

# **Grants/Contracts Personnel Report**

Contents

[**Grants/Contracts Personnel Report** 1](#_Toc153874945)

[Overview 2](#_Toc153874946)

[Path 2](#_Toc153874947)

[Prompts 2](#_Toc153874948)

[Report Columns 3](#_Toc153874949)

[Tabs 4](#_Toc153874950)

## Overview

The Grant/Contracts Personnel Report supplies several ways to pull personnel and their details on InfoEd records based upon criteria such a specific department or a specific personnel org.

The Associated Department node allows users to pull records for a node and all departments below it in the Org Tree (e.g., H0051 for all SOM proposals). The Report will show all records with an associated record department under that org and show all personnel listed on those projects.

The Personnel Department prompt will pull records based upon the org associated with personnel on the project which can span multiple orgs for the orgs associated with the records in InfoEd but does not list all the personnel for each record displayed, only those in the Personnel Department org selected in the prompt.

## Path

eRA > CU Denver| Anschutz > Proposal Tracking



## Prompts

Note: Some prompts have a blue Options hyperlink that can be clicked to expand the search criteria. Case sensitivity may be adjusted and any of four search options may be selected: 1) Starts with any of these keywords, 2) starts with the first keyword and contains all the remaining keywords, 3) Contains any of these keywords, 4) Contains all these keywords.

Associated Department (select node)

* The “select node” version of the prompt will include results for the selected node and all orgs below it in the org tree

Personnel Department (select node)

* The “select depts” version of the prompt will only include records that the specific department has been searched for and will not include records for orgs below it in the org tree. All desired orgs must be added individually. This is more suited to multi-departmental searches

Select Investigator Name

* Also allows for searching by Employee ID

Select Proj/Acct/Misc Number

* This will be Project ID(s) for awarded records, an Activity Code, or the potential grant number depending on the stage in the application cycle of records at the time of the search

Proposal Type

Sponsor Type

Current Status

Sponsor

Deadline Date

Process Date

Submit Date



**Search Tips**

A search by Associated Department shows proposals with the chosen Primary Org and will pull all personnel on those records even if they were added to the record under a different org (Associated Department 20210 sample below):



A search by the Personnel Department pulls out proposals where there are personnel from the chosen Personnel Department but ONLY shows the personnel from the department chosen, not all staff on the proposal. This search would be used to find which records personnel from a specific org are on, as opposed to the complete list of personnel on a proposal.



## Report Columns

Institution Number

Department

PI Name

PI Employee ID

Personnel Name

Personnel Role

Personnel Employee ID

Personnel Dept ID

Personnel Department

Proposal Created By

Status

Proposal Type

Sponsor

Sponsor Type

Project Title

Program Type

Instr. Type

Process Date

Deadline

Returned to Dpt

Submit Date

Proposal Account Number

Requested Project Period Start

Requested Project Period End

Proposed Direct Costs

Proposed Indirect Costs

Proposed Total Costs

Award Date

Awarded Project Period Start

Awarded Project Period End

Award No.

Awarded Direct Costs

Awarded Indirect Costs

Awarded Total Costs

Create Date

PD?

## Tabs

Page 1

 Ctrl+Click: [Back to Top](#_top)