

Quick Reference Guide: Generating Award Reports

Instructions: Use the steps below to generate **Award Reports** from the **Sponsored Programs Register Portal** in eData. For more information about reports in eData, refer to the **Understanding the eData Interface Job Aid**.

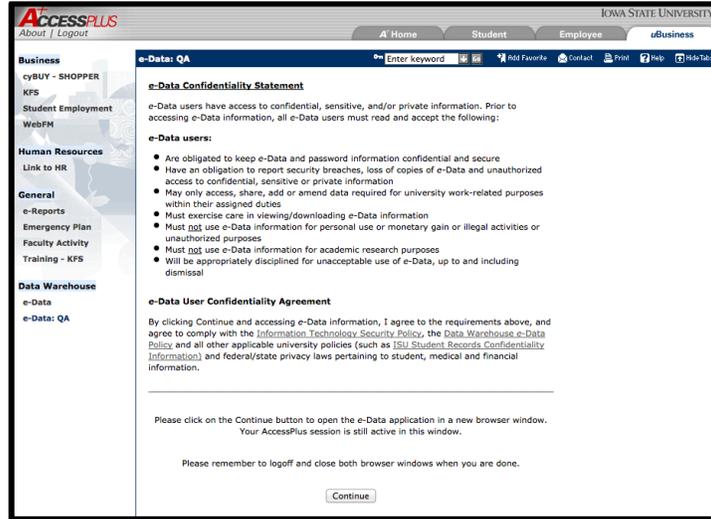
Award Reports include:

Report Type (Radio Buttons)	Description
Award Report	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	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	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.
Sponsor Report	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	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	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	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.

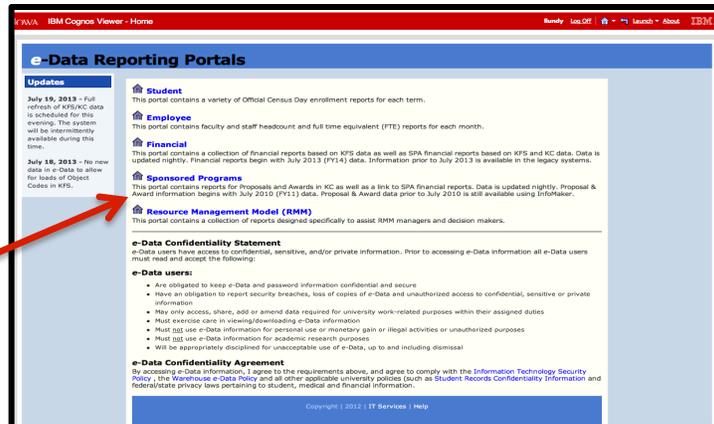
Award Number Link	Description
Award Number link to Award Detail	This link takes you to the Award Detail screen displaying summary information such as start dates, direct costs, etc. If the award is connected to a proposal, links to the Proposal Detail report are also available on this detail screen.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

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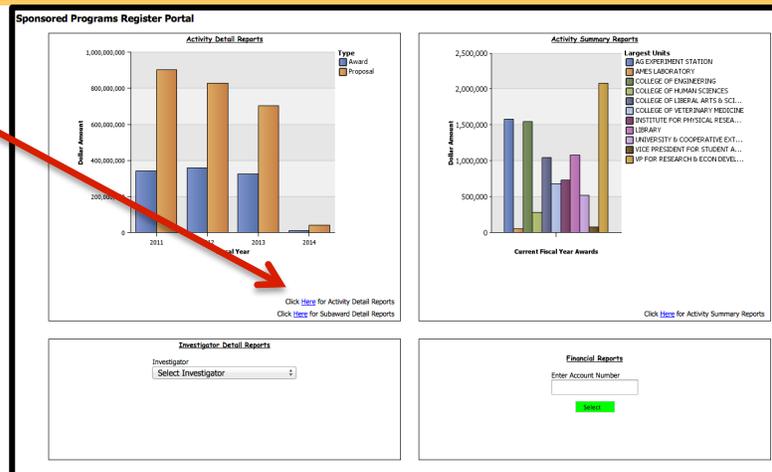
1. Log into AccessPlus and enter your University ID and Password.
2. Click the **uBusiness** tab
3. Click **eData**, then **Continue**.



4. Click **Sponsored Programs** on the blue homepage to enter the **Sponsored Programs Register Portal**.



5. Click **Here** on the **Activity Detail Reports** graph.



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6. Click [Here](#) for Award Reports on the Awards graph.

Awards		
Sponsor Type	Award Count	Award Amount
Commodity	265	\$56,546,690
Federal	1436	\$2,768,044,489
Foreign Federal Government	2	\$400,000
Foreign Higher Education	11	\$933,324
Foreign Industry/Corporate	46	\$6,528,117
Foreign Nonprofit Organization	4	\$111,463
Higher Education	408	\$97,599,393
Industry/Corporate	573	\$178,992,342
ISU Research Foundation	21	\$2,399,580
Local Iowa Govt/School District	85	\$3,530,502
Nonprofit Organization	343	\$200,637,493
State of Iowa Government	10	\$260,377,841

Click [Here](#) for Award Reports

7. Select one Report Title from the Report List in the top left corner of the Award Report screen.

8. Select one or more Report Filters from the dropdown menus.

IOWA STATE UNIVERSITY Award Reports
Award Report

Award Report

Investigator Org Unit

Lead Org Unit

Sponsor Report

IDC/DC Ratio

Graphs by Count

Graphs by Dollars

Org Unit

All Org Units

Org Dept

All Org Depts

Investigators

All Investigators

9. Select the correct date range using the Award Register Date between filter.

10. Click the yellow **Run** button to produce a report.

11. Click the **Excel** or **PDF** buttons to view, download, or print reports.

12. Click one of the other underlined blue links to view detailed information or link to other portals.

Award Register Date between

Jul 1, 2010

and

Jun 30, 2025

Award Type

All Award Types

[Proposal Reports](#)

[Award Summary](#)

[Custom Reports](#)

Run

Excel

PDF