



## **AMS Reporting for Business Officers**

### **RIS Tutorials: Award Reports**

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## Awards by Administration Site

Lists awarded applications matching the administration site in the selection criteria. The report lists subtotals by Administration Site, showing the number of new and renewed applications and the \$ amount funded for each. Selection criteria must include sponsor, faculty/department and application date. Results may be downloaded for import into Excel and Access.

### Navigation

*SAP menu* → *Research Information System* → *RIS* → *Application* → *Reports* → *Awarded Apps Reports* → *Awards by Admin Site*



*SAP menu* → *Research Information System* → *RIS* → *Funded Research* → *Reports* → *Awards by Admin Site*

### Overview

The *Awards by Administration Site Report* lists awarded applications matching the administration site in the selection criteria. The report lists subtotals by Administration Site, showing the number of new and renewed applications and the \$ amount funded for each. Selection criteria must include sponsor, faculty/department and application date. Results may be downloaded for import into Excel and Access.

### Assumptions

1. The award start date must be somewhere in the time period selected in the criteria.
2. Only Principal Investigators are included in the report. If you have an investigator who is a co-investigator, his/her joint award will not appear on this report.
3. The PI holds his/her major appointment in the department specified in the variant.
4. The total award refers to the amount awarded for the period specified in the selection criteria. A single date will produce the amount for that exact date only. A date range produces an amount that sums all the period fund entries for all dates within the date range specified, inclusive by default, (e.g. 01/04/96 – 31/03/97 selects against all fund entries between these two dates). **Note:** 01/04/96 – 01/04/97 may produce more than one year's worth of funding.

### Example Use

To show all the awarded applications in a specific department with awards administered at a specific location, such as a teaching hospital.

## Awards by Faculty/Department

Lists applications matching the selection criteria which must include faculty/department and award date. The report lists subtotals by department and faculty showing the number of new and renewed applications and the \$ amount funded for each. Results may be downloaded for import into Excel and Access.

### Navigation

*SAP menu → Research Information System → RIS → Application → Reports → Awarded Apps Reports → Awards by Fac/Dept*

or

*SAP menu → Research Information System → RIS → Funded Research → Reports → Awards by Fac/Dept*

### Overview

The *Awards by Faculty/Department Report* lists applications matching the selection criteria which must include faculty/department and award date. The report lists subtotals by department and faculty showing the number of new and renewed applications and the \$ amount funded for each. Results may be downloaded for import into Excel and Access.

### Assumptions

1. The award start date must be somewhere in the time period selected in the criteria.
2. Only Principal Investigators are included in the report. If you have an investigator who is a co-investigator, his/her joint award will not appear on this report.
3. The PI holds his/her major appointment in the department specified in the variant.
4. The total award refers to the amount awarded for the period specified in the selection criteria. A single date will produce the amount for that exact date only. A date range produces an amount that sums all the period fund entries for all dates within the date range specified, inclusive by default, (e.g. 01/04/96 – 31/03/97 selects against all fund entries between these two dates). **Note:** 01/04/96 – 01/04/97 may produce more than one year's worth of funding.

### Example Use

To show all the applications from a specific department over a one year period.

## Awards by Location

Lists awarded applications matching the research location in the selection criteria. Research location refers to the site at which the research is being carried out. Selection criteria must include faculty/department and application date. The report lists subtotals by Research Location, showing the number of new and renewed applications and the \$ amount funded for each. Results may be downloaded for import into Excel and Access.

### Navigation

*SAP menu → Research Information System → RIS → Application → Reports → Awarded Apps Reports → Awards by Location*

or

*SAP menu → Research Information System → RIS → Funded Research → Reports → Awards by Location*

### Overview

The *Awards by (Research) Location Report* lists awarded applications matching the research location in the selection criteria. Research location refers to the site at which the research is being carried out. Selection criteria must include faculty/department and application date. The report lists subtotals by Research Location, showing the number of new and renewed applications and the \$ amount funded for each. Results may be downloaded for import into Excel and Access.

