

Faculty Annual Report Guide: Grants


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Grants Overview

Title	Sponsor	Award Date	Status	Term	Total Funding	Actions
Test Subject	NSF		Funded - In Progress	Spring 2018	1,500,000.00	
Future Research Project	Massachusetts DOE		Submitted for Review	Spring 2018	125,000.00	
Grant's Tomb	Grant Hill Foundation		Completed	Spring 2014	450,000.00	

[Add](#)

The Grants Form enables you to record research, teaching, service, or other types of grants that have been drafted, submitted, or funded. To report a grant, click on the  button.

Any previously created Grants will also be listed and you can edit, delete, or duplicate any of the previously created Grants.

Grants Section A: Input Form (Required)

Appearance

A Input Form

Status*	Select	for Semester	Select
Title*	<input type="text"/>		
Funding Agency / Sponsor	<input type="text"/>		
Grant ID / Contract ID	<input type="text"/>		
Abstract	<div style="border: 1px solid gray; padding: 5px;"> <p>B <i>I</i> <u>U</u> Font Size </p> </div>		
Path: p			

Collaborators	First Name	Middle Initial	Last Name	Author / Contributor Type*	Percent Effort	<small>Faculty at your institution</small>
1	Andrew		Croft	Select		✓
Add						

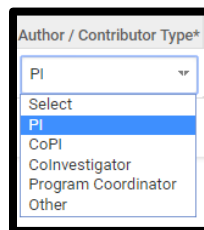
URL	<input type="text"/>
Description	<div style="border: 1px solid gray; padding: 5px;"> <p>B <i>I</i> <u>U</u> Font Size </p> </div>
Path: p	

Editing

All asterisked (*) fields are required. If any are incomplete, then you will not be able to save your changes.

Required: Specify the Status and Title of the grant. See page 9 for more information on tagging a grant activity with a semester and year.

For all collaborators, including yourself, you must indicate the collaborator's role:



A screenshot of a dropdown menu titled "Author / Contributor Type*". The menu is open, showing a list of options. The first option is "PI". Below it is "Select". The second "PI" option is highlighted in blue. Other options include "CoPI", "CoInvestigator", "Program Coordinator", and "Other".

Optional: Funding Agency / Sponsor, an ID number for the grant, an Abstract, URL, Description, or your collaborators on the grant.

Grants Section B: Dates and Funding Periods (Required)

Appearance

B Dates & Funding Periods

Award Date	2014-01-01
Start Date*	2014-01-01
End Date	2018-07-31
Number of Periods*	1 <input type="text"/> each composed of* 4 <input type="text"/> Years <input type="text"/>

Editing

Required: Specify the Start Date and the duration of the grant in Number of Periods and the type of periods (years or months). Most often, faculty enter 1 period and specify the number of years the grant was funded.

Optional: You may also enter the award date and the end date for the grant.

Rather than manually entering the dates for Award Date, Start Date, or End Date, you can use the pop-up calendar that appears when you click in each field:

Award Date: 2014-01-01

Start Date*: (Calendar pop-up for Jan 2014)

End Date:

Number of Periods*: each composed of* Years

Funded Amounts:

Calendar details: Jan 2014. Days: Su, Mo, Tu, We, Th, Fr, Sa. Dates 1-31 are visible.

Grants Section C: Funded Amounts (Required)

Appearance

C Funded Amounts

Indirect Funding Yes No

Currency

Period	Start Date	End Date	Total Funding*
1	2014-01-01	2017-12-31	750,000
Total			750,000

Editing

Required: Specify the Total Funding amount. If you have more than one funding period, you will need to enter the total funding for each row. Additional rows are created when you enter more than one funding period in Section B. The Total row is automatically calculated.

Optional: Indirect Funding, Currency (USD is default), Start Data, End Date.

Grants Section D: Activity Classifications (Required)

Appearance

D Activity Classifications

Approval for Pre-award Spending ?	Select ▾
Funded Status* ?	Funded ▾
Internal/External* ?	External ▾
Number of graduate students* ?	0
Type of Funding* ?	Federal ▾
Type of Grant* ?	Research ▾

Editing

Required: Specify the Funded Status, Internal/External, Number of Graduate Students, Type of Funding, Type of Grant.

Optional: Approval for Pre-Award Spending (Yes/No).

Grants Section E: Attachments (Optional)

Appearance

E Attachments

i No attachments uploaded.

Attachment Type	Attachment	Type	Lock <small>(faculty cannot delete)</small>
File ▾	<input type="button" value="Choose File"/> No file chosen	Select ▾	<input checked="" type="checkbox"/>

Editing

Optional: You can upload file attachments relevant to the grant, such as the grant proposal.

Tagging a Grant Activity with a Semester and Year

For each grant activity, you must (1) select a status and (2) tag it by semester and year. This is how it is pulled into your Faculty Annual Report (e.g., a grant tagged Fall 2018 will show up in your 2018 FAR).

A Input Form

Status* Select for Semester Fall 2018 2018

Title* Select

Funding Agency / Sponsor In Preparation - Not Submitted

Grant ID / Contract ID Submitted for Review

Funded - In Progress

Completed

Submitted - Denied Funding

Work Discontinued

Abstract

Path: p

Tagging by semester and year is different from the year the activity started and ended. For example, Section B for **Grants** allows you to specify a start and end date.

B Dates & Funding Periods

Award Date

Start Date*

End Date

Number of Periods* Select each composed of* Years Years

Managing Grant Activity Status

Rather than duplicate a grant activity each time its status changes, simply change the status of the previously created grant activity using the **Manage Status** button then the **Add** button. The **Manage Status** button only appears for grant activities previously entered.

The first screenshot shows an 'Input Form' with the following fields:

Status*	Funded - In Progress for Fall 201	Manage Status
Title*	Laboratory Studies of Cloud Particle Formation, Mixing St	

The second screenshot shows the 'Manage Status' dialog box with the following table:

Status	Semester	Actions
Funded - In Progress	Fall 2017	[Edit] [Delete]
Submitted for Review	Spring 2014	[Edit] [Delete]

The third screenshot shows the 'Manage Status' dialog box with a dropdown menu for 'Status*' open, showing the following options:

- Select
- In Preparation - Not Submitted
- Submitted for Review
- Funded - In Progress
- Completed
- Submitted - Denied Funding
- Work Discontinued

For example, this grant shows two statuses, first Submitted for Review during Spring 2014, then Funded – In Progress in Fall 2017.

The screenshot shows the 'Manage Status' dialog box with the following table:

Status	Semester	Actions
Funded - In Progress	Fall 2017	[Edit] [Delete]
Submitted for Review	Spring 2014	[Edit] [Delete]