

Reporting Help: Generating Award Reports by Investigator

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

In this guide, you will find:

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Available Reports

This table displays the available **Award Reports by Investigator**, any legacy equivalent, and a description of the expected data results. These reports can be customized by any of the filters described in the next section. Listing of the legacy equivalent is not inclusive as there are many InfoMaker reports in the community and many variations on a report.

Report Type (Radio Buttons)	Legacy Equivalent	Expected Data Results
All Awards	Single PI Award History <i>(for PIs only)</i>	This report generates a list of awards based on the filter selection and provides aggregate information such as award count, amount, direct and indirect costs. Shows Principal Investigators only.
Current Awards	N/A	This report generates a list of active awards by award number (assigned by Kuali Coeus) and based on filter selection. It also provides information such as the award count, amount, direct and indirect costs.
Investigator Contribution	N/A	This report shows all investigators on the award and their contributions and percentage amounts for the award.
Summary by Fiscal Year	N/A	This report generates a list of awards by Investigator, then by Fiscal Year, then by Role. It also provides Investigator, Fiscal Year, Role, Incremental Award Count, Investigator Amount, Direct Amount, Indirect Amount, and Award Amount. <i>Note:</i> For this report, Incremental Award Count is the number of actions that can be attributed to a particular investigator in a specific fiscal year for a specific role (PI or COI). Awards can have multiple actions during their life span, including additional monies, extensions of time, or reductions of funding.

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Report Type (Radio Buttons)	Legacy Equivalent	Expected Data Results
Acct Mngmnt Summary	N/A	This report displays the list of accounts and account number assigned to a particular investigator (account manager). <i>Note:</i> For more detailed information, use the account number blue links to navigate to SPA Financial reports.

Filter Descriptions

Filters are available for each report in the **Award Reports by Investigator 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 located below the filters, 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.

Filter Title	Description
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 inconclusive.
Sponsor Name	Used to filter by Sponsor Name. Listed by Business Name.
Investigators	Used to filter by Investigators assigned to the award. Listed by Last Name, First Name, and Middle Initial (optional).
Activity Type	Used to filter by type including: Instruction, Operations & Maintenance, Public Service, Research, or Scholarships & Fellowships.
Award Type	Used to filter between ISU Gift, IPA, Grant, Other, Cooperative Agreement, Contract.

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Award Details and Blue Links

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

Award Number Link	Description/Expected Data Results
Award Number link to Award Detail	Provides details of a specific award in one location. If the award is connected to a proposal, the specific proposal number will be an underlined blue link that takes you to the Proposal Detail report. Additionally, if an associated account(s) is listed, clicking on the account number's blue link will take you to the SPA Financial report for that account.

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.	