### Assumptions

1. The award start date must be somewhere in the time period selected in the criteria.
2. Only Principal Investigators are included in the report. If you have an investigator who is a co-investigator, his/her joint award will not appear on this report.
3. The PI holds his/her major appointment in the department specified in the variant.
4. The total award refers to the amount awarded for the period specified in the selection criteria. A single date will produce the amount for that exact date only. A date range produces an amount that sums all the period fund entries for all dates within the date range specified, inclusive by default, (e.g. 01/04/96 – 31/03/97 selects against all fund entries between these two dates). **Note:** 01/04/96 – 01/04/97 may produce more than one year's worth of funding.

### Example Use

To show all the applications in a specific department with research being carried out at a specific location, such as a teaching hospital.

## Awards by Sponsor

Lists awarded applications matching the selection criteria, which must include sponsor, faculty/department and application date. The report lists subtotals by sponsor, showing the number of new and renewed applications and the \$ amount funded for each. Results may be downloaded for import into Excel and Access.

### Navigation

*SAP menu → Research Information System → RIS → Application → Reports → Awarded Apps Reports → Awards by Sponsor*

or

*SAP menu → Research Information System → RIS → Funded Research → Reports → Awards by Sponsor*

### Overview

The *Awards by Sponsor Report* lists awarded applications matching the selection criteria, which must include sponsor, faculty/department and application date. The report lists subtotals by sponsor, showing the number of new and renewed applications and the \$ amount funded for each. Results may be downloaded for import into Excel and Access.

### Assumptions

1. The award start date must be somewhere in the time period selected in the criteria.
2. Only Principal Investigators are included in the report. If you have an investigator who is a co-investigator, his/her joint award will not appear on this report.
3. The PI holds his/her major appointment in the department specified in the variant.
4. The total award refers to the amount awarded for the period specified in the selection criteria. A single date will produce the amount for that exact date only. A date range produces an amount that sums all the period fund entries for all dates within the date range specified, inclusive by default, (e.g. 01/04/96 – 31/03/97 selects against all fund entries between these two dates). **Note:** 01/04/96 – 01/04/97 may produce more than one year's worth of funding.

### Example Use

To show all the awarded applications made in a specific department by CIHR.

## Co-PI's by Faculty/Department

Lists awarded applications sorted by Co-PI with subtotals by department and faculty showing the number of new and renewed applications and the \$ amount funded for each, as specified in the selection criteria. Results may be downloaded for import into Excel and Access.

### Navigation

SAP menu → Research Information System → RIS → Application → Reports → Awarded Apps Reports → Co-PIs by Fac/Dept

or

SAP menu → Research Information System → RIS → Funded Research → Reports → Co-PIs by Fac/Dept

### Overview

The *Co-PI's by Faculty/Department Report* lists awarded applications sorted by Co-PI with subtotals by department and faculty showing the number of new and renewed applications and the \$ amount funded for each, as specified in the selection criteria. Results may be downloaded for import into Excel and Access.

### Assumptions

1. The *Grant Begin Date* will be somewhere in the time period specified in selection criteria.
2. The Co-PI holds his/her major appointment in the department specified in selection criteria.
3. The total award refers to the amount awarded for the period specified in the selection criteria. A single date will produce the amount for that exact date only. A date range produces an amount that sums all the period fund entries for all dates within the date range specified, inclusive by default, (e.g. 01/04/96 – 31/03/97 selects against all fund entries between these two dates). **Note:** 01/04/96 – 01/04/97 may produce more than one year's worth of funding.
4. Multiple Co-PIs for one department will be listed with a reference to the first Co-PI (alphabetically) in that department so the \$ amounts only appear once.

### Example Use

To show all the awarded applications held by co-investigators in a specific department or faculty.

## Co-PI Report

Lists awarded applications sorted based on the department ID's in the Header screen and in the Co-PI screens. Due to complexity of report, there are operating mode restrictions.

### Operation Mode Restrictions

Since running this report may require many system resources and much time, due to its complexity, it can only be run on-line if only 1 department is specified in the selection criteria. For more than 1 department, it has to be run in background, using batch mode.

