



Submitted Activity Report (SAR) Instructions

The Submitted Activity Report captures proposal submission information. The reports are intended for internal use for College, Departments, and Investigators. All external reports are prepared and reported by the appropriate central administration unit.

Report Criteria

- Date of proposal is based on the “Submitted” date in GeauxGrants.
- Proposal Types of New, Supplement, Renewal, Resubmission and Continuation-New are included.
- The SAR does not pull Proposal Types of Modifications/Prior Approval Requests, Revisions, Pre-proposals, Notice/Letter of Intent or Continuations-Noncompeting.
- The SAR does not pull proposals with a status of Pending, Routing, Routing Approvals Received or Withdrawn by PI.
- Prior to FY20, the report does not pull proposals with a status of Withdrawn.

Report Disclaimers

- The SAR includes submitted proposal information beginning September 1, 2006.
- The SAR relies on accurate information being entered into GeauxGrants by users.
- The SAR is a “point in time” report so individual reports cannot be recreated. As updates, status changes, and revisions are made in GeauxGrants, the data in the report changes.
- Subprojects are counted as separate proposals in order to capture the correct dollar amount requested.

How to Access the Report

Users can access the reports in myLSU under Financial Services > Reporting Tools. Under Research Reporting, Sponsored Programs Submitted Activity

- **Step 2:** Enter your unit.
 - Colleges can search for their entire college using the "Cost Center Hierarchy" from Workday. This requires the full name to be entered (Ex: LSUAM | Central Support).



To type the "|" symbol, select the Shift and Backspace ("|") keys.

- Departments can search by their Workday Cost Center number.
- Investigators can search for their output by entering their LSU ID.

*Enter one of the following:

Campus Code:

or

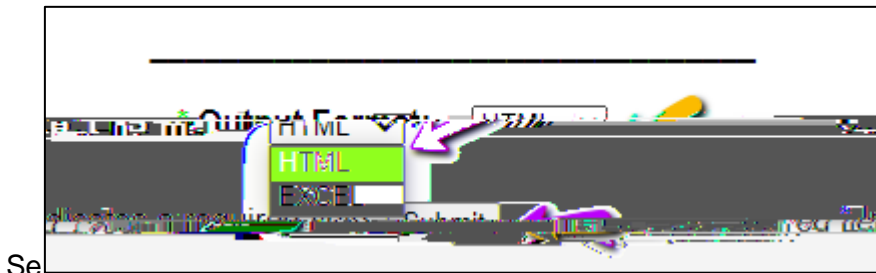
Cost Center Hierarchy:

or

Cost Center:
(Format: CC12345)

Optional:

- **Step 3:** Select the Output Format of HTML or Excel. It is recommended you out Excel for analysis. Click Submit.



Analyzing Data in Excel



Before sorting, delete report heading (first 10 rows)

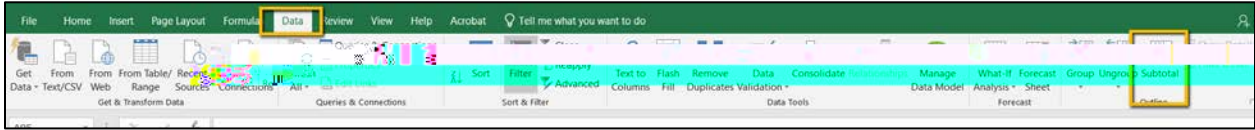
Sort by Proposal Count by Department

- **Step 1:** Under Data tab, select “Sort”

- **Step 2:** Custom Sort by Adding Levels of:
 - Dept Name
 - Record Number
 - Subproject

Subtotal for Proposal Count and Amount

- **Step 1:** Under Data tab, select “Subtotal”



- **Step 2:** Select the following:
 - At each change in “Dept”
 - Use function “Sum”
 - Add subtotal to: “% Credit” and “Investigator Proposal Amount”
 - Select Summary below data
 - Click “OK”

