date/Time Stamp:** 02/25/05 1:51:50PM

On the right side, there is a box containing hyperlinks: My Projects, Project Summary, Project Team (circled), and Project Activities.

Under **Project General** tab
 Click on **Project Team** hyperlink

The screenshot shows the 'Project Team Summary' and 'Team Detail' tabs. The 'Team Detail' tab is active and shows the following information:

- Unit:** UND01 **Project:** UND0004002 **Description:** COLLABORATIVE RESEARCH: EQUIP
- Details:** Find | View 1 | First 1 of 1 Last
- Member Type:** Employee
- Team Member:** 0600666 Salehfar, Hossein (with a '+ -' button circled)
- Project Role:** PI
- Start Date:** 07/15/2003 **End Date:** 06/30/2004
- Email ID:** [Redacted]
- Email Notify for Status Change
- Percentage:** [] **Cal:** [] **Acad:** [] **Sumr:** []

Click on **Team Detail** tab
 Click the + Sign to add yourself as a member

[Return to Project Team List](#)

Member Type:

Team Member: Tonder, Marsha Kay Emrick + -

Project Role: Project Access Activity Access

Start Date: Email ID:

End Date: Email Notify for Status Change

Percentage: Cal: Acad: Sumr:

Description:

[Return to Project Team List](#)

Enter your employee Id in **Team Member**
 Enter your **Project Role**
 Click **Save**

[New Window](#)

Project Team Summary [Team Detail](#)

Unit: UND01 Project: UND0004002 Description: COLLABORATIVE RESEARCH: EQUIP

Project Team Members							Customize Find View 10 <input type="button" value="grid"/>
Member Type	Member ID	Name	Project Role	Email Notify	Start Date	End Date	
Employee	Team Member		PI	<input type="checkbox"/>	07/15/2003	06/30/2004	+ -
Employee	0300132	Tonder, Marsha Kay Emrick	GCA	<input checked="" type="checkbox"/>			+ -

[Return to Project General](#)

Under Project Team Summary Tab you will see your name and employee Id added to the project team members.