Sponsored Programs and
Regulatory Compliance Services
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RADAR (Research Administration Data and Reporting) is an online system that allows you to search and report on sponsored program data. It consists of 5 basic functions:

1) Project Query
2) Recently Viewed Projects
3) Query Progress Journal Entries
4) Generate Date-Limited Report
5) Generate Multi-Year Report

This option searches the entire project database for projects matching your query parameters. Queries may be limited to particular investigators, departments, colleges, project status (awarded or not), sponsor (direct or primary), subcontractor, activity type, and other parameters. The query results return the entire amount awarded for awarded projects. These queries are not filtered by date.

This option lets you view progress journal entries within a range of dates. The default is to choose entries by anyone, but you can also opt to view entries by a single individual (selected by Unity ID). The other options on the screen let you filter this search with parameters much like those for queries and reports. Another option lets you choose projects that are assigned to any individual, or are assigned to anyone. These projects are added to the results of the date search, without regard to whether there are any progress journal records within the date range. Thus a negotiator can review all of the projects assigned to her and see which have not had any recent actions added.

This option reports sponsored program activity within specified date ranges. All awards received or proposals submitted between two dates will be returned in a report with totals by department and college. You can restrict these reports by much the same criteria you can use in a project query.

This option gives you multiple-year (crstab) reports for the time period you specify, and the same period for one to nine earlier years. You can enter an entire fiscal year and get up to ten years of data, or you can enter a fiscal year to date and compare partial years. The results are totaled and, where appropriate, subtotalled. You can also add a percentage change column between each data column, which will allow you to track changes in percentage terms. The same filtering options are available as for the other reports.
**RADAR Helpful Hints**

- Use the built-in navigation system to move through the program instead of the “forward” and “back” buttons on browsers.

- When searching for projects, use search terms that relate directly to the project in which you are searching for.
  - Words such as prepositions and conjunctions are NOT indexed for searching. Examples: with, and
  - Words that appear in more than half of all records are also NOT indexed. Example: research
  - Words containing less than 5 characters are NOT indexed. Example: pig= NOT indexed, swine= indexed

Before using RADAR, it is helpful to know the terminology used in the system. Some of the terms used can be easily confused with each other on occasion, so the following will explain the terms as they are used in RADAR and should give you a better understanding of the system before using it.

A **project** is everything an investigator does on an individual funded enterprise. In essence, it is an investigator’s actual research work.

To begin a project, a **proposal** is needed. It is a request to a source of funding detailing the type of work to be done. It also requests an amount of money estimated to complete a project. There can be a various number of proposals for a single project.

When a proposal is accepted by a funding agency, an **award** is given. The award supplies funds to a project in order for the project to accomplish the goals set out in the proposal.

**Queries** and **reports** are two more terms that you need to be familiar with in RADAR. They are similar, and both involve ways to view information. Queries give a filtered view of the entire database according to certain criteria you enter in the search fields. Reports show a detailed or summary view of activities that took place within a particular time span. They can be filtered by criteria in search fields in the same way as queries. A different way to look at the two is that queries let you see project records, while reports let you see proposal or award records.
Section 2 - Project Query

This function searches the entire database for projects matching your search terms. Queries may be limited to particular investigators, departments, colleges, project status (awarded or not), sponsor (direct or primary), subcontractor, activity type, and other parameters. The query results return the entire amount awarded for awarded projects. These queries are not filtered by date.

1) Basic Project Query

The Basic Project Query option gives you the option of searching for projects based on a list of fields. Simply enter the information known regarding a project and select “Run Query”.

** Be sure not to combine like terms in both the “Title/Abstract/Subject Area Keyword” and “Subject Area” fields.

On the pull-down menus such as Investigator and College, some of the lists can be extremely long. To aid in quicker searching, simply select one of these menus and begin typing the term you are looking for. The list will move to results that match terms in the list as you type.
Example: Begin typing the letters “fi” in the College field, and the term in the list “finance & business” pops up. The pull-down menus also recognize ‘space’ as a character. So, if there were multiple entries for finance + another word, the ‘space’ after finance would be recognized.

Description of certain fields found in Basic Project Query:

- **SPS Project Number** - Refers to the number of a project for administrative purposes
  
  - In the form of 4-digit year followed by 4-digit project number. Example: 2007-1234

- **PINS Proposal Number** - Refers to a number that is filed on each proposal as it routes through the PINS system. Note: A project can have more than one proposal
  
  - The number is a plain integer. Example: 52762

- **Account Number** - Refers to the financial account number used for spending money associated with the project

- **Agreement Number** - Mainly used internally. Sponsors can reference their agreement numbers for projects in order to search for them in the database
- **Title/ Abstract/ Subject Area Keyword** - Refers to a main word in the title of a project. Boolean searching can be used in this field
  - To search for single words, enter them in the box next to the field name
  - To search for a phrase, enclose it in double quotes
    - Example: “oxygen sequestration”
  - To add a wildcard to a search, follow it with an asterisk
    - Example: appl* will return results including apple, applesauce, and application
  - To require a word to be included in results, precede it with a “+” symbol
    - Example: +global climate will only return results with either the word “global” or results containing both words, NOT results with climate but not global
  - To exclude a word from being included in results, precede it with a “-” symbol
    - Example: appl* -application will return the results apple and applesauce but NOT application

- **Investigator** - Refers to the primary investigator for the project. Check the box at the end of this field to return results showing all projects for this investigator that are currently funded or proposed for and not yet funded

- **Department** - Refers to the department relating to the project. Check the box located at the end of this field to return results selected by the 4-digit Organizational Unit Code. This code is 6 digits long, but related units share the first 4 numbers

- **Center** - Refers to a special unit set up for research or public service

- **Direct Sponsor** - Refers to the organization that funds the project

- **Order By** - Refers to how the results of a search will be displayed
  - Relevance Option: This option will be useless for single word or phrase searches. It will, however, sort the results by number of hits for multiple-term queries
11) Advanced Project Query

The advanced project query provides all of the search fields as the basic project query as well as more searchable fields. This option is recommended to use if the basic search returns too many results or if a lot of information about a project is known.

Search NCSU Projects

Search conditions will be combined to narrow the search--blank fields will be ignored.

You can enter the beginning of a project number or any part of a contract number, but do not use a wildcard character.
Description of certain fields found in Advanced Project Query:
(The following list refers to new fields not introduced in previous sections)

- **Sponsoring Agency Tracking Number** - Refers to the number an agency attaches to a proposal

- **Prime Sponsor** - Organization that subcontracts a project out but does not directly supply funding

- **Direct & Prime Sponsor Categories** - All sponsoring organizations are classified as one of the 8 categories listed

- **Awards Active Between These Dates** - Refers to awards that were active between a range of dates *(Use the mm/dd/yyyy format to search in this field)*

- **Proposal or Award Transaction Type** - Refers to the type of transaction that was referenced in the proposal

- **Subcontractor** - Refers to the person or organization to which a portion of the project is subcontracted (A project is never entirely subcontracted out)

- **CHESS Activity Type** - Reminder: For this field, choose only from the first 6 options

- **Project, Proposal, and Award Log Date** - Refers to when the information was entered into the system

- **Return Results as Comma Delimited Data Option** - If you choose to get results this way, you’ll see a page with plain text *(Be sure to note the parameters of your query to avoid confusion)*
  - Use your browser's File/Save Page menu option, or its equivalent, to save the page as a text file (.txt)
  - Then import the file into a spreadsheet or database and you can reformat or manipulate the results as you like
This function displays the most recent projects you have viewed. The list will show up to the 30 most recently viewed projects. On this page, you can select "Details" for more information regarding a project or jump to a project by entering the SPS or PINS number in the corresponding box.

### Search Results (3 projects)

Recently viewed projects for **missing ID**

Descending view date order

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Title</th>
<th>Principal Investigator</th>
<th>Department</th>
<th>Sponsor</th>
<th>Status</th>
<th>Amount Awarded/Contract Number</th>
<th>Award Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1111) 2007-1005</td>
<td>Varying Textures of Pre-Formed Whey Protein Gel-Steak: SDFRC Enhancement Project</td>
<td>Foegeding, Edward</td>
<td>Food Science</td>
<td>NCSU Southeast Dairy Foods Research Center (Primos-Kraft, Inc.)</td>
<td>Awarded</td>
<td>$70,600.00</td>
<td>12/29/2006 through 12/31/2008</td>
</tr>
<tr>
<td>(1402) 1992-0727</td>
<td>Japanese Language Award for Nathaniel Miranda</td>
<td>Freeman, Benny, Miranda, Nathaniel</td>
<td>Chemical and Biomolecular Engineering/CSSG</td>
<td>National Science Foundation</td>
<td>Withdrawn</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Amount Awarded: **$131,416.00**

- Create a New Query
- Return to Main Menu
This function lets you view progress journal entries within a range of dates. The default is to choose entries by anyone, but you can also opt to view entries by a single individual (selected by Unity ID). The other options on the screen let you filter this search with parameters much like those for queries and reports.

