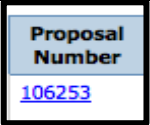


Quick Reference Guide: Generating Proposal Reports

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

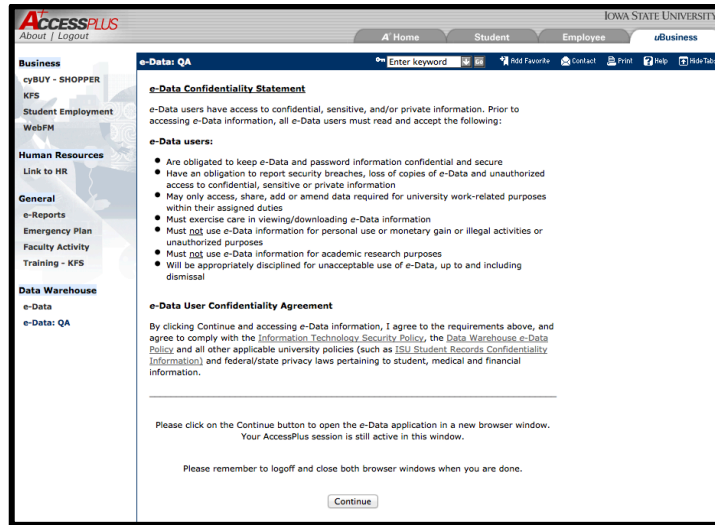
Proposal Reports include:

Report Type (Radio Buttons)	Description
Proposal Report	This report generates a list of proposals based on the filter selection and provides aggregate information such as proposal amounts, counts, and proposed indirect and direct cost. Shows Principal Investigators only.
Investigator Org Unit	This reports sorts information by Investigator Org Unit and Investigator Org Dept. The filters labeled Org Unit and Org Dept will filter the Investigator Org Unit and Investigator Org Dept fields (as opposed to the other reports where those filters are applied to Lead Org Unit and Lead Org Dept fields). <i>Note:</i> Since an investigator can list a department and a center on page 2 of the GoldSheet, it is possible for the proposal to be listed twice on this list.
Lead Org Unit	This report displays the list of proposals based on filters selected and by lead org unit and department listed on the Goldsheet. The report includes PIs and COIs.
Sponsor Report	This report sorts proposals by primary sponsor and lists PIs only. Also allows you to view information by “Report Type” where you can “View Flow Through Only” or “View Flow Through and Sponsor”.
Graphs by Count	This report allows you to view proposals by pie chart and table with corresponding amounts based on the total counts to be generated. Also allows you to view graph by Sponsor Type, Activity Type, Proposal Status and Lead Org Unit. An export to Excel will export the pie chart and the table but not the Total line. After exporting the data, you can create a Total line in Excel using the SUM function.
Graphs by Dollars	This report allows you to view proposals by pie chart and table with corresponding amounts based on the total dollars to be generated. Also allows you to view graph by Sponsor Type, Activity Type, Proposal Status and Lead Org Unit.

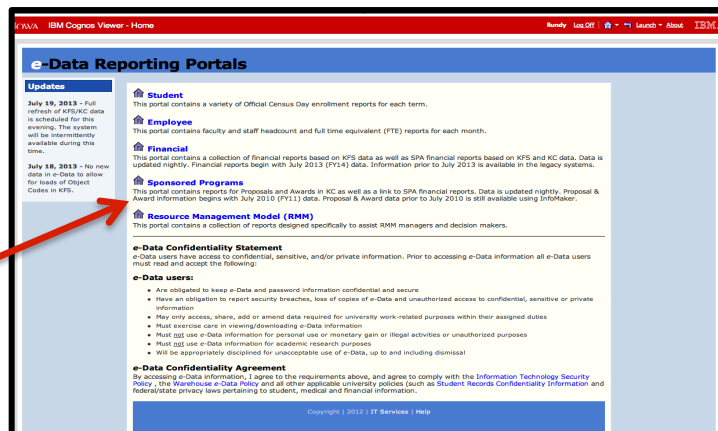
Proposal Number Link	Description	Visual Cue
Proposal Number link to Proposal Detail	This link takes you to the Proposal Detail screen displaying summary information such as recommitted totals, requested start and end dates, proposed direct costs, proposal status and awards. If there is an award, a link will appear in the Award section of the Proposal Detail report.	

Quick Reference Guide: Generating Proposal Reports

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.



Quick Reference Guide: Generating Proposal Reports

- Click [Here](#) for Proposal Reports on the Proposals graph.

Proposals		
Sponsor Type	Proposal Number	Proposal Amount
Commodity	346	\$38,188,455
Federal	2746	\$1,951,303,919
Foreign Federal Government	3	\$612,499
Foreign Higher Education	23	\$2,927,029
Foreign Industry/Corporate	68	\$9,598,937
Foreign Nonprofit Organization	11	\$8,170,538
Higher Education	899	\$213,650,250
Industry/Corporate	1062	\$135,814,865
ISU Research Foundation	17	\$367,624
Local Iowa Govt/School District	71	\$2,280,661
Non-Iowa State & Local Government	59	\$8,431,553
Nonprofit Organization	655	\$97,309,819
State of Iowa Government	586	\$83,160,820
Total	6546	\$2,551,816,969

Click [Here](#) for Proposal Reports
Click [Here](#) for Proposal Status Tracking

- Select one **Report Title** from the **Report List** in the top left corner of the Proposal Report screen.
- Select one or more **Report Filters** from the dropdown menus.

IOWA STATE UNIVERSITY **Proposal Report**
Proposal Report

Proposal Report

Investigator Org Unit

Lead Org Unit

Sponsor Report

Graphs by Count

Graphs by Dollars

Org Unit
All Org Units

Org Dept
All Org Depts

Investigators
All Investigators

- Select the correct date range using the **Submit Date Between** filter.
- Click the yellow **Run** button to produce a report.
- Click the **Excel** or **PDF** buttons to view, download, or print reports.
- Click one of the other underlined **blue links** to view detailed information or link to other portals.

Submit Date between [Award Reports](#)

Jul 1, 2010

and [Proposal Summary](#)

Jun 30, 2025

[Custom Reports](#)

des Run Excel PDF