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# **Routed Proposals by Department**

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# Overview

The Routed Proposals by Department report identifies Proposals that have been recorded in the Status of “In Routing” within the time frame selected in the prompt, for the Department that has been selected.

It is sourced from the InfoEd application.

# Location

The report is available in CU-Data in the following location:

Team Content > eRA > CU Denver| Anschutz > Proposal Tracking

A screenshot of a phone

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**Definitions:**

* Proposals are determined to be “In Routing” for this report when the *first occurance* of the “In Routing”status from the Proposal Summary Status History table falls within the date range selected in the prompt. The Proposals returned are then joined to Proposal data to complete the information.

# Running the Report / Prompts:

The report is designed to be formatted in Excel.

When you run the report, you will see a prompt page as shown:

A screenshot of a computer

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Both the ***In-Routing Recorded Date Range*** prompt and the ***Department*** prompt are required for the report.

Once the Date Range and Department Options have been selected, the report is returned as shown:

A screenshot of a computer

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* The ***Period 1 Direct Cost*** column pulls the amount from the first proposed Budget Increment (Increment Period = 1.)
* The ***Total Cost*** column represents the sum of all increments that have been proposed for the Award.