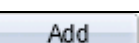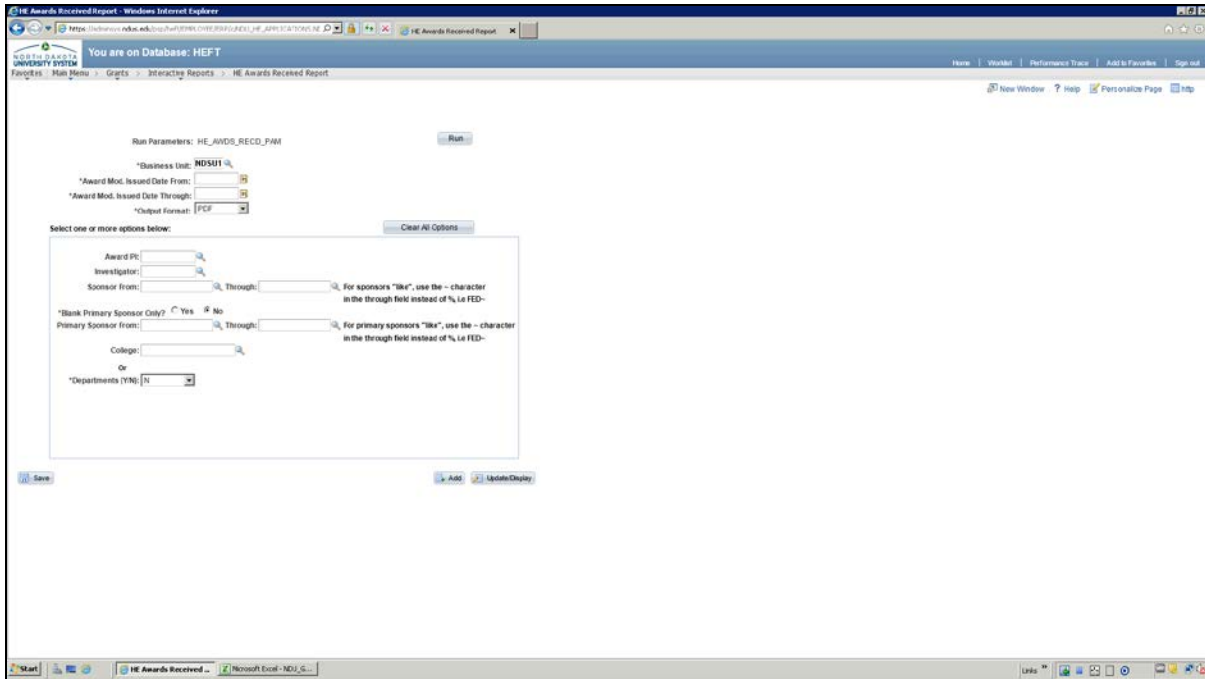# NDUS GM: Awards Received Report - Department
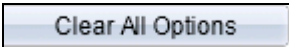
Procedure

