

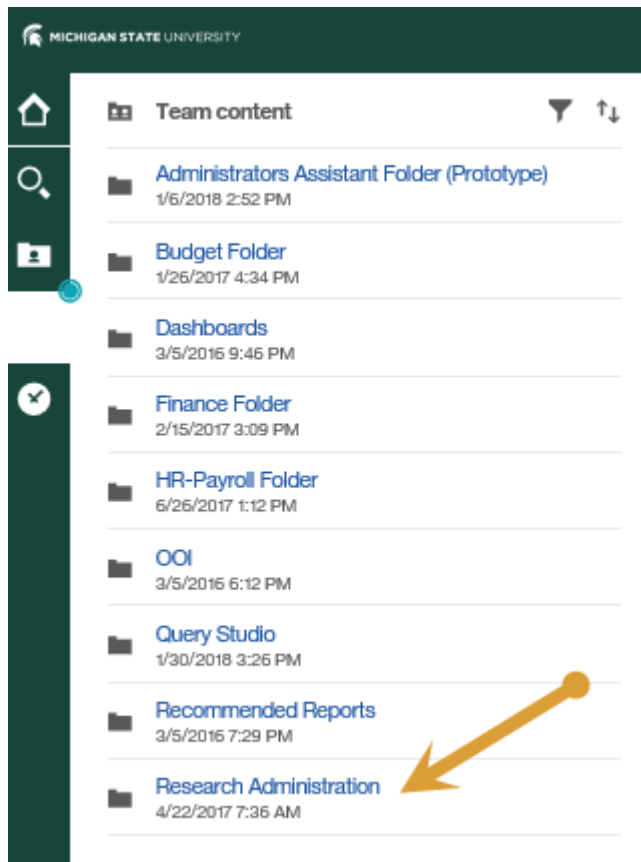
JOB AID

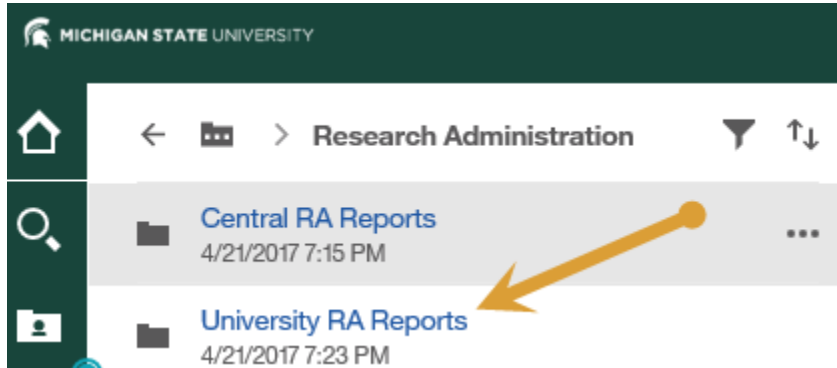
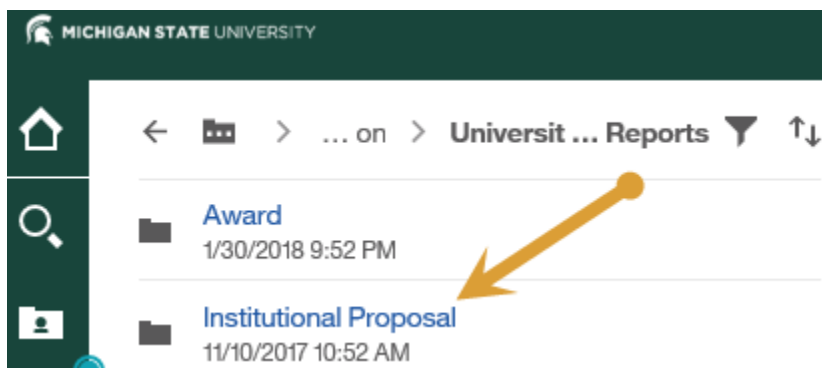
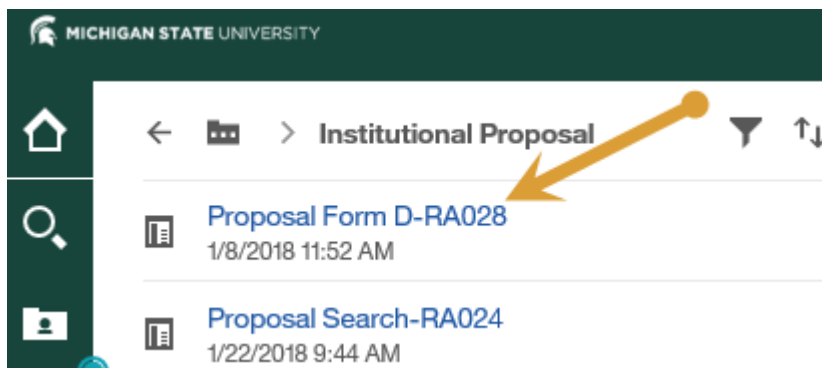
Proposal Search (Form D)

This job aid outlines the steps necessary to obtain a listing of a Principal Investigator's Institutional Proposals (IP). These IPs can be searched by Date Submitted and Sponsor Type (External/Internal). Please note the results and the data associated will be for the date range searched.

