

How to Run a Department Report in Click

Log in to Click using your HSC Credentials. You will click on the “Reports” tab.

UNM HEALTH SCIENCES CENTER | *Electronic Research Administration*

Home Grants COI **Reports** Site Administration

Root > Home

▷ Contact Us

Important Information for First-Time Users

If this is your first time accessing this site, you will need to use the username and password (as shown on the screen).

eResearch Portal: Grants and Contracts

This is an electronic gateway for the submission, review, approval and tracking and contract applications, budgets and on-going annual adjustments to research

Folders

- Clinical Trials at Green Fields Clinic
- Contact Us
- Help Using This Site

Next, you will look for the “Department Reports” section. The two reports you will be able to utilize are the Department Awards Report and the Department Submissions Report. Click on the link of the report you would like to run.

UNM HEALTH SCIENCES CENTER | *Electronic Research Administration*

Home Grants COI Reports Site Administration

Root > Reports

Advanced Search

Reports

- Animal Research Reports**
 - HSC Animal Research Master Report
 - Active Animal NCE Awards Shows Awards that are in an active no-cost extension period.
 - HSC Animal Projects Missing IACUC Number Shows all projects that involve animals, and do not have an associated IACUC
- Contract and Grant Accounting Reports**
 - CGA Workload Report Used to track number of proposals and modifications for each Fiscal Monitor
 - CGA Awards Reconciliation Report Used to track awards and NCEs for a given time period
 - CGA RTSF Reconciliation Report Used to track RTSFs awarded by SPO within a given period
- Department Reports**
 - Department Awards Report Shows all awards for your department
 - Cancer Center Grants - Data Table 2 Report to track ALL submissions and awards for UNMCC PIs
 - Department Submissions Report Shows all submissions for your department
- Office of Research Reports**

If you are running a report for the first time during the day, the query section might take a moment to appear. Once available, you will select your "Department Name" and the Awarded Date Parameters. Please note, the date parameters ARE NOT your budget start and end dates. This date is the day SPO awarded the project and forwarded to C&GA. Examples of queries:

- To see all FY17 Awards YTD: Enter 7/1/16 in the "Awarded Start Date" field and leave the "Awarded End Date" field with the "null" checkbox marked. The query means it will pick up all projects awarded on or after 7/1/16 up until the date, they were awarded.
- To see all FY16 Awards: Enter 7/1/15 in the "Awarded Start Date" field and 6/30/16 in the "Awarded End Date" field.
- To see all projects awarded up to FY15: Leave the "null" checkbox marked and enter 6/30/15 in the "Awarded End Date" field. This will show all awards up to FY15 end.

The value provided for the report parameter 'AwardedDateStart' is not valid for its type. (rsReportParameterTypeMismatch)

Awards Report for VP Health Sciences Office

Principal Investigator	PI Banner Org	Project Number	Primary Sponsor	Project Title	Award Number	Proposal Type	Instrument Type	Start Date	End Date
Loretta Doyle	UNMMG	FP00002946	Gila Regional Medical Center	Professional Services	LTA-17-05	Funding Submission	Contract	11/1/2016	10/31/2017

For a submissions report, you would use the same method as above; however, the query dates used in the submission report are the dates that the project was created in Click. i.e., you created a Click record on 3/31/17; this is the "Created Date Start/End" date.

The value provided for the report parameter 'CreatedDateStart' is not valid for its type. (rsReportParameterTypeMismatch)

Once you have the query, you will click on View Full Report. You are also able to export this data into multiple formats for your use:

Note: If you need a PDF, best is to export to Excel then save as PDF. The other export options have trouble identifying the margins.

The value provided for the report parameter 'CreatedDateStart' is not valid for its type. (rsReportParameterTypeMismatch)

Principal Investigator	Project Number	PI Banner Org	Submitting Department	Project Title
Amber Alfaro	FP00002970	UNMMG	VP Health Sciences Office	Provide Locum to Albuquerque, Health Services or Hospitals