

## FREQUENTLY ASKED QUESTIONS:

**1. What is the timeframe of data that I can pull into the Award Form D (RA026) report?**

Answer: This report will pull awards that have Board of Trustees (BOT) transactions after 7/1/2010.

**2. What is the timeframe of data that I can pull into the Proposal Form D (RA028) report?**

Answer: This report will pull any proposals submitted after 7/1/2010 or any proposals associated with Awards that had an award transaction after 7/1/2010.

**3. I have proposals and awards that are prior to 7/1/2010 that I need to add to my Form D. How can I find this information?**

Answer: If data is needed prior to 7/1/2010, please email the Research Administration Helpdesk at [kchelpdesk@msu.edu](mailto:kchelpdesk@msu.edu).

**4. I have exported my proposal and award information from the Form D reports (RA026 & RA028). How should I make changes or updates?**

Answer: A pdf version of the Form D Official report must be included in the submission to Academic Human Resources. However, if changes are needed, please use the Recommendation for Reappointment, Promotion, or Tenure Action (Form D), Section is FORM D – IV E Grant Proposals to indicate changes or additions.

**5. How do I get access to these reports in BI?**

Answer: All existing faculty should have access. Additionally, any administrator that has a KCRA Department Administrator or KCRA College Administrator role in the KCRA system will have access. However, if you do not have access and would like to request access, please work with your Security Administrator to fill out the following form to receive RA Cognos BI University Roles for these reports: <https://aissecuritycontact.ais.msu.edu/ARMS/KCRAUnitBI-Roles.pdf> .

**6. How are the results sorted?**

Answer: The results are alphabetical by title.

**7. If I don't see projects in the search results that I expected to see, what do I do?**

Answer: Please email [kchelpdesk@msu.edu](mailto:kchelpdesk@msu.edu). Provide your name and information regarding the projects that you are missing such as Account number, IP number, or Award number.

**8. The correct projects are listed in the Form D report, however, the data associated with the projects does not seem correct (example: Award Amount Total). What do I do to verify?**

Answer: If the data does not seem correct, it could be because of the date range that was selected in your search. For example, if the Investigator was removed from the project or started on the project after the Project Start Date, it is only going to show the data that was associated with that Investigator. The data displayed is the data associated with the Person searched and for the date range selected when the report was run. If you still have questions, please contact [kchelpdesk@msu.edu](mailto:kchelpdesk@msu.edu).

**9. Why do I have two lines for the same award in the Award Form D (RA026) Official report?**

Answer: If there is more than one line for an award that means something changed for the award during the date range that you searched. For example, there was a change in Investigator, end date of the project, Institutional Proposal Number, or F&A credit split. Additionally, the report could show more than one line because there is more than one Dept receiving credit for the project.

**10. What is the difference between the Form D Official and the Form D Detailed?**

Answer: The Form D Official has less fields and the award amounts (if the data is the same for the award transactions) are summed together in one line. The Form D Detailed has data associated with each award transaction.

**11. In the Award Form D (RA026) Official report, there is a second report named “Projects that have no financial transactions associated with investigator,” what does this mean?**

Answer: This portion of the report lists any projects that the Investigator has been added to, however, there have not been any award amounts (or award transactions) received for the project since the Investigator was added.

**12. If my name has changed, how does this affect my research activity data in the system?**

Answer: Research activity data in the KC system is recorded using an identifier called principal ID (among other identifiers). A Principal ID has a one to one relationship with an MSU Netid. Searches for research activity data associated with a netid will return all records associated with the related principal ID. If, in addition to name changes, a person’s netid also changes, the new netid will be assigned a new principal ID. This new principal ID is used to record future research activity data and historical data with the old principal ID is preserved. Research activity data for both netids (the old and new) can be retrieved, if desired, by using a unique and immutable (for a given person) identifier called an entity ID, which is maintained and disseminated by the Identity Management System at MSU and stored in the shared Rice data tables. The entity ID represents multiple avatars (or principals) if they exist and all principals belonging to the same person contain foreign key references to this single unchanging entity.

**13. My department changed names and/or org code recently; does this affect how I should pull my research activity data?**

Answer: Research activity data in the KC system is recorded using an immutable (for a give organization) eight digit identifier called unit number (or org code). Department name changes in the organization source system (called OOI) leave the code unchanged and hence research activity data associated with a given unit number can be retrieved without change. This scenario will not affect how research activity data is retrieved.

For scenarios where the “org code” itself changes due to a unit level 1 (U1) splitting into two or more unit level two entities (U2) or, in some cases, a many to many (m -> n) transformation, old unit numbers are inactivated (after personnel and financial accounts are reassigned) and new unit numbers assigned to the newly created units. Person records associated with old unit numbers are updated to new unit numbers assuming personnel are moved to these new units.

Historical records preserve old unit numbers. In addition, old unit numbers are associated with the new unit numbers via historical relationships in the OOI system, so it is possible to navigate between the old and new unit numbers in OOI.

**14. Which internet browsers are compatible with these reports?**

Answer: BI reports run best when using Internet Explorer, Firefox or Chrome. Microsoft Edge is not supported.