**SOP: Reports**

Pull various data points through automated reports

* Find “Reports” tab on top right header in green:



**Proposal Reports**

Pull various data points on proposals entered



Current reports available:

**Award Reports**

Pull various data points on awards

Current reports available:



**Profile Reports**

Pull various data points on institution information, like department, college, or PI activity



Current reports available:



* Depending on type, report with prompt parameters, like specific GAIDs or date range.
	+ Enter relevant information—click “View Report”
	+ To save as excel:

