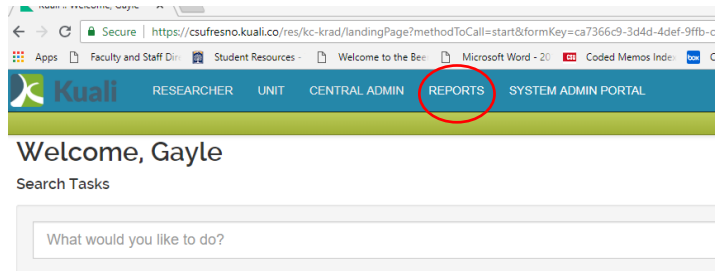


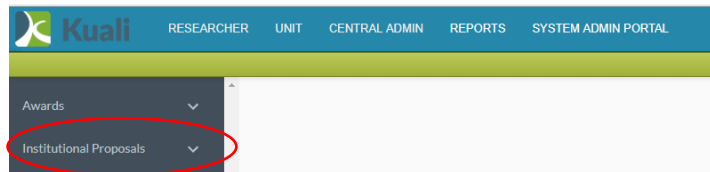
GrantLaunch: How to Run the Institutional Proposal (IP) Report for Award Data

To access the Institutional Proposal Report:

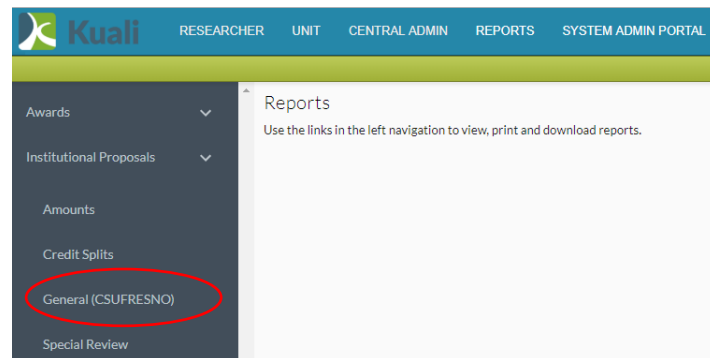
1. Click **Reports**:



2. Screen may take a moment to repaint. Click **Institutional Proposals**:



3. Click **General(CSUFRESNO)**:



4. Click **Institutional Proposal List**:



5. Click **Export**:

The screenshot shows the 'Institutional Proposals - General (CSUFRESNO)' interface. The table below contains the following data:

Parent Unit	Lead Unit	Grandparent Unit	Proposal Number	Title
Academic Resources	Lyles Center	Provost & VP Academic Affair	00002497	Central YEA 2017-2018
			00002666	FUSD YEA 2017-2018
			00002724	Coleman Foundation 2017-2018
			00002729	Kings Canyon Unified School District YEA 2017-2018
			00002734	MUSD STE...
Calif. St. University, Fresno	Provost & VP Academic Affair		00001665	STESSA: Improving STEM Teacher Education in High Schools in Esvot
College of Ag Sciences & Tech	Agricultural Business Dept.	Provost & VP Academic Affair	00000021	Traming the next generation

At the bottom of the table, there are two buttons: 'Export' (circled in red) and 'Show Comments'.

6. Unselect **Image** and select **CSV** "Use Excel friendly CSV", then click **Export**:

The screenshot shows the 'Export' dialog box with the following options:

- CSV
- Use Excel friendly CSV
- Image
- PDF
- Excel

At the bottom, there are two buttons: 'Export' (circled in red) and 'Cancel'.

To filter to a specific unit....

1. Select **Parent Unit** from the filters on the right navigation bar:

Parent Unit	Lead Unit	Grandparent Unit	Proposal Number	Title	Proposal Type	Proposal Status	Activity Ty	Institutional Proposal Count
Academic Resources	Lyles Center	Provost & VP Academic Affair	00002497	Central YEA 2017-2018	New	Awarded	Public Service	1
			00002666	FUSD YEA 2017-2018	New	Awarded	Public Service	1
			00002724	Coleman Foundation 2017-2018	New	Awarded	Public Service	1
			00002729	Kings Canyon Unified School District - YEA 2017-2018	New	Awarded	Public Service	1
			00002734	MUSD,STE... New 2018	New	Awarded	Public Service	1
Calif. St. University, Fresno	Provost & VP Academic Affair		00001665	STESSA: Improving STEM Teacher Education in High Schools in Exvot	New	Pending	Public Service	1
College of Ag Sciences & Tech	Agricultural Business Dept.	Provost & VP Academic Affair	00000021	Training the next generation	New	Rejected	Other	

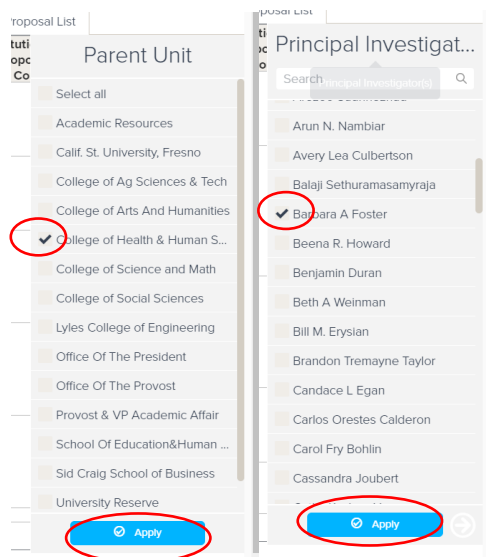
Filters: Sort

Export Show Comments

Navigation Bar Filters:

- Deadline Date
- Created Date
- Start Date (Entire Period)
- End Date (Entire Period)
- Activity Type
- Co-Investigator(s)
- Lead Unit
- Opportunity
- Parent Unit** (circled in red)
- Principal Investigator(s)
- Prime Sponsor Name
- Prime Sponsor Type
- Proposal Number
- Proposal Status
- Proposal Type

2. Select the college you wish to filter to. Add additional filters for specific data elements, then click **Apply**:



3. Repeat steps 5 and 6 to produce an excel report with filtered data.