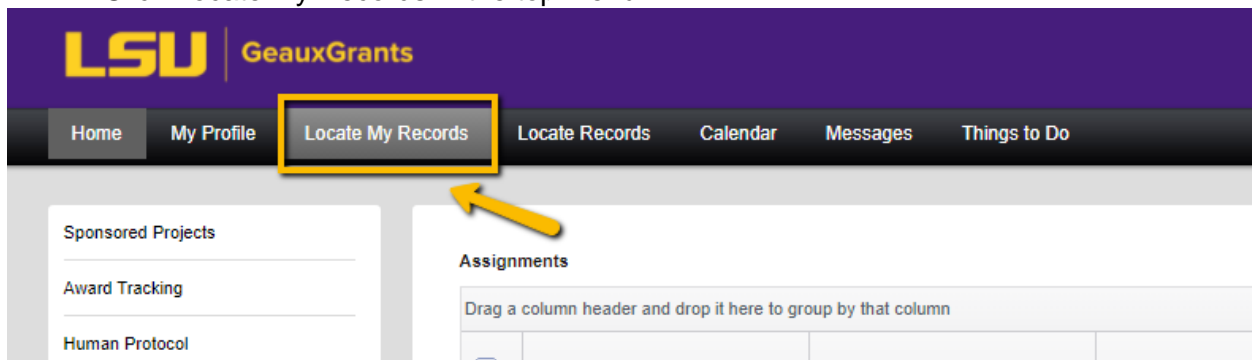# Search Options for Sponsored Projects and Award Tracking Modules
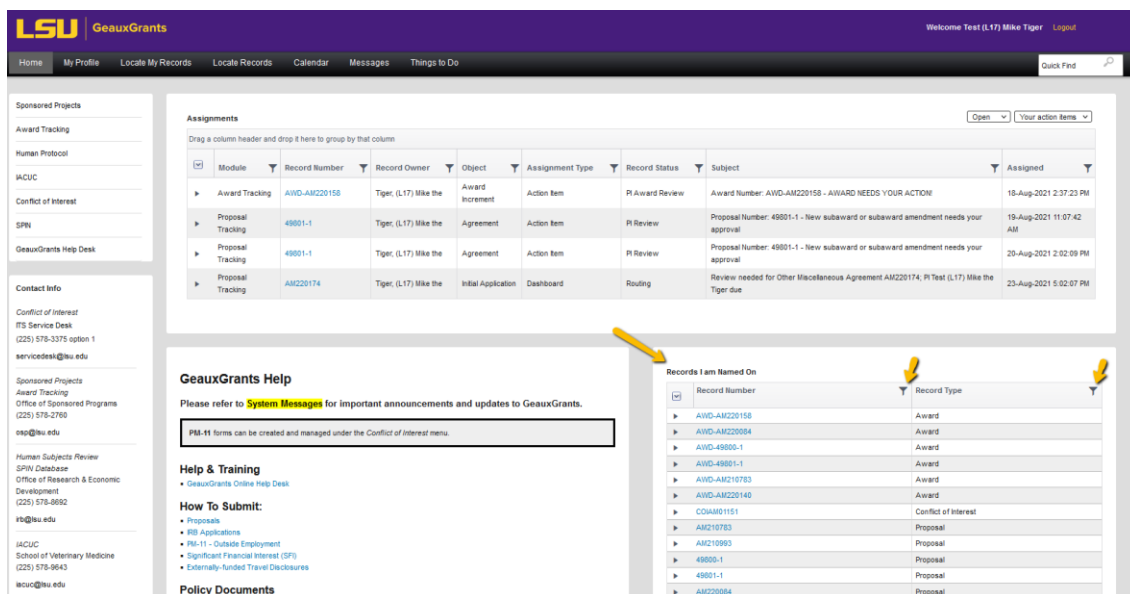
Locate My Records

- Click Locate My Records in the top menu.

