UNIVERSITY OF TORONTO | Office of the Vice-President, Research and Innovation

AMS Reporting for Business Officers
RIS Tutorials: Overall Help and Support

In this help file you will find:

Data Content of RIS

The Research Information System contains data on all research grants and contracts administered through the University and through affiliated hospitals.

For the Faculty of Medicine, the data from 1984 on is available, and for all other faculties, award information is valid from April 1, 1996 to the present.

The information includes award amount, time period, names of investigator and co-investigators, agency and program funding the research, location of research.

Awards which are administered through affiliated hospitals rather than U of T are included in RIS. They are coded "Application Type" AF. Because of the painstaking procedure involved in gathering these data, they are usually about one year behind.

Those with access to RIS can see information on awarded research grant applications, for all departments across U of T.

$ Amounts in RIS are total awards, not account balances.

Only award amounts which are actually entered in the budget will appear in reports. All award amounts in RIS are in Canadian dollars.

RIS Glossary of Terms

– A –

ACMC Classification – Association of Canadian Medical Colleges classification, capturing the type of organization to which the Sponsor belongs.

Admin Site – The site where the funds will be administered.

Agency – The sponsor of the research.

Animal protocol – Ethical review structure defining research involving animals.

Application number (App # or App ID) – Unique identifying number assigned to a research application.

Application Status (App Status) – One of: Awarded; Recommended but not funded; Transferred from another institution; Preliminary FReD.

Area of study – Same as the research application classification system used by the three federal research councils (MRC, SSHRC and NSERC).

Award Date – Award start date.

– B –

Biosafety certificate – Ethical review structure defining research involving potential hazardous substances.

Budget – Displays the spending limits approved by the Sponsor for the various categories of expenditures (commitment items) and at the various times when the amounts become available. When co–investigators have direct access to portions of the budget, this is broken down further by fund center.

Budget Category – Identifies groupings of expenditures (commitment items) created to control spending as approved by the sponsor

– C –

Carryforward Rule – Short Text Indicator – This code refers to the conditions applied to the unspent budget in the fund at the end of the fiscal year, as determined by the sponsor.

Category of invasiveness – Code indicating degree and duration of discomfort or stress to which animals are subjected in animal protocols. Defined by the Canadian Council on Animal Care.

CF Center – Also called a Commitment Funds center, CFC, funds center or FC number. The PI Fund center is typically used as an administrative link to join all of a PI's funds together to facilitate reporting on his/her research funds.

Converted (CNV) – Indicates that the financial data was transferred into FIS from UNIFACTS using the October 31, 1995 balance.

Containment level – Code indicating level of risk involved in biosafety certificates.

Co–Investigator – The name of a researcher who is associated with the award but is not the primary researcher.

Cost Ctr. – Cost Center. Box where end–user can manually enter the cost center number. A FReD has either an internal order number or a cost center number, but not both. Cost Center is atracking number used to gather and track costs and revenues for an organizational unit, a program, OR activity, i.e., a departments research activity. Cost centers do not contain budget, or control spending. For reporting purposes, cost centers are linked in a hierarchical structure, such as department or faculty.

CPIs – Number of Co–Investigators.

– D –

Date – The date the application was received.

Department – Department credited with award in RIS reports, which is the UofT department that will be administering the award (except when the administering department is a self funded unit e.g. CRND in the Faculty of Medicine, in which case this field identifies the home department of the Principal Investigator).

Department Fund Center – Fund Center number and description for the department where fund is held. A CF center (also called Commitment Funds center, CFC, funds center , or FC number) can be used to hold budget. The owner of the CF center may be a principal investigator (PI), or a department. Most departments will have their operating budget (non–research money) held in a departmental CF center. When taken together, CF centers form a hierarchy which usually reflects the management structure. This hierarchy is used for budget and reporting purposes. In this context, a CF center may act as a link to other CF centers or funds. The CF center is the basic building block of the budget hierarchy.Typically: A faculty is represented by a CF center. A department of the faculty is represented as a subordinate CF center linked to the faculty. A PI is identified as a subordinate CF center linked to a department. A fund, or group of funds, might be linked to either CF center.

Distribution – Distribution list of FReD.

Div ID – ID number of sponsor's division

Division – The part of a sponsor responsible for funding particular types of research. See definition for "program" for more details.

