

# 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

SPA provides bulk data to the University for transparency. Please consult with SPA before using this information for specific reporting purposes.

This report is only for Funded Awards.

To select multiple items in a list, hold CTRL and click selections.  
To select all, use CTRL+A.

Please note the following:  
\*Report information shows activity within the dates selected, not total number of awards.

\*There may be multiple personnel on a particular project. Be aware so as to not double count.

\*ORG listed is primary department (HR record).

\*The department of record is the Admin\_Unit.

[Click here for Instructions & Data Definitions](#)

1. Award Notice Received Between\*  And

2. Select Department\*

- (900010) CH Dean's Office
- (900020) School of Nursing
- (900030) School of Kinesiology**
- (900040) Social Work
- (900050) Speech Path & Audiology
- (900060) Nutrition & Health Science
- (900070) Couns Psych, Social Psych & Co
- (900090) Fisher Inst for Health & WellBein

3. Select Name\*

- Razon, Selen
- Trappe, Scott**
- Trappe, Todd
- Turick, Robert
- Walker, Khirey
- Walker, Stacy
- Wang, He
- Wanless, Elizabeth

4. Award Information Output

- Click for more information - displayed below*
- (00-0419) Skeletal Muscle Health with Aging and Life-Long Exercise
  - (00-0420) Skeletal Muscle Health with Aging and Life-Long Exercise
  - (00-0421) Skeletal Muscle Health with Aging and Life-Long Exercise
  - (00-0951) Integrated Resistance and Aerobic Training During Long Duration S**
  - (00-1049) ExPACT Clinical Center Alliance**
  - (00-1141) Fatigability of Limb Muscle in Older Adults: Protective Effects of Exe
  - (00-1493) I072-15, Trappe, S, Aspire Graduate Student Travel (Murach)

\*If an ORGN Code has changed, please check/select all applicable codes and departments.

5. Record Selection

Proposal_Nu...	Award_Number	Role	Name	Department	Admin_Unit	A...	Proposal_Title	Sponsor	Sponsor_...	Activity_T...	Start
00-1049	A16-0200-001	Investi...	Trappe, Todd	School of Kinesiology	Human Perform...		ExPACT Clini...	Univers...	College/U...	Research -...	12/6
00-1049	A16-0200-001	Lead Pr...	Trappe, Scott	School of Kinesiology	Human Perform...		ExPACT Clini...	Univers...	College/U...	Research -...	12/6
00-0951	A00-0422-001	Lead Pr...	Trappe, Scott	School of Kinesiology	Human Perform...		Integrated Re...	Nation...	Federal	Research -...	7/1/
00-0951	A00-0422-002	Investi...	Trappe, Todd	School of Kinesiology	Human Perform...		Integrated Re...	Nation...	Federal	Research -...	7/1/
00-0951	A00-0422-002	Lead Pr...	Trappe, Scott	School of Kinesiology	Human Perform...		Integrated Re...	Nation...	Federal	Research -...	7/1/

Select the records to export in box 5, any supplements or multi-year funding will appear in box 6 with the initial records.

5 items, 5 selected

6. Information Export

Proposal...	Award_Nu...	Role	Name	Depart...	Admin...	Affiliated_Dept	Proposal_Title	Sponsor	Sponsor_...	Activity_T...	Start_D...
00-0951	A00-0422-001	Lead Principal...	Trappe, Scott	School ...	Human...		Integrated Re...	Nation...	Federal	Research -...	7/1/20...
00-0951	A00-0422-002	Investigator	Trappe, Todd	School ...	Human...		Integrated Re...	Nation...	Federal	Research -...	7/1/20...
00-0951	A00-0422-002	Lead Principal...	Trappe, Scott	School ...	Human...		Integrated Re...	Nation...	Federal	Research -...	7/1/20...
	A00-0422-003	Lead Principal...	Trappe, Scott	School ...	Human...		Integrated Re...	Nation...	Federal		
00-1049	A16-0200-001	Investigator	Trappe, Todd	School ...	Human...		ExPACT Clini...	Univers...	College/U...	Resear	
00-1049	A16-0200-001	Lead Principal...	Trappe, Scott	School ...	Human...		ExPACT Clini...	Univers...	College/U...	Resear	
	A16-0200-002	Lead Principal...	Trappe, Scott	School ...	Human...		ExPACT Clini...	Univers...	College/U...	Resear	

**Only export box 6 to CSV/XLSX.**

If you believe there is an error in the information, please contact Sponsored Projects Administration.

Filter  
Order Columns  
Export All to CSV

9 items

6. Information Export

Proposal_Number	Award_Number	Role	Name
00-0951	A00-0422-001	Lead Pri...	Trappe, Scott
00-0951	A00-0422-002	Lead Pri...	Trappe, Scott
00-0951	A00-0422-002	Investig...	Trappe, Todd
	A00-0422-003	Lead Pri...	Trappe, Scott
00-1049	A16-0200-001	Lead Pri...	Trappe, Scott
00-1049	A16-0200-001	Investig...	Trappe, Todd
	A16-0200-002	Lead Pri...	Trappe, Scott

To save records listed in the Information Export box to a CSV, in Develop

In Web Viewer, use gear icon in bottom right corner.

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.](#)

# Sponsored Projects Administration Proposal Activity Summary Report

SPA provides bulk data to the University for transparency. Please consult with SPA before using this information for specific reporting purposes.

To select multiple items in a list, hold CTRL and click selections. To select all, use CTRL+A.

1. Date Submitted to Sponsor Between\*  And

2. Select Department\*

- (200010) CAP Deans Office
- (200020) Architecture
- (200030) Landscape Architecture
- (200040) Urban Planning
- (200060) Constr Mgmt & Inter Design
- (200100) Ctr Energy Res Educ & Service
- (300010) MCOB Deans Office
- (300020) Marketing and Management - hist

\*If an ORGN Code has changed, please check/select all applicable codes and departments.

3. Select Name\*

- Hildner, Ann Elizabeth
- Janz, Wesley R.
- Jones, James Walter
- Kanakri, Shireen Mohammad
- Keddy, Karen
- Kelly, Eric Damian
- Kerestes, James F
- Klinger, Kevin R

4. Proposal Information Output

Click for more information - displayed below

- (17-0587) Effect of Acoustics on Children with Autism (Experimental)
- (17-0615) Open Door Space Planning and Interior Design
- (17-0628) Parental Insights: Autism and Environment
- (17-0679) Links Between Classroom Acoustics and Repetitive Behaviors in Pres
- (18-0170) SAIL: Spatial Affordances in Interactive Learning
- (18-0423) American Journal of Pediatrics / Spaces Matters: Classroom Acousti
- (18-0619) Online Graduate Certificate in Planning and Design of Healthcare En
- (18-0685) Redesign the Current Building Using the Evidence Based Research fr

[Click here for Instructions & Data Definitions](#)

5. Record Selection & Export

Proposal_...	Award_...	Role	Name	Department	Admin_Unit	Aff...	Proposal_Title	Sponsor	Sponsor_...	Activity_T...	Start
17-0615	A18-00...	Lead Pri...	Ahmadi, Reza	Constr Mgmt & I...	Family & Consume...		Open Door S...	Open ...	Non-Profit	Public Ser...	8/1/...
17-0615	A18-00...	Principal...	Kanakri, Shireen ...	Constr Mgmt & I...	Family & Consume...		Open Door S...	Open ...	Non-Profit	Public Ser...	8/1/...
18-0170		Lead Pri...	Collins, Thomas ...	Architecture	Architecture		SAIL: Spatial ...	Spence...	Foundation	Basic Rese...	4/1/...
18-0170		Other Pa...	Browne, Donna R...	Ctr Energy Res E...	Architecture		SAIL: Spatial ...	Spence...	Foundation	Basic Rese...	4/1/...
18-0170		Principal...	Griffith, Julie	Speech Path & A...	Architecture		SAIL: Spatial ...	Spence...	Foundation	Basic Rese...	4/1/...
18-0170		Principal...	Kanakri, Shireen ...	Constr Mgmt & I...	Architecture		SAIL: Spatial ...	Spence...	Foundation	Basic Rese...	4/1/...

Please note the following:  
\*Report information shows activity within the dates selected, not total number of proposals.

\*There may be multiple personnel on a particular project. Be aware so as to not double count.

\*ORG listed is primary department (HR record).

\*The department of record is the Admin\_Unit.

Name	Department	Admin_Unit
Ahmadi, Reza	Constr Mgmt & I...	Family & Consume...
Kanakri, Shireen ...	Constr Mgmt & I...	Family & Consume...
Collins, Thomas ...	Architecture	Architecture
Browne, Donna R...	Ctr Energy Res E...	Architecture
Griffith, Julie	Speech Path & A...	Architecture
Kanakri, Shireen ...	Constr Mgmt & I...	Architecture

Filter

Order Columns

Export All to CSV

Web Viewer, use gear icon in bottom right corner.

If you believe there is an error in the information, please contact Sponsored Projects Administration.

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.