- Will show list of all records for which you are a Record Owner (i.e. Principal Investigator).
- To see records where you are a Co-Investigator, you will need to do a search by Record Personnel.
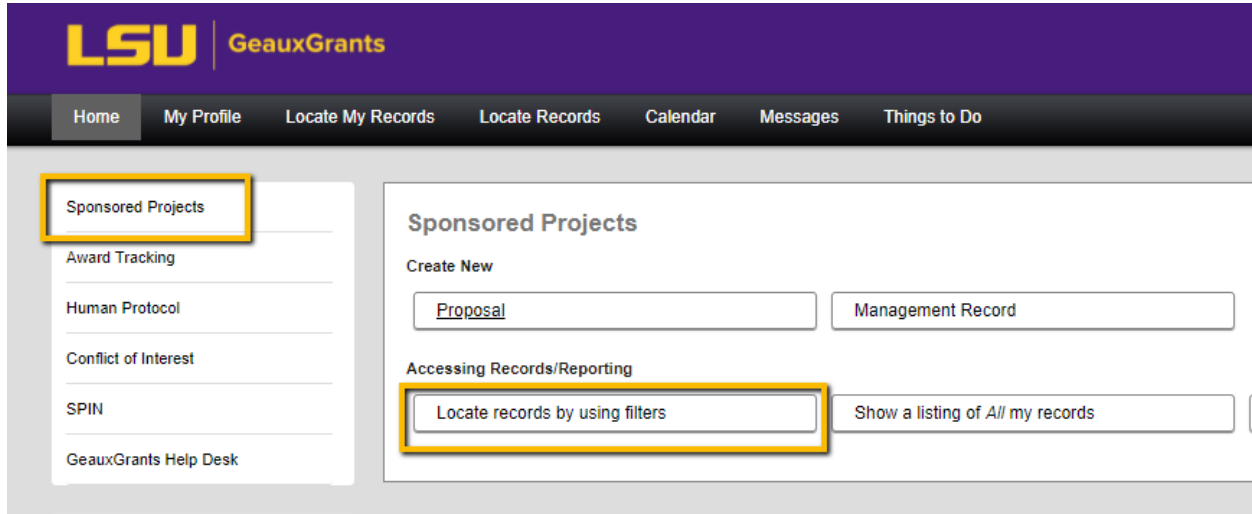
Records I am Named On Widget

- Home screen widget shows all records you are named on this includes as PI, Co-Investigator or Personnel.

- You can filter by Record Number and Record Type to sort.

Sponsored Projects Search (proposals)

- Click Sponsored Projects in left menu and then click "Locate records by Using Filters.

- You can search by one field or multiple fields to narrow your search.
- You can search by one field or multiple fields to narrow your search.
- You can also click on grey section of look-up to change criteria.
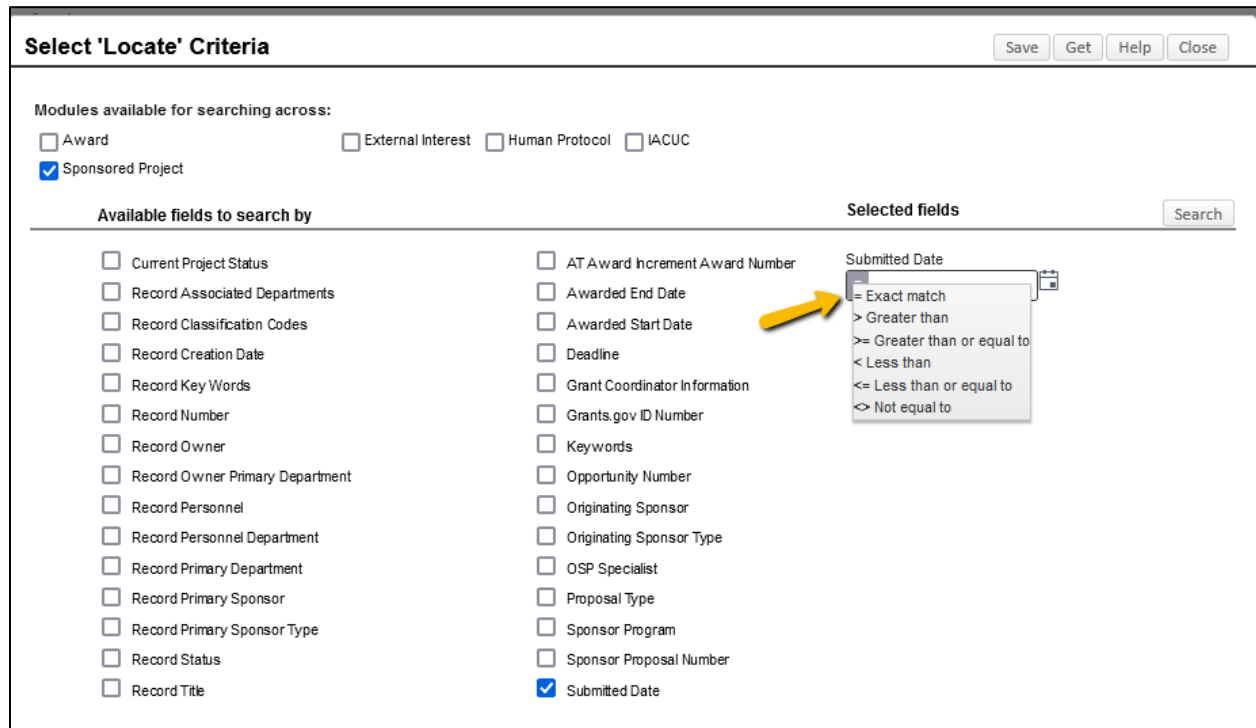
- Below is a crosswalk of Sponsored Project Search Fields and Output.