– E –

Excl – As opposed to Incl, of Incl/Excl. Excl indicates that criteria ranges in a report are exclusive rather than inclusive.

End Date – End date of award.

Entity – A common identifier used to link information across a number of databases. The same institution or person may have a different identifier in different databases, but share a common entity number.

Ethical review – human – Ethical review structure defining research involving human beings.

Expiry date – In the case of ethical reviews, the expiry date is one year from the date of approval. For animal protocols, approval by the University Animal Care Committee. For biosafety, date on which the Biosafety Certificate is issued.

External payment record – Indicates which external person is to receive payment from invention royalties.

– F –

Faculty/Department – The name of the Faculty and Department where the grant is being administered.

Financial Reporting – Short Text Indicator – In FReD and Program Master Data, this code refers to the frequency of, and period covered in, financial reporting to the sponsor.

Fiscal Year – In a FReD, this box refers to Sponsor's grant year, e.g. NSERC's fiscal year, which is usually April 1 to March 31.

Fiscal Year Variant – In the FReD and Program Master Data, identifies the fiscal year of the fund (usually determined by the sponsor/program).

FReD data dictionary –See http://www.utoronto.ca/amsris/fred.pdf for a sample FReD with all fields defined

FReD #s – Funded Research Digest number assigned in RIS.

FRD Release Information – Date FReD was issued, type of FReD (original, interim, revision1, etc.) and name of the grants officer who authorized the release of the FReD.

FTE (Full time equivalent) – For employees who are part–time, the equivalency of their work hours to a full time position. For example, a part–time person working 50% of the work week has an FTE of .5.

Fund – A holding place for monies received to fund a research project.

Fund End Date – The last day on which an expense may be posted to the fund. The fund end date is the grant end date plus any grace period allowed by the sponsor (a time after the end date of the last instalment during which a researcher may continue to spend any unspent budget, but no new funding is received).

Fund No. – This unique number is assigned by the University to identify the research award. The Fund holds the budget for the award. The Fund Number is used in combination with either a departmental or a Principal Investigator (PI) Fund Center number that indicates the location of the Fund in the University's hierarchy and the respective locus of responsibility for the fiscal administration of the Fund.

Fund Start Date – The first day of the first instalment of an award, i.e. the first day an expense may be posted.

Funded research digest (FReD) – The record of terms, conditions and budget of a funded research project. (see sample FReD at http://www.utoronto.ca/amsris/fred.pdf with definitions of its information fields)

Funded research number – The unique identifier for a Funded Research Digest.

– G –

Grant End Date – The end date of the award as defined by the sponsor. In the case of multi–instalment awards, this represents the end date of the last instalment. This does not include any grace period (a time after the end date of the last instalment during which a researcher may continue to spend any unspent budget, but no new funding is received).

Grant Period – Identifies the grant start and end dates of the award as defined by the sponsor. Refers to only the award period of that application, i.e., ignores originals or renewals, or any grace period (a time after the end date of the last instalment during which a researcher may continue to spend any unspent budget, but no new funding is received).

Grant Start Date – the start date of the award as defined by the sponsor. In the case of multi–instalment awards, this represents the start date of the first instalment.

– I –

Incl – As opposed to Excl in Incl/Excl. Incl indicates that criteria ranges chosen in report are inclusive rather than exclusive.

Industry – University classification capturing the type of organization to which the sponsor belongs. For example, Federal Government, Provincial Government, Corporation, etc.

Internal disbursal record – Indicates which department is to receive payment from invention royalties.

Internal order – A holding place for revenue generated by an invention.

Invasiveness category – Code indicating degree and duration of discomfort or stress to which animals are subjected in animal protocols. Defined by the Canadian Council on Animal Care.

Invention sponsor – The original sponsor of the research that resulted in the invention disclosure.

Invoicing – Short Text Indicator – This code identifies the schedule of when an invoice must be sent to the sponsor, if applicable.

– K –

Keyword – Words which describe research proposal. They should be chosen by Principal Investigator, but if not, are the important words in the title of the research proposal.

– L –

Licensee – The company/individual paying revenue to the University for the right to license an invention.

Location – Building and/or institution and/or country where research is conducted.

