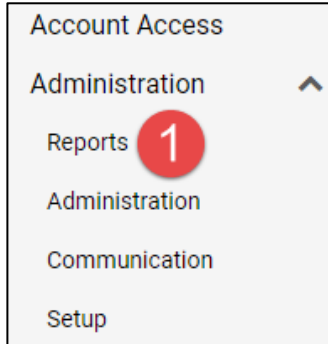


# Looking up Grants in Your Unit

There are two ways to look up grants: [Grant Citations](#) or [Grants](#). Typically, [Grant Citations](#) 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](#)

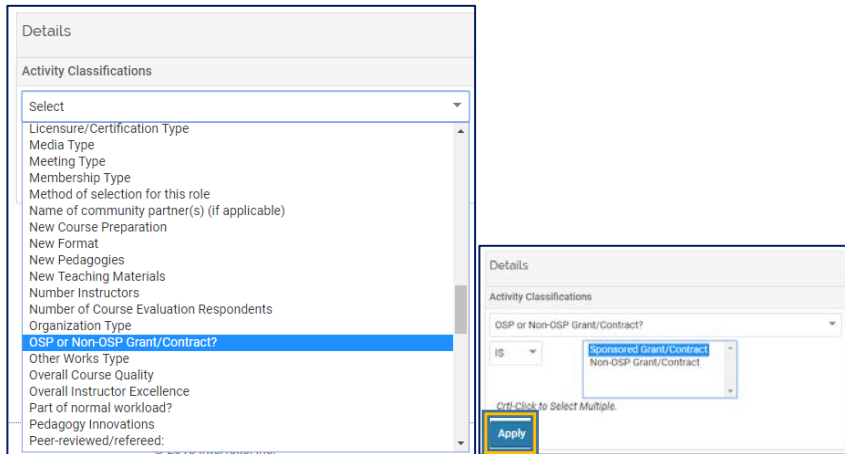


3. Select the parameters of your search in this order:
  - a. Confirm the faculty you wish to include (typically those who are current, FT TT/tenured)

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

[Select Faculty](#)

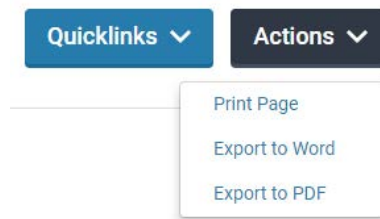
- b. Confirm the date range and Grant Status you wish to include in the search. Options for Grant Status are:
- i. Submitted – Denied Funding
  - ii. Completed (included by default)
  - iii. Funded – In Progress (included by default)
  - iv. Submitted for Review
  - v. In Preparation – Not Submitted
- 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.)



**Build Report**

d. Click

4. To export, find the **Actions** menu in the upper-right corner of your account and choose an 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 Grant Status 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
5. The report will begin with a unit-wide number; use the down arrow to expand to listing by faculty.

\* Amounts in USD

	2017
Physics	656,505

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