**Search Activity (Progress Journal) Records**

Search conditions will be combined to narrow the search—blank fields will be ignored.

You can enter the beginning of a proposal number or any part of a contract number, but do not use a wildcard character.

- **Activity Dates:**
- **SFS Project number:**
- **PINS Proposal number:**
- **Sponsoring Agency Tracking number:**
- **Agreement Number:**
- **Account Number:**
- **Title Keyword:**
- **Word Not In Title:**
- **Investigator:**
- **College:**
- **Department:**
- **Direct Sponsor:**
- **Direct Sponsor Category:**
- **Prime Sponsor:**
- **Prime Sponsor Category:**
- **Status:**
- **Awards active between these dates:**
- **Proposal or Award Transaction Type:**
- **Type:**
- **Subcontractor:**
- **CHESS (activity type):**
- **Activity Type Category:**
- **Project Log Date:**
- **Proposal Log Date:**
- **Award Log Date:**
- **Order by:**
- **Journal record by:**
- **Show Notes?**
- **Show Edits?**
- **Show Technical Reports?**
- **Show PAs?**
- **Show Proposals?**
- **Show Awards?**
- **Show Subcontract Modifications?**
- **Show Assignments?**
- **Show Documents?**

**Note:** Show only projects with subcontracts.

- **List all projects assigned to:**
- **List all projects assigned to anyone**

[Run Query]

[Return to Main Menu]
Another option lets you choose projects that are assigned to any individual, or are assigned to anyone. These projects are added to the results of the date search, without regard to whether there are any progress journal records within the date range. This way a negotiator can review all of the projects assigned to them and see which have not had any recent actions added.

**Example:** The following shows progress journal entries from the College of Management between October 17, 2006 and December 17, 2006.

---

**Search Results**

(2 journal entries between 10/17/2006 and 12/17/2006)

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Title</th>
<th>Principal Investigator</th>
<th>Department</th>
<th>Sponsor</th>
<th>Status</th>
<th>Amount Awarded</th>
<th>Contract Number</th>
<th>Award Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2020) 2006-1421</td>
<td>Accelerating Commercialization of Technologies (ACT) Project: Bringing UNC System Technologies to the World</td>
<td>Kangas, Angew</td>
<td>Business Management</td>
<td>UNC - Office of the President (GA)</td>
<td>Awarded</td>
<td>$179,000.00</td>
<td>R/0206-01(0% - B)</td>
<td>02/01/2006 through 06/30/2009</td>
</tr>
</tbody>
</table>

Details entered: 11/22/2006 10:37:50

Note: Request for NCE mailed to agency, waiting approval.

Details entered: 12/06/2006 13:58:37

Note: Doc. received and will be put in In Box.

Total Amount Awarded: $447,778.00
This function reports sponsored program activity within specified date ranges. All awards received or proposals submitted between two distinct dates will be returned in a report, with totals by department and college. You can restrict these reports by much the same criteria you can use in a project query. Full-text Boolean searching is available for this function like in the Project Query Function.