HOW:

1. Visit and log into <https://bi.itservices.msu.edu/>
2. Select **Research Administration**.



3. Select **University RA Reports**.4. Select **Institutional Proposal**.5. Select **Proposal Form D - RA028**

6. Complete the following report prompts:

- a. Enter a **Date Range** based on the **Institutional Proposal submission date (or OSP accepted date)**
- b. Select a **Sponsor Type** (either External or Internal). Note that Internal proposals will display if the Unit running the internal competition required the Institutional Proposal to be routed in the KC Research Administration system.
- c. Select a **Form Type** (either Official or Detailed- see below for a description of the added fields in the detailed report)
- d. Enter a **Principal Investigator** name in the Keywords field and click **Search**. Select the **Principal Investigator's** name from the search results in the Choice field.

7. Select **Finish** to run the report.

MICHIGAN STATE UNIVERSITY Proposal Form D-RA028

MICHIGAN STATE UNIVERSITY

Select Institutional Proposal Create Date:

From: Jan 1, 2013

To: Dec 31, 2017

Select Sponsor Type:

External Sponsors
 Internal Sponsors

Select Principal Investigator:

Keywords:
Type one or more keywords separated by spaces.
smith Search

Options

Choice:

- Smith, Alan (alsmith)
- Smith, Aminda (amsmith)
- Smith, Amy (smit1426)
- Smith, Ann (annsmith)
- Smith, Barbara (bsmith)
- Smith, Benjamin (bensmith)
- Smith, BetsAnn (bas)
- Smith, Brian (smithbmd)
- Smith, Christopher (smithc28)
- Smith, Daniel (smit2030)
- Smith, Danielle (smit2208)

Select Form Type*:

Form D Official
 Form D Detailed

* Form D Detailed will include Sponsor Types, Proposal Dates and numerous Cost fields.

Search and Select prompts only return 200 values. Use options to refine search results. Reference reports are available within university wide folders.

Cancel Finish

FIELD NAMES AND DESCRIPTIONS:

- **Institutional Proposal Form D Official** returns:
 1. Project Role Description (*Principal Investigator, Co-Investigator, Key Person*)
 2. Additional Investigators (*Names and Roles*)
 3. MAU (*Major Administrative Unit/Responsibility Center/College*)
 4. PI Unit (*Department that is receiving F&A credit- there may be more than one*)
 5. Proposal Status Description (*Expired/Unfunded/Funded/Pending/Etc.*)
 6. Activity Type (*Research/Education/Instruction/Fellowship/Etc.*)
 7. Sponsor Name (*Grantor*)
 8. Prime Sponsor Name (*Name of entity where funding originated*)
 9. Date Submitted (*The day in which the proposal was submitted to the Sponsor. This is equivalent to the day the proposal was accepted by OSP*)

10. PI Credit Split (*F&A credit assigned to that PI for the proposal*)
 11. PI Unit Credit Split (*F&A credit assigned to that Dept for that PI*)
 12. Total Cost (*Total amount requested from the Sponsor*)
 13. Organization Document Number (*application number from legacy system, if applicable*)
 14. Institutional Proposal Number (*official proposal number*)
 15. Award ID (*Award number assigned in the Award Module, if funded*)
- **Institutional Proposal Form D Detailed*** returns:
 1. Project Role Description (*Principal Investigator, Co-Investigator, Key Person*)
 2. Additional Investigators (*Names and Roles*)
 3. MAU (*Major Administrative Unit/Responsibility Center/College*)
 4. PI Unit (*Department that is receiving F&A credit- there may be more than one*)
 5. Proposal Status Description (*Expired/Unfunded/Funded/Pending/Etc.*)
 6. Activity Type (*Research/Education/Instruction/Fellowship/Etc.*)
 7. Sponsor Name (*Grantor*)
 8. Sponsor Type (*Federal/State/Industry/Etc.*)
 9. Prime Sponsor Name (*Name of entity where funding originated*)
 10. Prime Sponsor Type (*Federal/State/Industry/Etc.*)
 11. Date Submitted (*The day in which the proposal was submitted to the Sponsor. This is equivalent to the day the proposal was accepted by OSP*)
 12. Requested Start Date (*Start date of proposed project to Sponsor*)
 13. Requested End Date (*End date of proposed project to Sponsor*)
 14. PI Credit Split (*F&A credit attributed to that PI for the proposal*)
 15. PI Unit Credit Split (*F&A credit assigned to that Dept for that PI*)
 16. Weighted Direct Cost (*PI Credit Split * Direct Cost Total * PI Unit Credit Split*)
 17. Weighted F&A Cost (*PI Credit Split * F&A Cost Total * PI Unit Credit Split*)
 18. Weighted Total Cost (*PI Credit Split * Weighted Total Cost * PI Unit Credit Split*)
 19. Direct Cost Total (*Direct cost requested*)
 20. F&A Cost Total (*F&A cost requested*)
 21. Total Cost (*Total amount requested from the Sponsor*)
 22. Organizational Document Number (*application number from legacy system, if applicable*)
 23. Institutional Proposal Number (*official proposal number*)
 24. Award ID (*Award number assigned in the Award Module, if funded*)