UNIVERSITY OF ILLINOIS SYSTEM
URBANA-CHAMPAIGN · CHICAGO · SPRINGFIELD

Navigating Search

1. Search – Click the **Search** button to open the Search Screen.
2. Criteria – Click the **Show All Items** link to get a drop down list of items.
   - Campus – Select a campus (only visible if you have access to more than one campus).
   - Unit – Name of the unit.
   - Investigator – Name of the PI or Co-PI.
   - Sponsor – Funding Sponsor's Name.
   - Sponsor Number (IP or Award) – Search by either the Sponsor Award Number or Proposal Tracking Number. The Sponsor Award Number which is issued by the Sponsor. This number can be found on an IP (Institutional Proposal) or an Award record. The Proposal Tracking Number is automatically assigned by the Sponsor upon submission.
   - Title – Project title.
   - Institution ID (IP, Award or Subaward number) – One search field that will search for an IP, Award or Subaward number.
   - Banner Grant Code – Post Award assigned number in Banner.
   - UIeRA Number – Record number from the previous eRA system.
3. Include – Check items to limit the status of the search.
   NOTE: You must check at least one box.
   - Proposals
     - Central Office Review – Proposals submitted to ORS/OSP but still under review.
     - Pending with Sponsor – Proposals submitted and approved by ORS/OSP then submitted and not yet funded by sponsor.
     - Awarded – Proposal submitted and approved by ORS/OSP and were awarded by sponsor.
     - Non-Funded – Proposals submitted and approved by ORS/OSP and rejected by the sponsor or never funded.
     - Withdrawn – Proposals submitted and approved by ORS/OSP and withdrawn from sponsor consideration at the department's or sponsor's request.
   - Awards/Agreements & Subawards
     - Pending – Currently under review by negotiator or awards processor and pending approval and signature.
     - Active – Executed awards/contracts and/or accepted by the Board of Trustees and are still within the active term of the award/agreement. If a funded award, also still active in Banner.
     - Closed – Executed and/or accepted by the Board of Trustees and are now closed in Banner or if unfunded have expired/terminated.
     - Withdrawn – Submitted to ORS/OSP but were administratively withdrawn by either the department, sponsor or ORS/OSP prior to acceptance or full execution.
     - Expired – Executed and/or accepted by the Board of Trustees are at least 60 days past the period of performance end date or termination date but not yet closed in Banner or marked as Closed in myProposals.
   - Include All Records
     - Include All Records – Automatically checks all **Include** boxes.
     - Clear All Selections – Clears all checked boxes in **Include**.
4. Get Records
   - Get Records – Click the **Get Records** button to initiate a search.
   - Reset Form – Click the **Reset Form** link to reset the form.

5. **Export Options** – Click a button to export the data.

6. **Views**
   - Show 50 rows – Click to select to show more, less or all rows.
   - Colum visibility – Click to select more columns to view. **NOTE**: **Column visibility** must be selected for every search. These preferences are not saved.

7. **Filter Results** – Click the **Project Title** to open the record and view more information. Click a column heading to sort. Click **View Personnel** to view additional personnel on record.

8. **Actions**
   - Financial Details icon – View more details on the award.
   - Non-Funded icon – Notify OSP/ORS that a proposal is non-funded.