### 1) Basic Date-Limited Report

#### NCSU Activity Reports

Enter dates using mm/dd/yyyy format

**Required Parameters**

- Report Dates: [ ] through [ ]

**Optional Parameters**

- Title Keyword:
- Investigator:
- College:
- Department:
- Center:
- Direct Sponsor:
- Prime Sponsor:

**Select Report**

**Aw ard Reports**

- Detailed Award Report by College and Department
- Summary Award Report by College and Department
- Summary Award Report by Direct Sponsor
- Summary Award Report by Faculty Rank
- Summary Award Report by Length of Tenure
- Top Grant Givers

**Distributed and Aggregate Award Reports**

- Summary Distributed Award Report
- Aggregate Award Report by PI

**Proposal Reports**

- Detailed Proposal Report by College and Department
- Summary Proposal Report by College and Department
- Summary Proposal Report by Direct Sponsor
- Summary Proposal Report by Faculty Rank
- Summary Proposal Report by Length of Tenure

Some fields are not listed in the basic report that are listed in the advanced report. These fields are automatically defaulted to the same defaults shown in the advanced report. Also be aware of the type of report you are choosing to display. Award Reports show only the awards within the dates entered. Proposal Reports show only the proposal activity within the dates entered.
Summary reports returns results reporting a summary of awards or proposals matching your criteria showing only the department and the total amount awarded. This report does not show individual transactions.

Example: The following shows a summary award report run by college and department from the College of Agriculture and Life Sciences between October 29, 2005 and October 29, 2006.

<table>
<thead>
<tr>
<th>COLLEGE OF AGRICULTURE &amp; LIFE SCIENCES</th>
<th>4H Youth Development and Family and Consumer Sciences</th>
<th>$72,130</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLEGE OF AGRICULTURE &amp; LIFE SCIENCES Total</td>
<td>$72,130</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Grand Total | $72,130 | 2 |

Detailed reports returns results reporting detailed information of awards or proposals matching your criteria showing field titles for each project.

Example: The following shows a detailed award report run by college and department from the College of Agriculture and Life Sciences between October 29, 2005 and October 29, 2006.

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Investigator(s)</th>
<th>SP Department</th>
<th>Direct Sponsor</th>
<th>Amount</th>
<th>Type</th>
<th>Category</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005-0706</td>
<td>Dunn, Patricia</td>
<td>4H Youth Development and Family and Consumer Sciences</td>
<td>UNC - UNC Chapel Hill (National Institutes of Health)</td>
<td>$24,778</td>
<td>Continuation</td>
<td>Primary Care and Community Tackling Obesity in Kids</td>
<td></td>
</tr>
<tr>
<td>2005-0706</td>
<td>Dunn, Patricia</td>
<td>4H Youth Development and Family and Consumer Sciences</td>
<td>UNC - UNC Chapel Hill (National Institutes of Health)</td>
<td>$47,352</td>
<td>New</td>
<td>Primary Care and Research/Communities Tackling Obesity in Kids</td>
<td></td>
</tr>
</tbody>
</table>

4H Youth Development and Family and Consumer Sciences | $72,130 | 2 |

COLLEGE OF AGRICULTURE & LIFE SCIENCES Total | $72,130 | 2 |
II) **Advanced Date-Limited Report**

The advanced date-limited report provides all of the search fields as the basic report as well as more searchable fields. There are also options to suppress certain information and also more reports to run.

![NCSU Activity Reports form]

**NCSU Activity Reports**

**Enter dates using mm/dd/yyyy format**

**Required Parameters**

- **Report Dates:**

**Optional Parameters**

- **Title Keyword:**
- **Not In Title:**

**Investigator:**

**College:**

**Department:**

**Center:**

**Direct Sponsor:**

**Direct Sponsor Category:**

**Prime Sponsor:**

**Prime Sponsor Category:**

**CHESS (activity type):**

**Activity Type Category:**

**Proposal or Award Transaction Type:**

**Suppress deobligations and no-cost extensions:**

- **No** (ignored for proposal reports)

**Suppress deobligations only:**

- **Yes** (ignored for proposal reports)

**Suppress revised proposals:**

- **Yes** (ignored for award reports)

**Suppress pre-proposals:**

- **Yes** (ignored for award reports)

**Suppress pre-awards:**

- **Yes** (ignored for proposal reports)

**Include Internal Projects?**

- **Suppress Internals**

**Flow-through Funding?**

- **All Projects**

**Select Report**

- **AWARD REPORTS**
  - Detailed Award Report by College and Department
  - Summary Award Report by College and Department
  - Detailed Award Report by Direct Sponsor
  - Summary Award Report by Direct Sponsor
  - Detailed Award Report by Prime Sponsor
  - Summary Award Report by Prime Sponsor
  - Detailed Award Report by Project Category
  - Summary Award Report by Project Category
  - Detailed Award Report by Faculty Rank
  - Summary Award Report by Faculty Rank
  - Detailed Award Report by Length of Tenure
  - Summary Award Report by Length of Tenure
  - Detailed Award Report by Transaction Amount
  - Top Grant-Givers

