## Looking up Grants in Your Unit

There are two ways to look up grants: <u>Grant Citations</u> or <u>Grants</u>. Typically, <u>Grant Citations</u> is more helpful. However, to view all of a Grant Citation's *details*, you will need to run the Annual Activity Report for your college faculty for the period in question.

## **Grant Citations**

1. In the sidebar under the Administration section, click Reports



2. Under Reports, in the Administrative Reports section, select Grant Citations



- 3. Select the parameters of your search in this order:
  - a. Confirm the faculty you wish to include (typically those who are current, FT TT/tenured)

Faculty		
Unit	Physics	
Employment Status	Full Time	
Begin	Spring 2018	
End	Spring 2018	
Select Faculty		

- b. Confirm the date range and <u>Grant Status</u> you wish to include in the search. Options for Grant Status are:
  - i. Submitted Denied Funding
  - ii. Completed (included by default)
  - iii. Funded In Progress (included by default)
  - iv. Submitted for Review
  - v. In Preparation Not Submitted
- c. If desired, use the **Activity Classifications** menu in the *Details* box to focus on OSP or non-OSP records only. (The default behavior is *all* grants of either type.)

Details	
Activity Classifications	
Select	<b>*</b>
Licensure/Certification Type Media Type Method Type Membership Type Name of community partner(s) (if applicable) New Course Preparation New Pedagogies New Format New Pedagogies New Teaching Materials Number instructors Number of Course Evaluation Respondents Organization Type	Details     Activity Classifications     OSP or Non-OSP Grant/Contract?
Oster Works Type Other Works Type Overall Course Quality Overall Instructor Excellence Part of normal workload? Pedagogy Innovations Peer-reviewed/refereed:	IS  Sporessered Grant/Contract  Corti-Click to Select Multiple.  Apply



- 4. To export, find the **Actions** menu in the upper-right corner of your account and choose and export option:
- 5.



## Grants

- 1. Under the Admin tab, click Reports
- 2. Under Reports, in the Activity Reports section, select Grants
- 3. Select the parameters of your search in this order:
  - a. Confirm the faculty you wish to include (typically those who are current, FT TT/tenured)

Faculty		
Unit	Physics	
Employment Status	Full Time	
Begin	Spring 2018	
End	Spring 2018	
Select Faculty		

- b. Leave Funding Type as "All"
- c. Confirm the date range and <u>Grant Status</u> you wish to include in the search. Options for Grant Status are:
  - i. Submitted Denied Funding
  - ii. Completed
  - iii. Funded In Progress
  - iv. Submitted for Review
  - v. In Preparation Not Submitted
- d. If desired, use the **Activity Classifications** menu in the *Details* box to focus on OSP or non-OSP records only. (The default behavior is *all* grants listed in the system.)

## **Build Report**

- 4. Click
- The report will begin with a unit-wide number; use the down arrow to expand to listing by faculty.
   \* Amounts in USD



6. Clicking on the individual faculty member's name will call up their "Standard CV" which is a generic university vita.