**Principal Investigator—Email Notification**

1) Locate the Budget & Fiscal Planning website, [oregonstate.edu/budget/](http://oregonstate.edu/budget/).

2) Click on the Online Systems tab below the Budget & Fiscal Planning homepage title.

3) Next click on Grant Reporting & Foundation Reimbursement Systems title, which redirects you the OSU Central Login page.

4) Use your ONID Username and Password to login.

5) Locate the Grant Reporting header.

*For additional login information, refer to Grant Reporting System-Locate & Login.*

6) Click on the **PI Email Notification** line. Note only Business Managers, Deputy Business Managers and Grant Accountants have access to the PI Email Notification feature.

7) In the PI Email Notification window, first choose from one of the three Email Options listed:

   - **Send to PI only**
   - **Send to PI and CC me**
   - **Send to me only**

8) Next, from the PI list populated below the Email Options, choose who will receive the reports by checking the box in the Selected column.
9) Once the email recipients have been selected, click **Email Report(s)**.

Sample email message sent from the Grant Reporting System.

![Sample email message](image)

**Additional Information and Helpful Hints:**

- Business Managers and Deputy Business Managers have the ability to update the email addresses for PI’s. Email addresses are changed in the User Administration feature of GRRS.
- PI’s listed is based on your current Org and Index assignments.
- Select the **Send to me only** option for testing or to customize email messages before sending reports to the PI or their designee.
- After sending email messages, GRRS remembers the PI’s selected. The next time you use the PI Email Notification feature, the same PI’s will automatically be selected.
- GRRS remembers which Email Options you select.