

## Quick Reference Guide: Generating Proposal Reports by Investigator

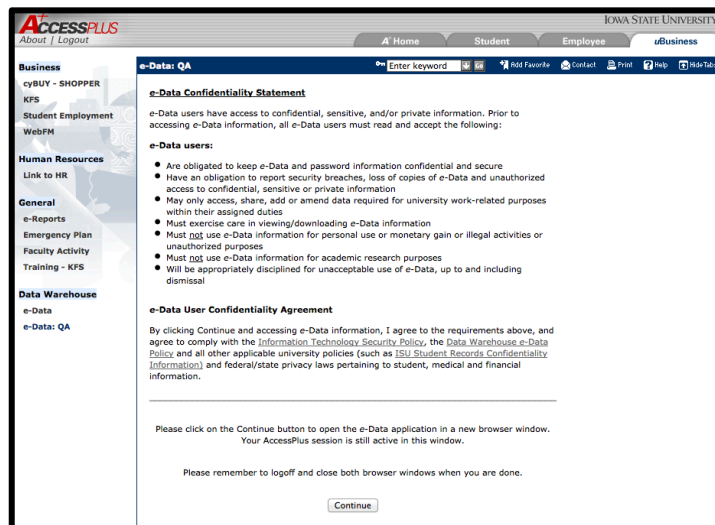
**Instructions:** Use the steps below to generate **Proposal Reports by Investigator** from the **Sponsored Programs Register Portal** in eData. For more information about reports in eData, refer to the **Understanding the eData Interface Job Aid**.

Proposal Reports by Investigator include:

Report Type (Radio Buttons)	Description
All Proposals	This report generates a list of proposals based on the filter selection and provides aggregate information such as proposal amounts, counts, and indirect and direct costs. It also shows proposal title, number, status, start and end dates, and Investigator’s name and role.
Pending Proposals	This report allows you to view proposals by those pending approval and by proposal (also called GoldSheet number). The “Sort By” drop down filter allows user to look up proposal numbers or amounts. Also offers sponsor information, proposed direct and indirect cost, and proposed start and end dates.  <i>Note:</i> Only the PI is listed on this report.
Investigator Contribution	This report shows all investigators on the proposal and their intended contributions and percentage amounts for the proposal.
Summary By Fiscal Year	This report shows a summary of indirect, direct, and total proposal amounts by fiscal year. The role of the investigator is also included in this report.

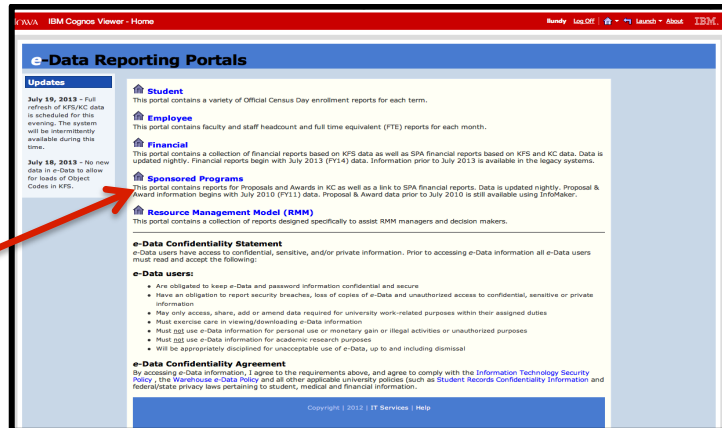
Proposal Number Link	Description	Visual Cue
Proposal Number link to Proposal Detail	This link takes you to the <b>Proposal Detail</b> screen displaying summary information such as recommitted totals, requested start and end dates, proposed direct costs, proposal status and awards. If there is an award,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

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



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

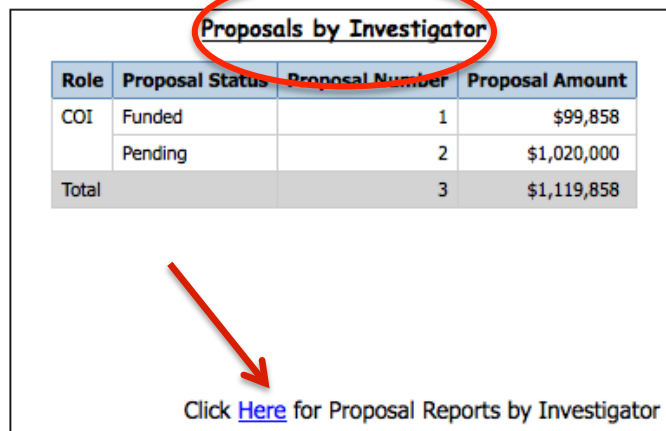


- Choose the Investigator's name from the drop down menu on the **Sponsored Programs Register Portal** screen.
- Click **Here** to enter the **Investigator Detail Reports** portal.

*Note:* This link will appear only after you select an Investigator's name.



- Click **Here** on the **Proposals by Investigator** graph.



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8. Select one Report Title from the Report List in the top left corner of the Sponsored Programs Investigator Detail screen.

IOWA STATE UNIVERSITY Sponsored Programs Investigator Detail - Proposal Reports  
All Proposals

Sponsor Type  
All Sponsor Types

Sponsor Name  
All Sponsors

Investigators  
AALETI, SRIRAM REDDY

Activity Type  
All Activity Types

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

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

Run Excel PDF

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