

Navigating Search

UNIVERSITY OF ILLINOIS myResearch Portal

PORTFOLIO EDDIE REPORTS HELP **SEARCH** LOG OUT

Research Portfolio > Search

1. Search

Search

Filter and Search Records

2. Criteria

Criteria:

Campus: Show All

Unit: Show All

Investigator: Show All

Sponsor: Show All

Sponsor Number (IP or Award):

Title:

Institution ID (IP, Award or Subaward number):

Banner Grant Code:

UleRA Number:

3. Include

Include:

Proposals	Awards/Agreements	Subawards	Include All Records
<input type="checkbox"/> Central Office Review	<input type="checkbox"/> Pending	<input type="checkbox"/> Pending	<input type="checkbox"/> Include All Records
<input type="checkbox"/> Pending with Sponsor	<input type="checkbox"/> Active	<input type="checkbox"/> Active	<input type="checkbox"/> Clear All Selections
<input type="checkbox"/> Awarded	<input type="checkbox"/> Closed	<input type="checkbox"/> Closed	
<input type="checkbox"/> Non-Funded	<input type="checkbox"/> Withdrawn	<input type="checkbox"/> Expired	
<input type="checkbox"/> Withdrawn	<input type="checkbox"/> Expired		

4. Get Records

Get Records

Reset Form

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.

Research Portfolio > Filter Results

Filter Results

Filter and Search Records

5. Export Options

6. Views

Copy	CSV	Excel	PDF	Print	Show 50 rows ▼	Column visibility ▼
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Principal Investigator	Sponsor	Project Title	Transaction	Status	Amount	View Personnel
Science, Jane	NSF (Nat'l Science Fdn)	Reinforcing Earthquake-Resistant Structures using Based Shapes	Award or Agreement	Active	\$7,500.00	View Personnel 
Science, Jane	NIH (Nat'l Institutes of Health)	Emergency Responses and Health after Evacuation and Relocation	Proposal	Funded	\$5,000.00	View Personnel
Science, John	NSF (Nat'l Science Fdn)	Controlled Regulation of Anti-Cancer Drug	Proposal	Pending	\$70,000.00	View Personnel 

7. Filter Results

8. Actions

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.