

RADAR Help Guide

Sponsored Programs and
Regulatory Compliance Services

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Section 1 - Getting Started

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

Project Query

Advanced Project Query (More Filter Conditions)

Recently Viewed Projects

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.

Query Progress Journal Entries

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. This way a negotiator can review all of the projects assigned to her and see which have not had any recent actions added.

Generate Date-Limited Report

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.

Generate Multi-Year Report

This option gives you multiple-year (crosstab) 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, subtotaled. 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.

I) 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.*

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, but do not use a wildcard character

SPS Project number:

PINS Proposal number:

Account Number:

Agreement Number:

Title/Abstract/Subject Area Keyword:

Subject Area (do not combine with keyword filter):

Investigator: Current and pending projects for this investigator?

College: Select by 4-digit OUC?

Department:

Center:

Direct Sponsor:

Prime Sponsor:

Status:

Order by:

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.

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, but do not use a wildcard character

SPS Project number:

PINS Proposal number:

Account Number:

Agreement Number:

Title/Abstract/Subject Area Keyword:

Subject Area (do not combine with keyword filter):

Investigator: Current and pending projects for this investigator?

College: **FINANCE & BUSINESS**

Department: Select by 4-digit OUC?

Center:

Direct Sponsor:

Prime Sponsor:

Status:

Order by:

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

II) 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

SPS Project number:

PINS Proposal number:

Sponsoring Agency
Tracking number:

Agreement Number:

Account Number:

Title/Abstract/Subject
Area Keyword:

Subject Area:

- 3d design
- acoustics
- adaxial
- agriculture
- aircraft
- airports
- alkaloids
- alternative feeds
- alternative proteins
- anaplasma
- antioxidants.
- apiculture
- aquaculture
- arabidopsis

Investigator:

- !!! Generic, PI
- Abad, Jorge A.
- Abad, Zoila G.
- Abbate, Angelo R.
- Abbott, George F.
- Abdel-Aal, Yehia A.
- Abdel-Khalik, Hany Samy
- Abdullah, Ahmad-Rufai
- Aboelfotoh, Mohamed O.
- Abraham, Solomon
- Abrams, Charlie F.
- Abt, Robert C.
- Ackerson, Chris
- Acton, Anne

Current and pending projects for this investigator?

College:

Department: Select by 4-digit OUC?

Center:

Direct Sponsor:

Direct Sponsor Category:

Prime Sponsor:

Prime Sponsor Category:

Status:

Awards active between
these dates: through

Proposal or Award
Transaction Type:

Subcontractor:

CHES (activity type):

Activity Type Category:

Project Log Date Between: through

Proposal Log Date
Between: through

Award Log Date Between: through

Order by:

File Location:

Show only projects with subcontracts Yes No

Show only projects with export control records Yes No

List all projects assigned to:

List all projects assigned to anyone

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)
- ❖ **CHES 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

Section 3 - Recently Viewed Projects

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 nwwolf2

Descending view date order

If Project ID cell is shaded, project contains subcontracts

Project ID	Title	Principal Investigator	Department	Sponsor	Status	Amount Awarded/ Contract Number	Award Period
(1109) 2007-0023 <input type="button" value="Details"/>	Development of a Soy Allergy Model in Swine-North Carolina State University	Nielsen, Niels	Crop Science	US Dept. of Agriculture	Awarded	\$64,416.00 58-3602-6-113 (0% - - A)	06/08/2006 through 12/31/2006
(1111) 2007-1005 <input type="button" value="Details"/>	Varying Textures of Pre-Formed Whey Protein Gel-Sticks, SDFRC Enhancement Project	Foegeding, Edward	Food Science	NCSU Southeast Dairy Foods Research Center (Prime--Kraft, Inc.)	Awarded	\$70,000.00	12/29/2006 through 12/31/2008
(1402) 1992-0727 <input type="button" value="Details"/>	Japanese Language Award for Nathanael Miranda	Freeman, Benny Miranda, Nathanael	Chemical and Biomolecular Engineering C&G	National Science Foundation	Withdrawn		
Total Amount Awarded:						\$134,416.00	

Section 4 - Query Progress Journal Entries

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: through

SPS Project number:

PINS Proposal number:

Sponsoring Agency Tracking number:

Agreement Number:

Account Number:

Title Keyword:

Word Not In Title:

Investigator: Current and pending projects for this investigator?