### Navigation

*SAP menu → Research Information System → RIS → Application → Reports → Awarded Apps Reports → PI and CoPIs by Dept*

or

*SAP menu → Research Information System → RIS → Funded Research → Reports → PI and CoPIs by Dept*

### Overview

In the *CoPI Report* information is selected and sorted based on the department ID's in the Header's screen and in the Co-PI's screens.

### Assumptions

1. The Grant Begin Date will be somewhere in the time period specified in selection criteria.
2. Only Principal Investigators are included in the report. If you have an investigator who is a co-investigator, his/her joint award will not appear on this report.
3. The Principal Investigator holds his/her major appointment in the Department specified in the variant. This will be true unless the Principal Investigator specified that the grant was to be awarded through another Department.
4. The Total Award refers to the amount awarded for the period specified in the selection criteria. A single date will produce the amount for that exact date only. A date range produces an amount that sums all the period fund entries for all dates within the date range specified, inclusive by default. (For example, 01/04/96 – 31/03/97 selects against all fund entries between these two dates.) Note: 01/04/96 – 01/04/97 may produce more than one year's worth of funding.
5. Multiple Co-PIs for one department will be listed with a reference to the first Co-PI (alphabetically) in that department so that \$ amount only appears once.

### Example Use

An awarded application is associated with department X (this is the dept id. in the header screen) and the PI for this application is researcher A. This application also has four Co-PI's. Their names and departments are as follows:

- Researcher B is associated with department X
- Researcher D is associated with department X
- Researcher C is associated with department Z
- Researcher E is associated with department Y

The results of the Co-PI report depend on which department is specified as a selection criterion:

- When the selection criteria is department X, only information on researchers A, B and D appears in the report, under department X.
- When the selection criterion is department Y, only information on researcher E appears in the report, under department Y.
- When the selection criteria are both department X and Z, only information on researchers A, B and D appears in the report.

### Totals

The totals at the end of the report (e.g. # of new apps) are the total number of unique applications for the department. Thus, an application which may show up a second time under another researcher in the same department is not added to the totals. However, all Award Amounts are added to the Total Fund for the Dept.

## **FReD Batch Report**

Presents a batch view of a number of FReDs, from which you can choose those you want to display or print. Summary list of FReDs or individual FReDs themselves can be printed.

### **Navigation**

*SAP menu → Research Information System → RIS → Funded Research → Reports → FReD Batch Rpt*

### **Overview**

The *Funded Research Digest (FReD) Batch Report* provides summary information on selected FReDs, and enables users to print multiple FReDs at once.

### **Assumptions**

1. Only one researcher can be Principal Investigator.
2. The Principal Investigator holds his/her major appointment in the Department specified. This will be true unless the Principal Investigator specified that the grant was to be administered through another Department.
3. The Grant start date may differ from the fund start date in cases of grant renewals.
4. The Grant end date does not include any spending grace period allowed by the Sponsor. However, this grace period is included in the fund end date displayed on the FReD.
5. The budget on the FReD is the same as in the FIS report for "Funding: FC or Fund" when viewed at the relevant period level

### **Selection Criteria Screen**

To generate a report, a user must enter at least one selection criteria, e.g., Dept code. Note: When the Fund Centre or Department Fund Centre criterion is used, a selection must also be made in at least one of the other fields, e.g., Fund Centre and Department.

The FReD Release Date is the day on which the FReD was last issued. This could be the date on which it was first issued, or the date on which it was last revised. The FReD release type code on the report will indicate whether the FReD is new (Original) or revised (Revision).

Always leave the default at "Exclude Preliminary FReDs". A preliminary FReD is one that is still in the process of being set up, and should not be included in the report. Please see the December 22, 1998 Issue#78 of the AMS newsletter for a complete description of the FReD release types.

Once you have entered your selection criteria, click on the execute button to generate a summary report of all the FReDs meeting your criteria. This report displays key information from the FReD, including the total amount awarded.