Navigation: Grants > Interactive Reports > HE Awards Received Report
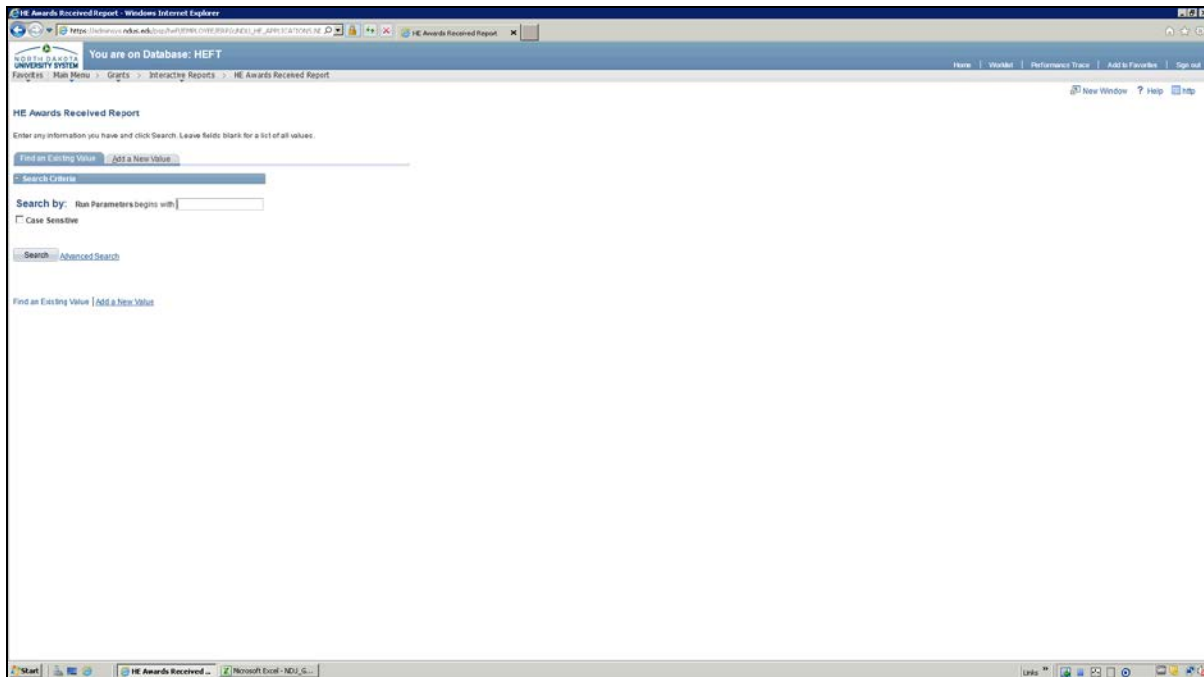
Step	Action
1.	Enter the desired information into the **Run Parameters** field. Enter a valid value e.g. "**HE_AWDS_RECD_PAM**". Note: This step can be skipped if a run control exists.
2.	Click the **Add a New Value** tab. Note: This step can be skipped if a run control exists.
3.	Click the **Add** button. Note: This step can be skipped if a run control exists

