

Reporting Help: Generating Award Reports

Purpose: This reference guide lists and explains available reports in the eData Sponsored Programs **Award Reports Portal**. For step-by-step instructions for creating **Award Reports**, please refer to the **Quick Reference Guide: Generating Award Reports**. In this guide, you will find:

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Available Award Reports

This table lists and describes the available **Award Reports**, any legacy equivalent, and the expected data results. These reports can be customized by any of the filters described in the next section. The legacy equivalent is not all-inclusive as there are many InfoMaker reports and variations.

| Report Type (Radio Buttons) | Legacy Equivalent | Expected Data Results |
|-----------------------------|--|--|
| Award Report | Single PI Award History <i>(for PI's only)</i> | This report generates a list of awards based on the filter selection and provides aggregate information such as total cost, counts, and indirect and direct cost. Shows activity by Award Register Date and Principal Investigators only. Also provides Award Count, Award Total, Total Direct Cost, and Total Indirect Cost summary information. Monies may come in at different times during the life of an award. |
| Investigator Org Unit | Department's awards <i>(when department is listed on the Goldsheet as the Investigator's home)</i> | This report provides award count summary information by investigator org unit. Since an investigator can list a department and a center on page 2 of the GoldSheet, it is possible for an award to show up twice on this list. |
| Lead Org Unit | Department's awards <i>(when department is listed on the Goldsheet as the administering unit)</i> | This report displays the list of awards by the lead org unit listed on the Goldsheet, including the PI and COI. Also provides Award Amounts, Direct Cost and Indirect Cost information per award, and award numbers that link to details. |

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| Report Type (Radio Buttons) | Legacy Equivalent | Expected Data Results |
|-----------------------------|-------------------|--|
| Sponsor Report | N/A | This report allows you to view sponsor by name and type. To distinguish awards from sub-awards, the Report Type drop down in the report area allows you to “View Flow Through Only” or “View Flow Through and Sponsors” to report information about the Prime Sponsor (primary source of funds) and Sponsor (secondary source of funds). |
| IDC/DC Ratio | N/A | This report provides a simplified (non-modified) ratio in a summary format of indirect cost, direct costs, and award amounts. Also allows you to view awards by “Report Type”. |
| Graphs by Count | N/A | This report allows you to view awards by pie chart and table with corresponding amounts based on the total counts generated. Sort by Sponsor Type, Award Count, and Award Amount. |
| Graphs by Dollars | N/A | This report allows you to view awards by pie chart and table with corresponding amounts based on the total counts generated by Sponsor Type, Award Count, and Award Amount. |

Filter Descriptions

Filters are available for each report in the **Award Portal**. The filters produce custom-made reports for specific business purposes. This table lists the available filters and describes their function and best use.

Note: To update data results, be sure to click the yellow **Run** button each time a filter is changed. Check your new data results, which include your newly selected filters. Drop down filters located in the report area do not require the use of the **Run** button.

| Filter Title | Description |
|-----------------------------|--|
| Org Unit | Used to filter by the Org Unit assigned to the award (formerly known as part of the Admin DICE). This is the unit at the college and VP level. For instance, College of Design, Ames Lab, VP for Research & Econ Development are options available here. |
| Org Dept | Used to filter by the Org Dept assigned to the award (formerly known as the Admin DICE). This is the department, institute, center, or extension division. For instance, INTRANS, Biotechnology, and Aerospace Engineering are options available here. |
| Investigators | Used to filter by Investigators assigned to the award. Listed by Last Name, First Name, and Middle Initial (optional). |
| Sponsor Type | Used to filter by commodity, local, state, and federal government, foreign, Higher Ed, non-profit orgs, industry, foundation, and other sponsors. This list is not all-inclusive. |
| Sponsor Name | Used to filter by Sponsor Name. Listed by Business Name. |
| Activity Type | Used to filter by type including: Instruction, Operations & Maintenance, Public Service, Research, or Scholarships & Fellowships. |
| Award Status | Used to filter by Active, Executed, Pending, Purged from KFS, Withdrawn/Declined. |
| Award Type | Used to filter between ISU Gift, IPA, Grant, Other, Cooperative Agreement, Contract. |
| Award Register Date Between | Allows the user to enter a date range for the date the proposal was submitted using calendar option filters: (Award Date Between...and...) |

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Award Details and Link

In the results table of the **Award Report**, the Award Number is displayed as an underlined blue link. This table describes and illustrated the expected results when you click that link.

| Award Number Link | Expected Data Results |
|-----------------------------------|---|
| Award Number link to Award Detail | This link takes you to the Award Detail screen displaying summary information such as start dates, direct costs, etc. If the award is connected to a proposal, links to the Proposal Detail report are also available on this detail screen. Additionally, if an associated account(s) is listed, an account link will also be available. |

Export Options

eData provides two download options on most reports: **EXCEL** or **PDF**. These options have specific advantages based on your business purpose. The table below explains the term, description, and visual cue for each option:

| Term | Description | Visual Cue |
|-------|---|---|
| Excel | Click the green Excel button to download the customized report to your desktop. This can be useful to further arrange, modify, or review the data. |  |
| PDF | Click the green PDF button to download the customized report to your desktop as a PDF. This can be helpful when communicating specific report results with others in a static format. |  |