Instructions for Generating Grant Award and Grant Proposal Queries via Peoplesoft
(These instructions can be found at www.ndsu.edu/research/spa/research_statistics_ndsu.html)

*For the Awards Query:*

Go to https://adminsys.ndsu.edu/psp/hefp/?cmd=login&languageCd=ENG&

1. (Click Allow if needed to pull up this site)
2. Log in (you must have been granted access to the Connect ND Finance module)
3. Choose Reporting Tools
4. Click on Query Viewer
5. Search by Query Name begins with NDU_GM97. Click on Search.
6. Choose ‘Awd Amts by Contract’ by clicking under the column ‘Run to Excel.’ (If you get a yellow pop-up bar alert toward the top of your screen, click to enable.)
7. Under Business Unit: enter NDSU1
8. Enter your date parameters in this format: 00/00/0000
   NOTE: Award Issue Date is the date when an award is sent to Grant & Contract Accounting Office for account set-up, not the date when NDSU receives notification of an award.
9. Click ‘View Results’ – report is generated. Open with Excel.
10. Two data sorts are recommended. You may be prompted to click Enable Editing to do this.
   a. Go to the ‘Award Amount’ column, click to highlight the column, click on the SORT button on the top menu; sort smallest to biggest; and choose Expand the Selection. You will want to delete the rows for those that have a zero or negative amount in the ‘Award Amount’ column. To do this, click and drag to highlight the targeted rows, then right click and choose Delete. (Zero amounts may designate a grant with no-cost time extension. Negative amounts may designate a grant that ended early.)
   b. Go to the ‘Purpose’ column, click to highlight the column, click on the SORT button on the top menu, sort Z to A, and choose Expand the Selection. In the ‘Purpose’ column, any entries that are SFA designate ‘Student Financial Aid.’ It is likely that you will want to delete these awards from the report. To delete these rows, click and drag to highlight the targeted rows, then right click and choose Delete.
11. To add up or total a column, such as the ‘Award Amount’ column – go to the cell just below the bottom entry of the desired column, click on ‘Σ auto sum’ on the top menu, then click Enter.

NOTE: Co-Principal Investigators (PI’s) are not reflected in this table; only the primary PI. The ‘Description (OTH)’ column contains the F&A cost rate (indirect cost or overhead rate) used. The ‘Contract’ column contains FAR numbers, which are the NDSU ID numbers assigned to grant or contract accounts. The ‘Customer Name’ column designates the grant agency, but keep in mind that if it is a ‘flow-through’ grant, the ‘Primary Sponsor’ column will show the original granting agency.
For the Proposal Query:

Go to https://adminsys.ndus.edu/psp/hefp/?cmd=login&languageCd=ENG

1. (Click Allow if needed to pull up this site)
2. Log in (you must have been granted access to the Connect ND Finance module)
3. Choose Reporting Tools
4. Click on Query Viewer
5. Search by Query Name begins with NDU_GM70. Click on Search.
6. Choose ‘Lists information for Proposals’ by clicking under the column ‘Run to Excel.’ (If you get a yellow pop-up bar alert toward the top of your screen, click to enable.)
7. Under Business Unit, enter NDSU1
8. Enter your date parameters in this format: 00/00/0000
   NOTE: From Due Date is the date when Sponsored Programs Administration Office received the Proposal Transmittal Form (PTF), not the agency due date.
9. For Version ID, enter V% (important!)
10. Click ‘View Results’ – report is generated. Open with Excel.
11. One data sort is recommended. You may be prompted to click Enable Editing to do this.
    Go to the ‘Total Budget’ column, click to highlight the column, click on the SORT button on the top menu; sort smallest to biggest; and choose Expand the Selection. You may want to delete the rows for those that have a zero amount. Total Budgets with zero amounts are likely Letters of Intent or Pre-proposals.
12. To add up or total a column, such as the ‘Total Budget’ column – go to the cell just below the bottom entry of the desired column, click on ‘∑ auto sum’ on the top menu, then click Enter.
    NOTE: Co-Principal Investigators (PI’s) are not reflected in this table; only the primary PI. The ‘Description (OTH)’ column contains the F&A cost rate (indirect cost or overhead rate) used.
    The ‘Contract’ column contains FAR numbers, which are the NDSU ID numbers assigned to grant or contract accounts. The ‘Customer Name’ column designates the grant agency, but keep in mind that if it is a ‘flow-through’ grant, the ‘Primary Sponsor’ column will show the original granting agency.