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:

| 🔀 Kuali | RESEARC | CONTROL ADMIN REPORTS SYSTEM ADMIN PORTAL | |
|----------------|---------|---|-----------------------------|
| 1 | | Institutional Proposals - General (CSUERESNO) | Action List |
| | ÷ | Institutional Proposals - General (CSUFRESNO) | \frown |
| | | Count By Lead Unit And Deadline Fiscal Year Count By Deadline Fiscal Year And Proposal Type Count By Deadline Fiscal Year And Status | Institutional Proposal List |
| | | Lead Ubt Agricultural Business Dept. Anthropology | 0 |
| | í. | Assoc VP Envolument Stors Californi Warken Instance Central Californi Andrein Instance | 2019 |
| Special Review | | Cerent Valley Higher Education Constration (CVHEQ Chicano Latin American Studies Could & Gesenutics Engineering Criticas of Council and Math | |

5. Click Export:

| | * | Institutional Prop | osals - General (CSU | FRESNO) | | |
|--------------------------|--------|----------------------------------|---------------------------------|---------------------------------|--|--|
| | ~ | Institutional Prop | oosals - General (O | SUFRESNO |)) | |
| | | Count By Lead Unit | And Deadline Fiscal Yea | ar Count By | Deadline Fiscal Year And Proposal Type | Count By De |
| | | 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 |
| Negotiations | ř | | | | 00002724 | Coleman Foundation 2017-2018 |
| roposal Logs ubawards | * * | | | | 00002729 | Kings Canyon Unified School District - YEA 2017- |
| | | | | | 00002734 | MUSD.STE. 2018 |
| | | Calif. St. University, Fresno | Provost & VP Academic Affair | | 00001665 | STESSA: Improving STEM Teacher Education in High Schools in Earct |
| | | College of Ag Sciences & Tech | Agricultural Business Dept. | Provost & VP Academic Affair | 00000021 | Training the next generation |

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

| Export CSV Use Excel friendly CSV |
|---|
| Image |
| PDF |
| Excel |
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| Export Cancel |

To filter to a specific unit....

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|---------------------------------|--------------------------------|---|--|--|------------------|--------------------|---------------|-----------------------------------|---------------------------|
| Count By Lead Unit | And Deadline Fiscal Yea | ar Count By | Deadline Fiscal Year And Proposal Type | Count By De | adline Fisc | al Year And Status | Institutio | nal Proposal Li | st |
| Parent Unit | Lead Unit | Grandparent Unit | Proposal Number | Title | Proposal Type | Proposal Status | Activity Typ | Institutiona Proposal Count | Deadline Date |
| Academic Resources | Lylos Contor | Provost & VP Academic Affair | 00002497 | Central YEA 2017-2018 | New | Awarded | Public Servic | 1 | Created Date |
| | | | 00002666 | FUSD YEA 2017-2018 | New | Awarded | Public Servic | 1 | Start Date (Entire Period |
| | | | 00002724 | Coleman Foundation 2017-2018 | New | Awarded | Public Servic | 1 | End Date (Entire Period |
| | | | 00002729 | Kings Canyon | New | Awarded | Public Servic | | Activity Type |
| | | | 0000704 | Unified School District - YEA 2017- 2019 | | | | 1 | Co-Investigator(s) |
| | | | | | | | | Lead Unit | |
| | | | 00002734 | 2018 2018 | . New | Awarded | Public Servic | 1 | Opportunity |
| alif St University | Provost & VP Academic | | 00001665 | STESSA | Now | Pending | Public Sonvic | (| Parent Unit |
| cair. st. University, Fresno | Affair | r r | | Improving STEM Teacher Education in | nen | renang | Public Servic | | Principal Investigator(s) |
| | | | | | | | 1 | Prime Sponsor Name | |
| | | | | High Schools in | | | | | Prime Sponsor Type |
| College of Ag Sciences | Agricultural Business Dept. | usiness Provost & VP Academic Affair | 00000021 ir | Eavot Training the | New | w Rejected | Other | | Proposal Number |
| lech | | | | generation | | | | | Proposal Status |
| Filters: Sort | | | | | | | | | Proposal Type |

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

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.