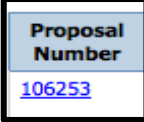


Quick Reference Guide: Generating Proposal Status Tracking Reports

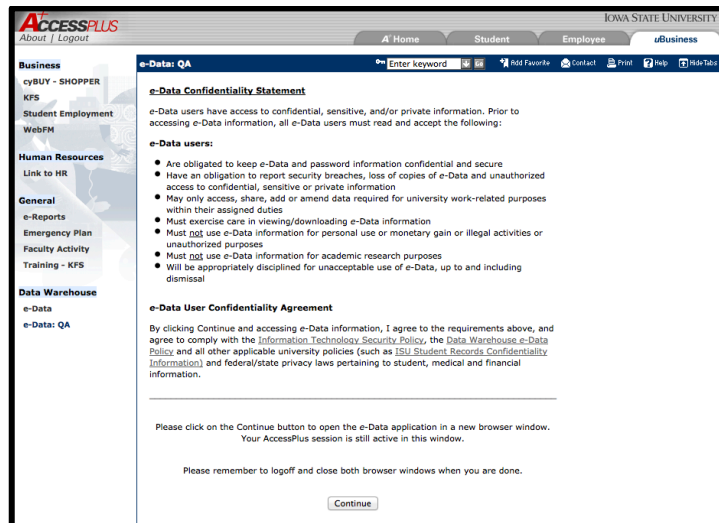
Instructions: Use the steps below to generate **Proposal Status Tracking Reports** from the **Sponsored Programs Register Portal** in eData. For more information about reports in eData, refer to the **Understanding the eData Interface Job Aid**.

Proposal Status Tracking Reports include:

Report Type (Radio Buttons)	Description
Report by Investigator	This report generates a list of proposals based on the filter selection and provides information by Investigator, the Investigator Org Unit and Dept, Lead Org Unit and Dept, and proposal status and other details. A direct link to the proposal and award (if funded) is also available in this report.
Report by Lead Org	This report generates a list of proposals based on the filter selection, provides information by Lead Org Unit and Dept, and offers proposal status and other details. A direct link to the proposal and award (if funded) is also available in this report.

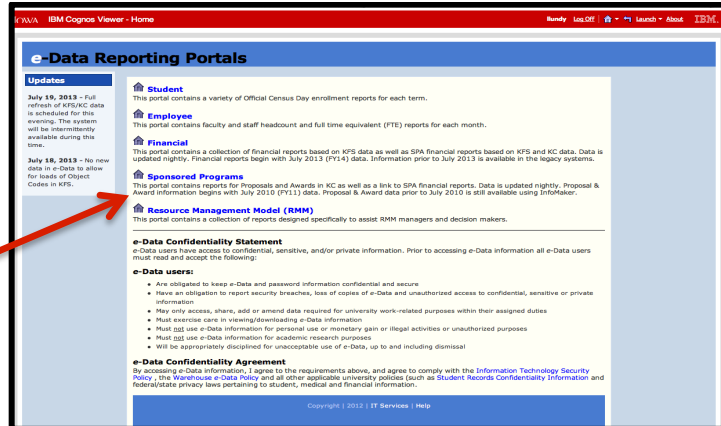
Proposal Number Link	Description	Visual Cue
Proposal Number link to Proposal Detail	This link takes you to the Proposal Detail screen displaying summary information such as recommended totals, requested start and end dates, proposed direct costs, proposal status and awards. If there is an award, a link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

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



Quick Reference Guide: Generating Proposal Status Tracking Reports

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



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



Quick Reference Guide: Generating Proposal Status Tracking Reports

- Click [Here](#) for Proposal Status Tracking 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 Status Tracking Report screen.

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

Note: You can choose more than one selection in the Investigator Org Unit and Investigator Org Dept filters.

IOWA STATE UNIVERSITY Proposal Status Tracking Report

Report by Investigator
 Report by Lead Org

Investigator Org Unit: All Org Units
 Investigator Org Dept: All Org Depts

Submit Date between: Jul 1, 2010 and Jun 30, 2025

Filtered Department List:
 ACCOUNTING
 AEROSPACE ENGINEERING
 AES ADMIN CONTROL
 AG & BIOSYSTEMS ENGINEERING
 AG EDUCATION & STUDIES

- Select the correct date range using the Submit Date between filter.

Submit Date between

Jul 1, 2010

and

Jun 30, 2025

Quick Reference Guide: Generating Proposal Status Tracking Reports

10. Click the yellow **Run** button to produce a report.
11. Click the **Excel** or **PDF** buttons to view, download, or print reports.