– N –

Notes on Budget – Text in budget box may contain notes on budget, budget transfer rule, carry–forward rule, extension request deadline, sub–grant details, and lists of eligible/ineligible expenses.

– P –

Peer Reviewed – Yes (Y) or No (N).

Period – A fiscal period: one calendar month. For example the Universitys fiscal periods are numbered (1–12) beginning with May, the first period of the University's fiscal year.

Period Amounts – Award amount budgeted at the Period Start date specified in Grant End Date Report

Period Start – Start of budget period, used in Grant End Date Report

Prgm ID – Identification number of sponsor program

Pgm Purpose, Pgm Purp. – The main application of the research funds.

The Program Purpose is one of: Operating; Major collaborative group; Studentship; Fellowship; Scholarship; Scientist; Senior Scientist; Distinguished Scientist; Career Investigator; Other Personnel; Equipment; Maintenance; Travel; Conference at UofT; Conference outside UofT; Service; Award; Medal; Companion; Honorary member; Officer; Prize; Multipurpose; Special program; or Other (except personnel).

Pgm Type, Program Type – One of: Bequest, Contract, Donation, Grant, Special Award, Sub–Contract or Sub–Grant.

PI Fund Center – Fund Center corresponding to the primary researcher.

The PI is assigned a unique Fund Center number (also called Commitment Funds center, CFC, funds center , or FC number) by the Office of Research Services. PI Fund centers can hold budget (e.g. Expense–UTFA allotments) and when taken together with the Fund Number uniquely determine the location of that PI's alloted budget on a research award. The PI Fund center number is typically used as an administrative link to join all of a PIs funds together to facilitate reporting on his/her research funds.

Program – A form of subgrouping within a Sponsor

Project Title, Program Name – The title of the research project.

– R –

Release Type – Describes FReD.

Preliminary – FReD still in process of being created, has not received Grant/Contract Officer approval.

Interim – FReD has been approved for distribution but has an outstanding issue (e.g. a pending ethical protocol approval)

Original – FReD has received Grant/Contract Officer approval, and can be printed/distributed

Revision – FReD with Original status has been revised.

Reminder date – The date on which a reminder letter is sent to the investigator involved in an animal protocol. Usually six weeks to two months before the expiry date.

Report Header – Includes the date the report was printed, the report title and the current page number.

Ren – New (N) or Renewal (R).

Researcher – The name of the U of T employee or position (e.g., Chair) who is the primary researcher on the application.

Revenue document – A record of the receipt of revenue for an invention.

– S –

S. Term – Search Term. An abbreviation which can be used in any MatchCode dialog box where appropriate.

Selection Criteria – The selection criteria which were specified in the Report Variants screen.

Sponsor – The agency which will fund the research.

Sponsor Year End – End date of the granting agency's fiscal year. The sponsor is normally an outside agency which provides funds to the University for a particular reason, i.e., research. The fiscal year of the sponsor does not usually correspond with the University fiscal year (e.g. CIHR sponsor year is April–March).

Spon. Ref, Sponsor's Reference – Number assigned by the Sponsor for application/award.

Status – Application Status, e.g. Received, Awarded, Preliminary FRD, Transferred from other institution, Terminal Grant.

Subdepartment – Used in large departments like Medicine and Surgery.

– T –

Title – The title of the research project

Total Award – Total amount of money awarded for period specified, the sum of budget installments across all years for this award

Type – AF Affiliated Institutions – money will not be entered into UofT FIS – budget will be externally administered. Held at a research institute, hospital or federated college.

FI – UofT application with FIS implications – fund will be handled through UofT.

NF – UofT award with no budget implications – i.e., will not be put in FIS. This would include historical data, honorary awards with no money.

Type of Agreement – Defines purpose and specifies if grant, contract, donation, etc.

– U –

UTRS Application – Application Number assigned on entry into RIS.

View FReD in Browser or Export to Excel

View FReD in Browser

Navigation

SAP menu → Research Information System → RIS → Funded Research → Funded Research → Display

• If you know the number of the FReD, enter it in the Funded Research Number field and hit Enter.

• If you don't know the FReD number, you can search by name of Principal Investigator, or Fund Number.
Entering a the approximate start date of the grant period will help narrow down your search.