College:

Department: Select by 4-digit OUC?

Direct Sponsor:

Direct Sponsor Category:

Prime Sponsor:

Prime Sponsor Category:

Status:

Awards active between these dates: through

Proposal or Award Transaction Type:

Subcontractor:

CHES (activity type):

Activity Type Category:

Project Log Date:

Proposal Log Date:

Award Log Date:

Order by:

Journal record by:

Show Notes? Yes No

Show Edits? Yes No

Show Technical Reports? Yes No

Show PARs? Yes No

Show Proposals? Yes No

Show Awards? Yes No

Show Subcontract Modifications? Yes No

Show Assignments? Yes No

Show Documents? Yes No

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)

college is COLLEGE OF MANAGEMENT; showing notes; showing edits; showing technical reports; showing PARs;

Project ID, Descending order

 Jump to a Project:

If Project ID cell is shaded, project contains subcontracts

Project ID	Title	Principal Investigator	Department	Sponsor	Status	Amount Awarded/ Contract Number	Award Period
(2020) 2006-2113	Design for Order Fulfillment (DFOF) External Literature and Best Practices Review	Edwards, Steven Bozarth, Cecil Handfield, Robert McCreery, John	Business Management	Caterpillar, Inc.	Awarded	\$97,878.00 2006-2113 (46% - B -)	06/01/2006 through 11/30/2006
<input type="button" value="Details"/>	crmay						
	crmay, 11/22/2006 10:37:50	Note	Request for NCE mailed to agency, waiting approval.				
(2020) 2006-1421	Accelerating Commercialization of Technologies (ACT) Project: Bringing UNC System Technologies to the World	Kington, Angus	Business Management	UNC - Office of the President (GA)	Awarded	\$379,900.00 RA 2006-01 (0% - - B)	02/01/2006 through 06/30/2009
<input type="button" value="Details"/>	tray, 12/06/2006 13:58:37	Note	Doc. received and will be put in In Box.				
Total Amount Awarded:						\$477,778.00	

Section 5 - Generate Date-Limited Report

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.

I) 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: Select by 4-digit OUC?

Center:

Direct Sponsor:

Prime Sponsor:

Select Report

AWARD 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-Getters

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

Need more filter conditions? [Switch to Advanced Report](#)

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

NORTH CAROLINA STATE UNIVERSITY

Awards Received for the Period October 29, 2005 to October 29, 2006 by College and Department

title or abstract contains "obesity"; college is COLLEGE OF AGRICULTURE & LIFE SCIENCES; deobligations suppressed; pre-awards suppressed; internal projects suppressed

COLLEGE OF AGRICULTURE & LIFE SCIENCES			
4H Youth Development and Family and Consumer Sciences:		\$72,130	2
COLLEGE OF AGRICULTURE & LIFE SCIENCES Total:		\$72,130	2
Grand Total:			
		\$72,130	2

[Return to Report Menu](#)

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

NORTH CAROLINA STATE UNIVERSITY

Awards Received for the Period October 29, 2005 to October 29, 2006 by College and Department

title or abstract contains "obesity"; college is COLLEGE OF AGRICULTURE & LIFE SCIENCES; deobligations suppressed; pre-awards suppressed; internal projects suppressed