- **DISTRIBUTED AND AGGREGATE AWARD REPORTS**
  - Distributed Award Report
  - Summary Distributed Award Report
  - Aggregate Award Report by PI

- **PROPOSAL REPORTS**
  - Detailed Proposal Report by College and Department
  - Summary Proposal Report by College and Department
  - Detailed Proposal Report by Direct Sponsor
  - Summary Proposal Report by Direct Sponsor
  - Detailed Proposal Report by Prime Sponsor
  - Summary Proposal Report by Prime Sponsor

**Run Report**

**Too many filter conditions? Switch to Basic Report**

**Return to Main Menu**

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This function gives you multiple-year reports for the time period you specify, and the same period for one to nine years earlier. You can enter an entire fiscal year and get up to ten years of data, or enter a fiscal year to date and compare partial years. The results are totaled and, where appropriate, subtotaled. You can also add a percentage change column between each data column which will allow you to track changes in percentage terms.

Enter dates using mm/dd/yyyy format

Required Parameters

Latest Report Period

Number of Periods to Report

Include Percentage Changes Between Periods

Show Multi-Year Totals or Averages?

Optional Parameters

Title Keyword:

Not in Title:

College:

Department:

Direct Sponsor:

Direct Sponsor Category:

Prime Sponsor:

Prime Sponsor Category:

CHESS (activity type):

Activity Type Category:

Proposal or Award Transaction Type:

Suppress deobligations and no-cost extensions:

Suppress deobligations only:

Suppress revised proposals:

Suppress pre-proposals:

Suppress pre-awards:

Include Internal Projects:

Flow-through Funding:

Select Report

AWARD REPORTS

- Multi-Year Award Report by Individual
- Multi-Year Award Report by Department
- Multi-Year Award Report by Department and Individual
- Multi-Year Award Report by College
- Multi-Year Award Report by College and Department
- Multi-Year Award Report by Direct Sponsor Type
- Multi-Year Award Report by Direct Sponsor Type and Direct Sponsor
- Multi-Year Award Report by Prime Sponsor Type
- Multi-Year Award Report by Prime Sponsor Type and Prime Sponsor
- Multi-Year Award Report by Project Category
- Multi-Year Award Report by Project Category and CHESS Code

PROPOSAL REPORTS

- Multi-Year Proposal Report by Individual
- Multi-Year Proposal Report by Department
- Multi-Year Proposal Report by Department and Individual

Run Report

Return to Main Menu
**Example:** The following shows an award report run by department and individual from the College of Design between June 3, 2005 and June 3, 2006.

Note: The following shows the default setting for 2 periods of data. Up to 10 periods of data can be shown, which in this case would be the last 10 years of awards from the College of Design.