Job Aid

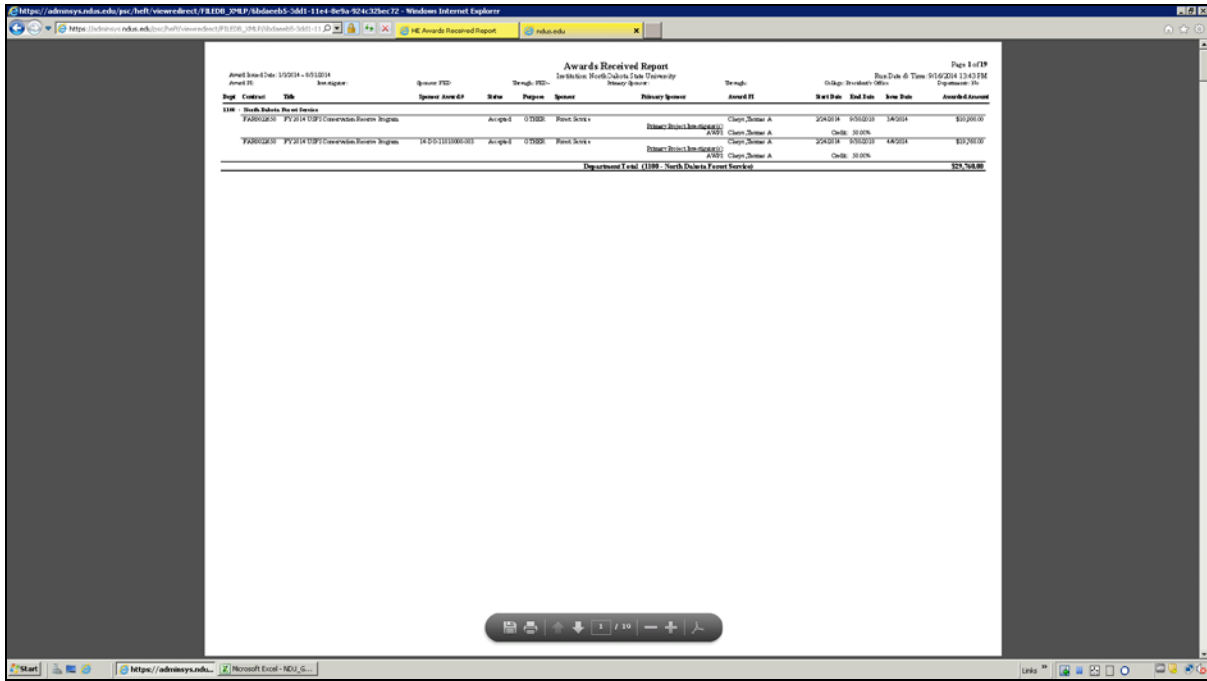| Step	Action
4.	Enter the desired information into the **Business Unit** field. Enter a valid value e.g. "**NDSU1**". *Business Unit: NDSU1
5.	Enter the desired information into the **Award Mod. Issued Date From** field. Enter a valid value e.g. "**1/1/2014**". The calendar icon may also be used to select the desired date. Hint: If the current date is desired, a "**t**" may be entered instead of the current date. *Award Mod. Issued Date From:
6.	Enter the desired information into the **Award Mod. Issued Date Through** field. Enter a valid value e.g. "**8/31/14**". The calendar icon may also be used to select the desired date. Hint: If the current date is desired, a "**t**" may be entered instead of the current date. *Award Mod. Issued Date Through:
7.	Select the desired **Output Format**. In this example, "**PDF**" will be selected.
8.	Click the **Clear All Options** button to clear all of the options in the box below. [Clear All Options]
9.	Click the **Look up Award PI (Alt+5)** button to select an Award PI if desired. In this example, an Award PI will not be selected.

Date Created: 9/19/2014 7:51:00 AM

Step	Action
10.	Click the **Look up Investigator (Alt+5)** button to select an Investigator if desired. In this example, an Investigator will not be selected.
11.	Enter the desired information into the **Sponsor From** field. Enter a valid value e.g. "**FED**" to select the sponsors beginning with FED.
	If a specific sponsor is desired, use the lookup to select the sponsor.
	Sponsor From:
12.	Enter the desired information into the **Through** field. Enter a valid value e.g. "**FED~**". For this example, this will return all sponsors that begin with FED.
	If a specific sponsor is desired, use the lookup to select the same sponsor that was entered in **Sponsor From**. Through:
13.	Select the desired radio button to select whether a Primary Sponsor that is blank is included in the report. In this example, the blank primary sponsor of Yes will not be selected.
	Click the **No** option. No
14.	Click the **Look up Primary Sponsor From (Alt+5)** button to select a Primary Sponsor if desired. In this example, a Primary Sponsor will not be selected.
	See the previous comments on selecting sponsors which also apply to selecting primary sponsors.
15.	Click the **Look up Through (Alt+5)** button to select a primary sponsor.
	See the previous comments on selecting sponsors which also apply to selecting primary sponsors.
16.	Click the **Look up College (Alt+5)** button if a College is desired.
17.	Click the **1000** link. This will populate the departments in that college in the department list.
	Another option is to change the **Departments** to **Y** and select the desired departments. 1000
18.	Click the **Run** button.
	The report will be automatically generated without viewing through the process monitor. If the report output is closed without saving, the report will need to be rerun again to view the report.
	If there is no data for the parameters selected, the message in the blue box below will appear will appear after the Run button is clicked. In this example, the parameters selected will return data. Run

Job Aid

Step	Action
19.	This is an example of a PDF output. Note: each department will be on a separate page with a total for each page and a grand total at the end of the report.
20.	Page 2 of the example report.
21.	**End of Procedure.**