

## Inquiries Available

The **Research Administration System (RAS)** has seven inquiries that can be used to view and download data. The RSA assigned to the project maintains Project information.

Three inquiries are part of Proposal Express and return proposal data:

1. Inquiry by RSA or PI
2. Inquiry by Dept ID
3. Proposal Budget Inquiry

Four inquiries are located under UCSF Reports and return post-award data (awards):

4. Proposal Report by Department
5. Awards Report by Dept
6. Award Budget Inquiry
7. Subrecipient Report by Dept

Inquiry	Description	Report Uses
<b>Navigation:</b> Grants>Proposal Express>		
Inquiry by RSA or PI	Provides an overview of pre-award activities by RSA and/or PI	<ul style="list-style-type: none"> <li>• Show all proposals "In Production" for a specified PI</li> <li>• Show all proposals "In Production" for a specified RSA</li> <li>• Show all Proposals "Awarded" for a specified PI</li> </ul>
Inquiry by Dept ID	Provides an overview of pre-award activity by Dept ID, Action, Agreement Type, Purpose, and/or for a specified Sponsor Due Date Range	<ul style="list-style-type: none"> <li>• List proposals due to the sponsor within a specific time period</li> <li>• View all Continuation Proposals for a Dept Code</li> <li>• View all Proposals with a Purpose of Instruction</li> </ul>
<b>Note:</b> These first two inquiries return a single line for each proposal. The dollar amounts displayed are for the first budget period only (the first budget period for all projects is summed). These inquiries are good for counting proposals, but not for totaling proposed funding.		
Proposal Budget Inquiry	Provides an Overview of pre-award budgets by Dept ID, PI, Sponsor, and/or type of proposal	<ul style="list-style-type: none"> <li>• Summarize a PI's portfolio of submitted proposals for possible incoming funding</li> <li>• Summarize a Department's portfolio of submitted proposals for possible incoming funding</li> <li>• Determine the proposed funding for a select time period</li> <li>• Determine the proposed funding from a given Sponsor</li> </ul>
<b>Note:</b> This inquiry returns a single line for each Project Budget Period within a Proposal. A proposal with five projects over four years (budget periods) will return 20 lines of data. This inquiry is best used for totaling proposed funding, but not for counting proposals. This inquiry may be best viewed after downloading to Excel.		
<b>Navigation:</b> Grants>UCSF Reports>		
Proposal Report by Department	Provides an overview of proposal activity by Dept ID, Sponsor, PI, RSA	<ul style="list-style-type: none"> <li>• Review the number of proposals for specific actions for a department, sponsor, PI, or RSA</li> <li>• View proposal activity for a specific status</li> </ul>
Awards Report by Dept	Provides an overview of awards for departments	<ul style="list-style-type: none"> <li>• Review awards for a specific sponsor</li> <li>• Review a departments awards start and end dates</li> <li>• Review expected funding</li> </ul>
Award Budget Inquiry	Provides an overview of award activity by Dept ID, RSA, PI, and/or Sponsor	<ul style="list-style-type: none"> <li>• Summarize a PI's portfolio of contracts and grants</li> <li>• View an RSA's post-award workload</li> <li>• Determine the number of award actions for a select time period</li> <li>• List the award for a particular Sponsor</li> </ul>
Subrecipient Report by Dept	Provides an overview of a department's subcontracts	<ul style="list-style-type: none"> <li>• View subcontracts for a PI</li> <li>• View subcontracts for a subrecipient institution</li> </ul>

## Running an Inquiry

There are three steps to running an inquiry:

1. Enter search criteria into one or more fields at the top of the inquiry to limit the amount of information returned. Some fields have a lookup button or a drop down list to help you identify and enter the correct data.
2. Click the flashlight icon to execute the inquiry.
3. Returned data displays on the bottom of the page:
  - Click a column heading to sort the report by that column.
  - Click the spreadsheet icon to export the report to Excel.

If no data is entered into data fields, all accessible data will be returned. Running an inquiry without entering data into the fields at the top of the page may be slow. Remember, data is *no longer limited* by department or user.