Step by Step Instructions for SPA Argos
Summaries for Sponsored Project Activity

Summaries include externally funded projects, Provost Start Ups (since AY17), and ASpiRE Internal Grants.

Summary information is complete back to 2012. If earlier information is needed, please contact Jackie Davis (jsdavis@bsu.edu, 765.285.1607).

1. Go to My.BSU.EDU to access Argos
2. Click on Argos Web Viewer (or Developer)
3. Log in to Argos
4. Under EXPLORER, Click on "3. PRODUCTION - INB"
5. Next, click on the SPA folder
6. Next, click on the Public Folder
7. Next, click on either Award Summary or Proposal Summary to access the information you require.

Click below to go directly to the instructions.

Award Summary
Proposal Summary
Award Summary

1. Window 1: Choose a date range.
   - To select multiple items in windows 2-5, hold CTRL and click selections. To select all, use CTRL+A.
   - Tip: To ensure you capture all the information you need, choose a wider date range and export the information to filter in Excel.

2. Window 2: Choose departments for which you would like information.
   - Departments selected will be for the personnel’s HR assigned department, not necessarily the award administration department

3. Window 3: Choose personnel you want to be included
   - Personnel are listed by the HR assigned department
   - Admin_Unit field will identify the department "credited" with the record
   - Records will appear for all personnel selected for all listed positions.

4. Window 4: This window will output the award activity for the date range, departments and personnel selected.

5. Window 5: The items selected from window 4 will appear in window 5 with full details and project personnel (i.e. co-PIs)
   - Awards pull by Award Notice Date, this date represents the date the award is passed to the GM for account opening (post-negotiation and award acceptance).
   - If an award is set to $0 with a recent date, there is still activity on going. Please review the Status Definitions for more information.

6. Window 6: To export, select all (CTRL + A) the records in window 5, and export ONLY window 6 using the Gear wheel in the bottom right corner.
   - Exporting window 6 will capture any supplemental awards made under a Project that may be unaffiliated with a proposal record.
**Sponsored Projects Administration**

**Award Activity Summary Report**

1. **Award Notice Received Between**: 01/10/2012 and 01/10/2020

2. **Select Department**:
   - CH Dean's Office
   - School of Nursing
   - School of Kinesiology
   - Social Work
   - Speech Path & Audiology
   - Nutrition & Health Science
   - Couns Psych, Social Psych & Co
   - Fisher Inst. for Health & Welf.

3. **Select Name**:
   - Razon, Selen
   - Trappe, Todd
   - Turick, Robert
   - Walker, Khiery
   - Walker, Stacy
   - Wang, He
   - Waneless, Elizabeth

4. **Award Information Output**
   - Click for more information - displayed below
   - (00-0951) Integrated Resistance & Aerobic Training During Long Duration Study
   - (00-1049) ExpACT Clinical Center Alliance
   - (00-1141) Fatigability of Limb Muscle in Older Adults: Protective Effects of Exercise
   - (00-1493) I072-15, Trappe, S, Aspire Graduate Student Travel (Murach)

5. **Record Selection**

<table>
<thead>
<tr>
<th>Proposal Number</th>
<th>Award Number</th>
<th>Role</th>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-0951</td>
<td>A00-0422-001</td>
<td>Lead Pric.</td>
<td>Trappe, Scott</td>
<td>Human Performance</td>
</tr>
<tr>
<td>00-0951</td>
<td>A00-0422-002</td>
<td>Investig.</td>
<td>Trappe, Scott</td>
<td>Human Performance</td>
</tr>
<tr>
<td>00-1049</td>
<td>A16-0200-001</td>
<td>Lead Pric.</td>
<td>Trappe, Todd</td>
<td>ExpACT Clinical Cntr</td>
</tr>
<tr>
<td>00-1049</td>
<td>A16-0200-002</td>
<td>Lead Pric.</td>
<td>Trappe, Todd</td>
<td>ExpACT Clinical Cntr</td>
</tr>
</tbody>
</table>

6. **Information Export**

<table>
<thead>
<tr>
<th>Proposal Number</th>
<th>Award Number</th>
<th>Role</th>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-0951</td>
<td>A00-0422-001</td>
<td>Lead Pric.</td>
<td>Trappe, Scott</td>
<td>Human Performance</td>
</tr>
<tr>
<td>00-0951</td>
<td>A00-0422-002</td>
<td>Investig.</td>
<td>Trappe, Scott</td>
<td>Human Performance</td>
</tr>
<tr>
<td>00-1049</td>
<td>A16-0200-001</td>
<td>Lead Pric.</td>
<td>Trappe, Todd</td>
<td>ExpACT Clinical Cntr</td>
</tr>
<tr>
<td>00-1049</td>
<td>A16-0200-002</td>
<td>Lead Pric.</td>
<td>Trappe, Todd</td>
<td>ExpACT Clinical Cntr</td>
</tr>
</tbody>
</table>

*Example above:*

Awards A00-0422-001 & -002 are affiliated with proposal 00-0951, and there is a third award (-003) for the same project that is unaffiliated with that proposal even though they are all part of the same project.

Award A16-0200-001 is affiliated with a proposal (00-1049), while subsequent years of funding are unaffiliated with that proposal.

The awards unaffiliated with a proposal will only appear in Box 6.
Proposal Summary

1. Window 1: Choose a date range
   - To select multiple items in windows 2-4, hold CTRL and click selections. To select all, use CTRL+A.
   - Tip: To ensure you capture all the information you need, choose a wider date range and export the information to filter in Excel.

2. Window 2: Choose departments for which you would like information.
   - Departments selected will be for the personnel’s HR assigned department, not necessarily the administration department.

3. Window 3: Choose personnel you want to be included.
   - Personnel are listed by the HR assigned department.
   - Admin_Unit field will identify the department "credited" with the record

4. Window 4: This window will output the proposal activity for the date range, departments and personnel selected.

5. Window 5: The items selected from window 4 will appear in window 5 with full details and project personnel (i.e. co-PIs)
   - Proposals pull by Submitted to Sponsor Date, this date represents the actual date the proposal was submitted to the sponsor.

6. To export Window 5, use the Gear wheel in the bottom right corner.
   - Information includes records that may be Funded, Not Funded, or still pending sponsor response.
     Please review the Status Definitions.
Admin_Unit is the department credited with the submission and/or award. This is typically the lead investigator's department. These departments are historically accurate so if a faculty has switched departments, the record will still reflect the credited department.

Example above: Reza Ahmadi and Shireen Kanakri submitted their proposal while they were part of Family and Consumer Sciences (FCS). In 2016, FCS dissolved and they became employees of the Department of Construction Management & Interior Design.