<table>
<thead>
<tr>
<th>North Carolina State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-Year Award Report</td>
</tr>
<tr>
<td>College is COLLEGE OF DESIGN;</td>
</tr>
<tr>
<td>delistibations suppressed;</td>
</tr>
<tr>
<td>pre-awards suppressed;</td>
</tr>
<tr>
<td>internal projects suppressed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>06/03/2005 through 06/03/2006</th>
<th>06/03/2004 through 06/03/2005</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bartik, Thomas M.</td>
<td>$0</td>
<td>$25,000</td>
</tr>
<tr>
<td>Burks, Georgia</td>
<td>$50,400</td>
<td>$36,661</td>
</tr>
<tr>
<td>Ficca, Jeremy F.</td>
<td>$0</td>
<td>$5,000</td>
</tr>
<tr>
<td>Subtotals:</td>
<td>$50,400</td>
<td>$41,661</td>
</tr>
<tr>
<td>Art &amp; Design</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raymond, Dana G.</td>
<td>$0</td>
<td>$2,000</td>
</tr>
<tr>
<td>Subtotals:</td>
<td>$0</td>
<td>$2,000</td>
</tr>
<tr>
<td>Design Research &amp; Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duncan, Richard C.</td>
<td>$41,629</td>
<td>$0</td>
</tr>
<tr>
<td>Moore, Robin C.</td>
<td>$149,601</td>
<td>$127,575</td>
</tr>
<tr>
<td>Fasllar, Calen</td>
<td>$21,027</td>
<td>$0</td>
</tr>
<tr>
<td>Rice, Arthur E.</td>
<td>$4,769</td>
<td>$0</td>
</tr>
<tr>
<td>Stein, Joel David</td>
<td>$0</td>
<td>$8,139</td>
</tr>
<tr>
<td>Tallmonson, James D.</td>
<td>$0</td>
<td>$4,957</td>
</tr>
<tr>
<td>Young, Leslie C.</td>
<td>$119,998</td>
<td>$49,998</td>
</tr>
<tr>
<td>Subtotals:</td>
<td>$536,064</td>
<td>$191,669</td>
</tr>
<tr>
<td>Industrial Design</td>
<td></td>
<td></td>
</tr>
<tr>
<td>James, Sharon M.</td>
<td>$36,790</td>
<td>$48,140</td>
</tr>
<tr>
<td>Subtotals:</td>
<td>$36,790</td>
<td>$48,140</td>
</tr>
<tr>
<td>Landscape Architecture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moore, Robin C.</td>
<td>$0</td>
<td>$39,025</td>
</tr>
<tr>
<td>Stein, Adby B.</td>
<td>$0</td>
<td>$4,940</td>
</tr>
<tr>
<td>Subtotals:</td>
<td>$0</td>
<td>$43,965</td>
</tr>
<tr>
<td>Totals:</td>
<td>$624,134</td>
<td>$352,465</td>
</tr>
</tbody>
</table>

If the report had been run solely by department, the individuals would not be listed and only the totals for each department would have been reported. Also, departments not receiving any awards in the time period are not shown on the report.
Appendix - Glossary of terms used in RADAR

**Account Number** - Refers to the financial account number used for spending money associated with the project.

**Agreement Number** - Mainly used internally. Sponsors can reference their agreement numbers for projects in order to search for them in the database.

**Award** - Supplies funds to a project in order for the project to accomplish the goals set out in the proposal.

**Awards Active Between These Dates** - Refers to awards that were active between a range of dates.

**Center** - Refers to a special unit set up for research or public service.

**CHESS Activity Type** - Reminder: For this field, choose only from the first 6 options.

**Department** - Refers to the department relating to the project.

**Detailed Reports** - Returns results reporting detailed information of awards or proposals matching your criteria showing field titles for each project.

**Direct & Prime Sponsor Categories** - All sponsoring organizations are classified as one of the 8 categories listed in this search option.

**Direct Sponsor** - Refers to the organization that funds the project.

**Investigator** - Refers to the primary investigator for the project.

**Order By** - Refers to how the results of a search will be displayed.

**PINS Proposal Number** - Refers to a number that is filed on each proposal as it routes through the PINS system. Note: A project can have more than one proposal.

**Project** - Everything an investigator does on an individual funded enterprise. In essence, it is an investigator’s actual research work.

**Project, Proposal, and Award Log Date** - Refers to when the information was entered into the system.
Proposal - A request to a source of funding detailing the type of work to be done. It also requests an amount of money estimated to complete a project. There can be a various number of proposals for a single project.

Proposal or Award Transaction Type - Refers to the type of transaction that was referenced in the proposal.

Queries - Give a filtered view of the entire database according to certain criteria you enter in the search fields.

Reports - Show a detailed or summary view of activities that took place within a particular time span. They can be filtered by criteria in search fields in the same way as queries.

Return Results as Comma Delimited Data Option - If you choose to get your results in comma-delimited format, you will see a page filled with plain text. This is used for additional manipulation of data in a spreadsheet.

Sponsoring Agency Tracking Number - Refers to the number an agency attaches to a proposal.

SPS Project Number - Refers to the number of a project for administrative purposes.

Subcontractor - Refers to the person or organization to which a portion of the project is subcontracted (A project is never entirely subcontracted out).

Subject Area - List of common subject areas that projects can be listed under.

Summary Reports - Returns results reporting a summary of awards or proposals matching your criteria showing only the department and the total amount awarded. This report does not show individual transactions.

Title/Abstract/Subject Area Keyword - Refers to a main word in the title of a project. Full-text Boolean searching can be used in this field.