Available fields to search by:	Search Output:
Current Project Status	Not used
Record Associated Departments	Department(s) of Record Personnel or investigator allocation.
Record Classification Codes	Not used
Record Creation Date	Date Proposal record was created.
Record Key Words	Not used. See Keywords.
Record Number	LSU Proposal Number
Record Owner	Principal Investigator (PI) of Proposal
Record Owner Primary Department	Principal Investigator's Primary Department listed on proposal
Record Personnel	Personnel listed on Personnel tab.
Record Personnel Department	Departments of the Personnel listed on the Personnel tab.
Record Primary Department	PI's Department that will administer award in Workday
Record Primary Sponsor	Sponsor to which proposal is submitted
Record Primary Sponsor Type	Type of Sponsor (i.e. Federal, For Profit, Non-Profit)
Record Status	Current Status of Proposal (I.e. Routing, Submitted, Approved to Submit)
Record Title	Title of Proposal
AT Award Increment Award Number	Sponsor Award Number
Awarded End Date	Current End Date of Award
Awarded Start Date	Start Date of Award
Deadline	Proposal Deadline
Grant Coordinator Information	Department Grant Coordinator listed on proposal
Grants.gov ID Number	Grants.gov Tracking Number
Keywords	Proposal Keywords from the LSU Questionnaire #19
Opportunity Number	Sponsor Funding Opportunity Announcement
Originating Sponsor	Original Sponsor when LSU is a subrecipient.
Originating Sponsor Type	Type of Original Sponsor (i.e. Federal, For Profit, Non-Profit)
OSP Specialist	OSP Specialist assigned to the record
Proposal Type	Proposal Type (i.e. New, Continuation-New, Modification/Prior Approval Request, etc.)
Sponsor Program	Search by agency wide programs (e.g. NSF CAREER, NIH R01, BOR RCS).
Sponsor Proposal Number	Sponsor Proposal Tracking Number
Submitted Date	Date Proposal was Submitted to sponsor or emailed to PI/Dept Admin to submit to the sponsor

Award Tracking (awards)

- Click Award Tracking in left menu and then click "Locate records by Using Filters.

- You can search by one field or multiple fields to narrow your search.
- You can search by one field or multiple fields to narrow your search.
- You can also click on grey section of look-up to change criteria.

- Below is a crosswalk of Award Tracking Search Fields and Output.

