

New PI Report Help Doc

NAVIGATOR > GRANTS > INTERACTIVE REPORTS > HE PI REPORT

1. Select what options you would like to run your PI report for

The screenshot shows the 'PI Report' interface. At the top, there is a 'Run Control ID' field with the value 'llutkemeier'. To the right are buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below these are search fields for '*Business Unit' (NDSU1) and '*As of Date' (06/26/2017). There are also dropdown menus for 'Active Project Status Only' and 'Active Award Status Only', both set to 'No'. A red box highlights the '*Run By' dropdown menu, which is set to '(1) Award', and a search field containing 'FAR0025409'. Below this, a green box highlights the report type options: 'Sponsor Funding Report' (checked), 'Cost Share Report' (unchecked), and 'Third Party Report' (unchecked). A purple box highlights the 'Output Option' section, with 'Detail & Summary' selected. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

2. **Red option will let you select the run by options such as award, project, sponsor, PI, etc.**
3. **Green option lets you select your type of report. You will want the 'Sponsor Funding Report' most of the time**
4. **Purple option will be the output option. You will want the 'Detail & Summary' option most of the time**
5. Select 'Run'
6. Report will now run under **'Report Manager'** this will have your PDF for you to print

The screenshot shows the 'Report Manager' interface. It features three buttons: 'Report Manager' (highlighted with a blue box), 'Process Monitor', and 'Run'.