## Summary FReD Report

This screen provides summary information for all of the FReDs meeting your selection criteria. There are seven push buttons across the top of the screen:

**Print List:** Prints the summary report currently on your screen

**Displ. FReD:** Displays a selected FReD

**Displ. Appl.:** Displays the application for a selected FReD

**Select All:** Selects all the FReDs on the summary report (puts a checkmark in the white box on the left side of the FReD number)

**De-Select:** De-selects all of the FReDs on the summary report (un-checks them)

**Print FReD:** Prints all of the individual, detailed FReDs. Before printing the FReDs you must select them by clicking on the “select all” button if you want them all, or by manually clicking the selector box to the left of the desired FReD.

## Periodic Reporting

When using this report to generate a list of FReDs created or revised for your department since a particular point in time, enter your Department number (or Faculty number if appropriate) on the selection criteria screen, and then use the FReD Release Date fields to capture the relevant FReDs.

In the FReD Release Date “From” field enter the date of the first day you want included on the report. This date should be one day after the “To” date you used the last time the report was run.

In the FReD Release Date “To” field enter the date of the last day you want included on the report. Important note: The “To” date should be one or more days earlier than the date on which you are running the report (system date) so that you don’t miss out on any FReDs created on that same day but after you ran the report. For example, if you are running the FReD batch report on January 25th, your Release Date should be January 24th or earlier i.e., not January 25th).

Remember that the FReDs included on the summary list are ones which have been created (FReD release type = Original) or revised (FReD release type = Revised) during the time period you specified.

It would be a good idea to print off the summary report (Print List) each time you run the batch report in order to have a record of the dates covered so that you don’t have gaps in the series of reports.

## Example Use

This report can be used periodically as a tool to print newly created or recently revised FReDs, and allows business officers to maintain complete files on their FReDs without a central distribution of the paper FReD.

## Grant End Date

Lists grant information by grant end date, detailing FReD and Fund history. This report can be used in combination with one of the awarded reports to provide a great deal of information on a research project. Selection may be by sponsor, grant end date, faculty/department (mandatory), or principal investigator. Results may be downloaded for import into Excel and Access.

### Navigation

*SAP menu* → *Research Information System* → *RIS* → *Application* → *Reports* → *Grant End Date*

or

*SAP menu* → *Research Information System* → *RIS* → *Funded Research* → *Reports* → *Grant End Date*

### Overview

The *Grant End Date Report* lists grant information by grant end date, detailing FReD and Fund history. This report can be used in combination with one of the awarded reports to provide a great deal of information on a research project. Selection may be by sponsor, grant end date, faculty/department (mandatory), or principal investigator. Results may be downloaded for import into Excel and Access.

### Example Use

To locate grants that will expire within the next three months. To view period \$ amounts for the fund associated with a specific research project after locating the project with an award report.

## Researcher by Expertise

Lists all researchers with awarded research applications matching the area of expertise specified in the selection criteria. Selection must be one of keyword, discipline or area of research. Optional additional criteria for sponsoring agency and application dates are allowed.

### Navigation

*SAP menu* → *Research Information System* → *RIS* → *Application* → *Reports* → *Awarded Apps Reports* → *Resrchr by Expertise*

or

*SAP menu* → *Research Information System* → *RIS* → *Funded Research* → *Reports* → *Resrchr by Expertise*

### Overview

The *Researcher by Expertise Report* lists all researchers with awarded research applications matching the area of expertise specified in the selection criteria. Selection must be one of keyword, discipline or area of research. Optional additional criteria for sponsoring agency and application dates are allowed.

### Assumptions

1. Only Principal Investigators are included.
2. The PI holds his/her major appointment in the department specified.
3. The classification codes are available.
4. Awarded applications only

### Example Use

To show all the researchers with applications classified with the keyword of DNA, whose research was sponsored by MRC.

## Sponsor List

Lists all sponsors by name with Division and Program with program type and purpose. Selection may be made by sponsor, program type, program purpose.

### Navigation

*SAP menu → Research Information System → RIS → Application → Reports → Awarded Apps Reports → Sponsor List*

or

*SAP menu → Research Information System → RIS → Funded Research → Reports → Sponsor List*

### Overview

The *Sponsor List Report* lists all sponsors by name with Division and Program with program type and purpose. Selection may be made by sponsor, program type, program purpose.

### Example Use

To show all the operating grants available through the Natural Sciences and Engineering Research Council.