Available fields to search by:	Search Output:
Current Project Status	Not used
Record Associated Departments	Department(s) of Record Personnel or investigator allocation.
Record Classification Codes	Not used
Record Creation Date	Date Award was created.
Record Key Words	Not used
Record Number	LSU Proposal Number
Record Owner	Principal Investigator (PI) of Proposal
Record Owner Primary Department	Principal Investigator's Primary Department listed in Workday
Record Personnel	PI and Co-Investigators on award
Record Personnel Department	Departments of the Record Personnel
Record Primary Department	PI's Department that will administer award in Workday
Record Primary Sponsor	Sponsor to which proposal is submitted
Record Primary Sponsor Type	Type of Sponsor (i.e. Federal, For Profit, Non-Profit)
Record Status	Overall Award Record Status (e.g. Awarded or Closed).
Record Title	Title of Proposal
Award Date	Initial Award Received Date
Award Increment Status	Status of Award Increment (See Overviews - Award on GeauxGrants Helpdesk for definitions of Award Increment Status)
End Date	Current End Date of Award
ID#	Sponsor Award Number
Start Date	Start Date of Award

Save Frequent Searches

- You can save frequently run searches by selecting the Available Fields to Search By and then clicking Save in top right.

- Name the Search and click Save

- To access your Saved Searches, you can either:
  1) Click Get from Locate Records Using Filters:
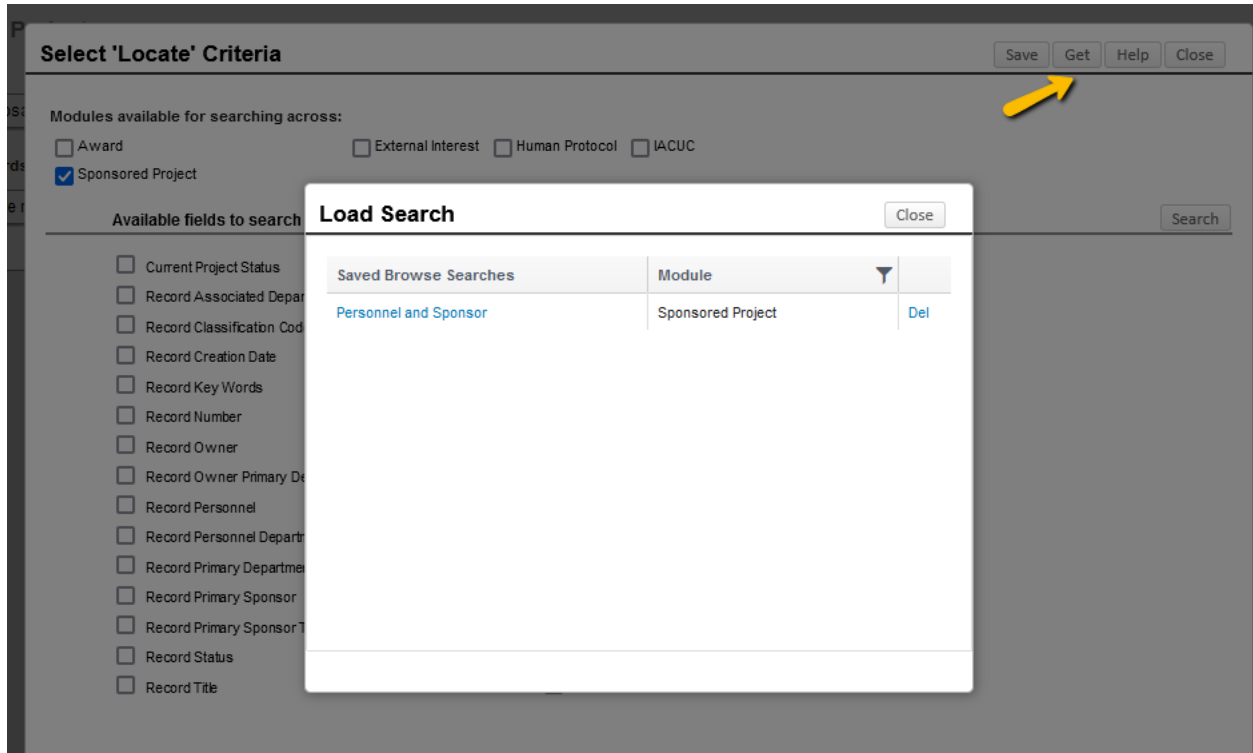
2) Add Saved Browse Template widget to Home Screen. See Update Your Profile & Home Screen for instructions on how to add Home Screen widgets.