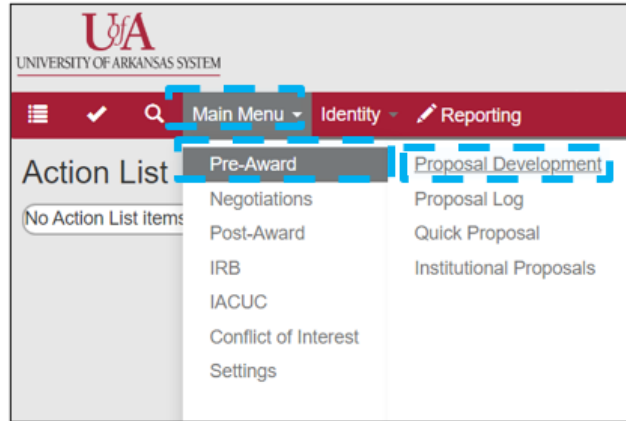


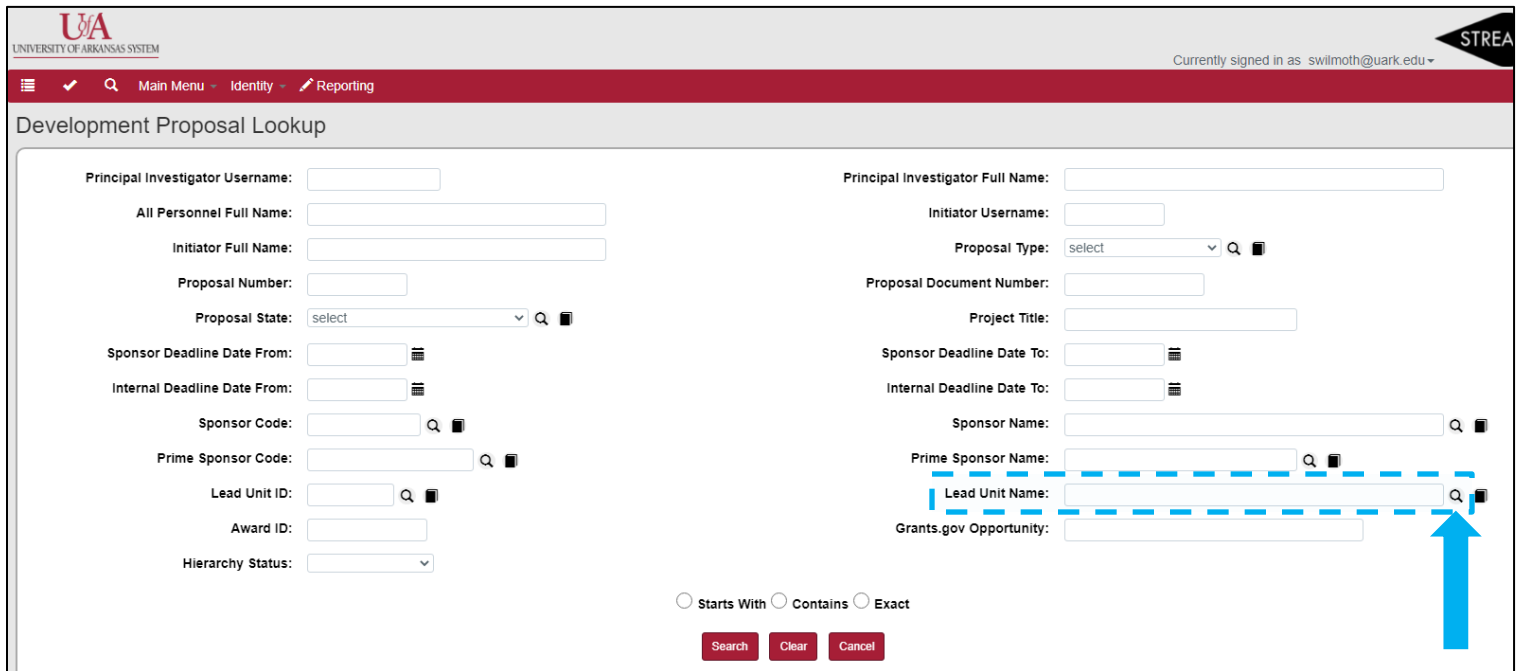
PROPOSAL: HOW TO SEARCH FOR A PROPOSAL BY DEPT/COST CENTER

1) To search for a proposal go to:

Main Menu > Pre-Award > Click Proposal Development

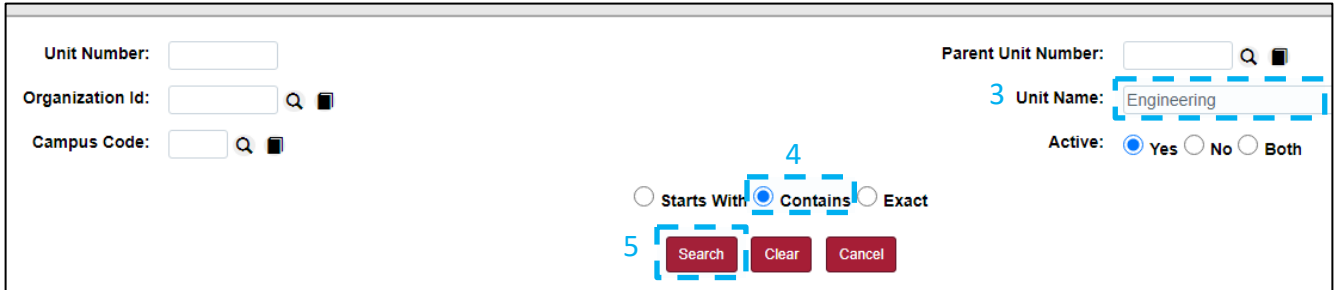


2) You can use the **Lead Unit Name** field to search for all proposal in that Dept/Cost Center. Click the **magnifying glass** next to the **Lead Unit Name** field.



NOTE: There are a variety of ways you can search for Proposals using the Proposal Lookup screen. Some of the common search fields used below are: Proposal Number, Project Title & Principal Investigator Full Name.

- 3) Enter one or two words of the department name into the **Unit Name** field.
- 4) Click the **Contains** radio button.
- 5) Click **Search**.



- 6) Click **return value** next to the Unit Number for the department your looking for. Please note the department name is listed under the **Unit Name** column on the right.

Unit Lookup

Unit Number: Parent Unit Number:

Organization Id:

Campus Code:

Unit Name:

Active: Yes No Both

Starts With Contains Exact

Return Value	Unit Number	Parent Unit	Organization	Unit Name
<input type="button" value="return value"/>	CC012661	Engineering	University of Arkansas Fayetteville	Bio & Agri Engineering
<input type="button" value="return value"/>	CC012727	Engineering	University of Arkansas Fayetteville	Engineering Freshman Program
<input type="button" value="return value"/>	CC012728	Engineering	University of Arkansas Fayetteville	Engineering Undergrad Activity
<input type="button" value="return value"/>	CC012729	Engineering	University of Arkansas Fayetteville	Chemical Engineering

NOTE: Both the **Lead Unit ID** field and the **Lead Unit Name** are now populated.

- 7) Click **Search** at the bottom of the screen

Development Proposal Lookup

Principal Investigator Username: Principal Investigator Full Name:

All Personnel Full Name: Initiator Username:

Initiator Full Name: Proposal Type:

Proposal Number: Proposal Document Number:

Proposal State:

Sponsor Deadline Date From: Project Title:

Internal Deadline Date From: Sponsor Deadline Date To:

Sponsor Code: Sponsor Name:

Prime Sponsor Code: Prime Sponsor Name:

Lead Unit ID: Lead Unit Name:

Award ID: Grants.gov Opportunity:

Hierarchy Status:

Starts With Contains Exact

8) Click **view** to view the details of the proposal.

NOTE: You can scroll to the bottom of the screen and click the word 'spreadsheet' to export the data to excel.

NOTE: The top title row functions as a data filter. For the below returned criteria, click Principal Investigator and all of the proposals will be arranged alphabetically. Similarly, by clicking the Sponsor Deadline Date, the criteria will be arranged again with the most current deadline showing.

Actions	Proposal Number	Proposal Type	Proposal State	Project Title	Sponsor Code	Sponsor Name	Initiator Username	Principal Investigator	Lead Unit ID	Lead Unit Name	Prime Sponsor Code	Prime Sponsor Name	Sponsor Deadline Date
view copy streams	7534	New	Approved and Submitted	A national quantification of methane emissions from rice cultivation i...	000400	NASA - Washington	brrunkle@uark.edu	Benjamin R Runkle	CC012661	Bio & Agri Engineering			10/16/2020
view copy streams	7515	New	Approved and Submitted	Improving, Evaluating and Extending Satellite-Based High Resolution Cr...	100526	University of Maryland	brrunkle@uark.edu	Benjamin R Runkle	CC012661	Bio & Agri Engineering	000400	NASA - Washington	10/15/2020
view copy streams	7313	New	Approved and Submitted	Platform for Multi-modal, Multi-scale Data Integration for Sustainable...	1000503	Lawrence Berkeley Lab	brrunkle@uark.edu	Benjamin R Runkle	CC012661	Bio & Agri Engineering			07/10/2020
view copy streams	7287	Renewal	Approved and Submitted	Energy partitioning, evapotranspiration, and CO2 exchange of the forag...	000600	U.S. Department of Agriculture	brrunkle@uark.edu	Benjamin R Runkle	CC012661	Bio & Agri Engineering			06/22/2020
view copy streams	7283	New	Canceled	Poultry Excellence in China: Improving Food Safety in Poultry Supply C...	1000017	Walmart Foundation	swilmoth@uark.edu	Yanbin Li	CC012661	Bio & Agri Engineering			06/19/2020