Export to Excel

The easiest way to sort and manipulate data from RIS reports is to download the data, then import into a spreadsheet program (e.g., Excel or Access). Here's how:

1. In an RIS award report selection screen (e.g. Awards by Fac/Dept) enter your selection criteria, and execute the report.

2. Once the report has run, print it out if you would like to keep a hard copy, and click on the "Download" button (upper-left side of screen) if you would like to download the data.

3. Once you've clicked on the download button, you will get a dialogue box titled "Transfer to a local file". It will contain a default file name which includes the location of where it will save the download (default is to your Temp folder on your C drive) and a standard report name with the suffix " .txt " (indicating it is a text file). For example, the default name for the award report by Fac/Dept is "C:\TEMP\APAWFAC.TXT".

This dialogue box also includes a field that identifies the data format as "DAT".

Important notes:

1. If you change the file name, always keep the suffix " .TXT ".

2. Do not change the data format. It should always be "DAT".

3. Click on the "Transfer" button on the lower-left side of the dialogue box to continue downloading the data. Once the download is complete, the dialogue box will disappear from your screen, and you will see the number of bytes transferred displayed on the bottom of your screen. The file has now been copied into your C:\Temp folder.

4. To open the download in a spreadsheet program, start your spreadsheet program, and once you are in it, select "Open File".

5. In the "Open" dialogue box, search for, and open, the downloaded file. It will be in your C:\Temp folder, as a text file, so it you are searching for it in Excel, you will need to change the "Files of type" field from "Microsoft Excel Files" to "All Files" or "Text Files" in order to be able to see the downloaded file.

6. If you are opening the file in Excel, the Text Import Wizard will appear, and will provide three steps for importing the data. Always follow the same procedure as follows, and you will successfully import the data.

    a. Text Import Wizard: Step 1 of 3
       Do not change anything on this screen. Just click on the "Next" button (lower right side of dialogue box) to continue to Step 2.

    b. Text Import Wizard: Step 2 of 3
       In Step 2, the only field you need to change is the "Text Qualifier". It should read {none}. Click on "Next" to continue import.

    c. Text Import Wizard: Step 3 of 3
       In step 3, you should format your date fields to read as dates and not general text. It is important to format your dates, especially if you plan on sorting by them later on.

       To do this, scroll across your data preview (by clicking on the right-pointing arrow on lower-right side of box) until you encounter a column that contains dates (e.g. Grnt Start). You will notice that the column heading reads "General".

       Click on the column heading to highlight the whole column in your preview, and then select the "Date" radio button in the "Column data format" area at the top right side of the box.

       To the right of the Date radio button is a field that displays date formatting (e.g., MDY). You must change this so that it displays the format of the dates AS THEY APPEAR in the data preview (not as you want them to appear later on). Your column heading will now display the date format you selected.

       Repeat the date formatting step for every date column (unfortunately you can only format one column at a time).

       Complete the import by clicking on the "Finish" button. This will take you to an Excel worksheet containing your downloaded data. You can now sort, subtotal, etc. as desired.

       At this stage you should save as an Excel file (.xls instead of the existing .txt)

Tip: Since the download does not contain the selection criteria or date on which the report was run, it's a good idea as soon as you have imported a downloaded file to insert a row at the top of the spreadsheet and add a title containing the selection criteria and date run. This is especially useful if you are working with several downloads.

E.g., Dept of Biochemistry, April 1, 1999 to March 31, 2000, Downloaded from RIS on April 25, 2000.

If you have any questions on downloading RIS reports, please contact Nadia Saracoglu at 978-7574 (nadia.saracoglu@utoronto.ca) or Phuong Nguyen at 978-7474 (p.nguyen@utoronto.ca).

The Pro-Rated Option

By default, RIS reports are non-prorated, and show the entire award amount in the month in which it was budgeted. For this amount to appear on a RIS report, the first of the month must fall within the date range specified in the selection criteria. For example, an annual award of $24,000 would appear with the full amount only in the first month of the year, and no amount in the other months.

When you choose to create a prorated report, the amount of the award is distributed evenly across all months in the installment period. For example, an annual award of $24,000 would be prorated at $2,000 per month during the year. The amount of the award appearing on an RIS report would be proportionate to the number of months captured in the date range in the selection criteria.

NOTE: Prorated data are not available until one day after the budget has been set up.