

The Proposal Report is now available. This report will list the proposals for a business unit, sponsor, proposal PI, other personnel, college, or department.

Navigation: Grants > Grants WorkCenter > Reports/Queries tab > Reports/Processes section > Proposal Report

An example of a run control is below:

Run Control ID: HE_PROPOSAL_REPORT

Report Manager Process Monitor Run

*Business Unit:

*Due Date From: *Through:

*Version Like (F%, V%):

*Include Other Personnel? Yes No

*Include Comments? Yes No

*Output Format:

Select one or more options below:

Proposal PI:

Other Personnel:

Sponsor Like (%=All):

*Blank Primary Sponsor Only? Yes No

Primary Sponsor Like (%=All):

College:

Or

*Departments (Y/N):

The "Clear All Options" button can be used to clear all options which then allows different report options to be selected.

After clicking the Run Button, Click the OK button on the Process Scheduler Request page which will close the Process Scheduler Request page. **Note:** The type and format do not have to be changed on the Process Scheduler Request page as the output format is selected on the run control.

Process Scheduler Request

User ID pamela.hurdelbrink Run Control ID HE_PROPOSAL_REPORT

Server Name Run Date 01/22/2016

Recurrence Run Time 9:02:58AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AE for Proposal Report	NDU_GM_4966	Application Engine	Web	TXT	Distribution

OK Cancel

Click on the Report Manager hyperlink on the run control page to view the report output.