RF Report Center Quick Card

What is my available Award or Project Balance?

1. Log into the RF Report Center

2. At the Dashboard dropdown, select *Principal Investigator*

3. Select the *My Grants* tab.

4. Expand the *Award* or *Project/Award* section by selecting the “+” indicator.
What is my available Award or Project Balance?

This will produce a list of all awards/projects you currently have access to.

5. To check the available balance on a particular award or project, refer to the Direct Available Balance column.

Please note the amount shown is the direct cost balance. This amount reflects the funds that are available to spend in direct relation to your project.