Project ID	Investigator (s)	SP	Department	Direct Sponsor	Amount	Type	Category	Title
COLLEGE OF AGRICULTURE & LIFE SCIENCES								
2005-0706	Dunn, Patricia		4H Youth Development and Family and Consumer Sciences	UNC - UNC Chapel Hill (National Institutes of Health)	\$24,778	Continuation	Research	Primary Care and Communities Tackling Obesity in Kids
2005-0706	Dunn, Patricia		4H Youth Development and Family and Consumer Sciences	UNC - UNC Chapel Hill (National Institutes of Health)	\$47,352	New	Research	Primary Care and Communities Tackling Obesity in Kids
4H Youth Development and Family and Consumer Sciences:					\$72,130		2	
COLLEGE OF AGRICULTURE & LIFE SCIENCES Total:					\$72,130		2	
Grand Total:					\$72,130		2	

[Return to Report Menu](#)

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

Enter dates using mm/dd/yyyy format

Required Parameters

Report Dates: through

Optional Parameters

Title Keyword:

Not In Title:

Investigator:

College:

Department: Select by 4-digit OUC?

Center:

Direct Sponsor:

Direct Sponsor Category:

Prime Sponsor:

Prime Sponsor Category:

CHES (activity type):

Activity Type Category:

Proposal or Award Transaction Type:

Suppress deobligations and no-cost extensions: (ignored for proposal reports)

Suppress deobligations only: (ignored for proposal reports)

Suppress revised proposals: (ignored for award reports)

Suppress pre-proposals: (ignored for award reports)

Suppress pre-awards: (ignored for proposal reports)

Include Internal Projects?:

Flow-through Funding?:

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-Getters

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

Too many filter conditions? [Switch to Basic Report](#)

Section 6 - Generate Multi-Year Report

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: through
(Earlier periods will be calculated in one-year increments)

Number of Periods to Report:

Include Percentage Changes Between Periods:

Show Multi-Year Totals or Averages?:

Optional Parameters

Title Keyword:

Not In Title:

Investigator:

College:

Department: Select by 4-digit OUC?

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: (ignored for proposal reports)

Suppress deobligations only: (ignored for proposal reports)

Suppress revised proposals: (ignored for award reports)

Suppress pre-proposals: (ignored for award reports)

Suppress pre-awards: (ignored for proposal reports)

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 Sponsot
- 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

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.

NORTH CAROLINA STATE UNIVERSITY

Multi-Year Award Report

college is COLLEGE OF DESIGN; deobligations suppressed; pre-awards suppressed; internal projects suppressed

	06/03/2005 through 06/03/2006	06/03/2004 through 06/03/2005	Average
Architecture			
Barrie, Thomas M.	\$0	\$25,000	\$12,500
Bizios, Georgia	\$50,400	\$36,661	\$43,531
Ficca, Jeremy F.	\$0	\$5,000	\$2,500
Subtotals:	\$50,400	\$66,661	\$58,531
Art & Design			
Raymond, Dana G.	\$0	\$2,000	\$1,000
Subtotals:	\$0	\$2,000	\$1,000
Design Research & Service			
Duncan, Richard C.	\$41,629	\$0	\$20,815
Moore, Robin C.	\$349,601	\$127,575	\$238,588
Pasalar, Celen	\$21,027	\$0	\$10,514
Rice, Arthur R.	\$4,709	\$0	\$2,355
Stein, Joel David	\$0	\$9,139	\$4,570
Tomlinson, James D.	\$0	\$4,957	\$2,479
Young, Leslie C.	\$119,998	\$49,998	\$84,998
Subtotals:	\$536,964	\$191,669	\$364,317
Industrial Design			
Joines, Sharon M.	\$36,790	\$48,170	\$42,480
Subtotals:	\$36,790	\$48,170	\$42,480
Landscape Architecture			
Moore, Robin C.	\$0	\$39,025	\$19,513
Stein, Achva B.	\$0	\$4,940	\$2,470
Subtotals:	\$0	\$43,965	\$21,983
Totals:	\$624,154	\$352,465	\$488,310

[Return to Multi-Year Report Menu](#)

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.

CHES 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.