

# ***SIMS* Users' Manual**

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## Foreword

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The Strategic Information Management System (*SIMS*) is a web-based application that provides access to proposal and award information contained in the Office of Sponsored Programs database. This system is designed primarily for the use of University research administrators and research executives to facilitate day-to-day management of our overall research enterprise. Other users of the application include staff engaged in promoting or developing sponsored research, University development, and facilities.

## Changes in this Release

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*SIMS* incorporates proposal manager and reporting enhancements that will accommodate proposal processing tracking, adds additional descriptions to entry screen reporting and supports College of Medicine scanning with the ability for College of Medicine users to utilize their legacy numbering system:

- **Proposal Processing Date** – Incorporates proposal processing date internal to OSP to track proposal processing length, notify assigned staff of submission deadlines, and record date of submittal.
- **Proposal Direct/Indirect Cost Values** - Proposal Manager will now capture direct and indirect cost values. Total values will be automatically calculated based on the direct and indirect cost values; however, the proposal manager does not require these values to be entered.
- **Welcome Screen Reporting** - Welcome screen reports now give descriptions of the origin of the data for each grouping (faculty participation, college administered, and award summary).
- **College of Medicine Legacy Number Search** – *SIMS* now supports searching of the legacy numbering system used in the College of Medicine's (COM) Office of Research Affairs.

## About the Data

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<b>General</b>	<i>SIMS</i> data relates only to proposals and awards. <i>SIMS</i> does not access or report on research expenditures.
<b>Awards</b>	<ul style="list-style-type: none"><li>• Award amounts reported in <i>SIMS</i> reflect authorized spending (released funding). For example, in the situation where \$10,000 has been authorized (by task order or funding increment) on a \$100,000 grant or contract, <i>SIMS</i> would report only \$10,000. All additional funding would be reported when authorized for spending.</li><li>• <i>SIMS</i> does not annualize awards. For example, if a three-year, \$300,000 award was made and the entire amount was authorized at the time of initial award, <i>SIMS</i> would report the entire \$300,000.</li><li>• <i>SIMS</i> does not reduce the award amount to reflect the value of subcontracts to other organizations.</li></ul>
<b>Proposals</b>	<ul style="list-style-type: none"><li>• Proposal amounts represent best estimates of the principal investigator.</li><li>• <i>SIMS</i> does not annualize proposal amounts, nor does it take into consideration how an agency might authorize spending. Thus, on a three-year award, the entire amount of the award is shown as proposed.</li></ul>
<b>Full Credit</b>	<p>Full Credit is the term used to describe faculty participation in proposals and awards on which they are co-principal investigators or proposals and awards that are administered through units other than the faculty member's primary appointment. <i>SIMS</i> directly reports full-credit through two mechanisms:</p> <ul style="list-style-type: none"><li>• On department view drill-down reports from the Award Summary – Current Fiscal Year and Award Summary (Full Credit) reports. Both Award Summary reports can be displayed, at the user's option, on the <i>SIMS</i> Welcome Page. (Chapter 2)</li><li>• On Custom Reports when a Full Credit option is selected. (Chapter 5)</li></ul>

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**Faculty Participation**

Faculty Participation is the term used to describe reports in which the data are aggregated by the faculty who are participating on the projects and based upon the distribution provided in the Internal Approval Form (PIAF/AIAF). For a given award, the unit (college or department) is credited a prorated portion of the total award amount. The amount credited is calculated based upon the credit assigned to faculty from the unit contributing to the project.

For example, a \$100,000 award is received from NIH. Two faculty members, one from the College of Engineering and one from the Eberly College of Science are participating. On the Internal Approval Form the engineering faculty member was assigned 50 percent in the materials focus area and the science faculty member was assigned 25 percent in the materials focus area and 25 percent in the life sciences focus area. For unit-based reporting (such as the Faculty Participation Award Summary) the colleges of Engineering and science would each be credited with \$ 50,000.

*SIMS* reports Faculty Credit through:

- Sponsor and Faculty Fact Sheets (Chapter 2)
- All Content Reports, except for the Award Summary – Current Fiscal Year and Award Summary (Full Credit) reports, contain Faculty Participation totals.
- On Custom Reports when a Faculty Participation option is selected (Chapter 5)

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**User Specificity**

- Reports are dependent upon the user affiliation. For example, a user with a college/department affiliation will receive a report with the “top ten” sponsors for their affiliation. Users in a Central Administrative unit will receive the top ten for the entire University. College or department users will receive the top ten for their unit.
- Data drill down is also dependent upon the user affiliation. You can only drill down into the details of data pertaining to your unit. When available, faculty may only drill down to their individual records, but may view aggregate information pertaining to other faculty.

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**Fiscal Year Transition**

- During the first few weeks of a new fiscal year, many standard *SIMS* entry screen reports are sparsely populated. This is because proposals and awards are just beginning to enter the system for the fiscal year. You may still generate the reports you require using either the Quick Query or Custom Report reporting tools.
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## Organization

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This User Reference is divided into ten chapters. Each chapter describes a related set of specific functions. The chapters and brief descriptions are listed below:

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<b>Chapter 1</b> System Startup	Getting access to <i>SIMS</i> , required settings and default profiles.
<b>Chapter 2</b> Welcome Screen	Changing the data displayed in the personal profile and using the data drill downs available from that page.
<b>Chapter 3</b> Negotiation Manager	Accessing and using the contract log information via the Negotiation Manager.
<b>Chapter 4</b> Proposal Manager	Accessing and using proposal information via the Proposal Manager
<b>Chapter 5</b> Award Manager	Accessing and using the Award Manager and accessing Statements of Awards
<b>Chapter 6</b> Quick Query	Defining and using quick queries.
<b>Chapter 7</b> Custom & Predefined Reports	Defining and using custom queries and predefined reports.
<b>Chapter 8</b> e-documents	Accessing and navigating through electronic document files.
<b>Chapter 9</b> Personal Profile	Changing personal profile using the profile manager.
<b>Chapter 10</b> Miscellaneous <i>SIMS</i> Procedures	Lookup Tool.
<b>Quick Reference</b>	A Quick Reference page is located at the end of each chapter that summarizes the actions detailed in the chapter.

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**NOTE:** Screen captures are used extensively throughout this users' manual to illustrate user actions. They have been cropped to save space and improve the formatting of the users' manual. Sponsor and Faculty Names and Dollar Values have been changed to keep information confidential.

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## **Suggestions/Questions/About *SIMS***

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*SIMS* was developed by the Office of Research Information Systems, which is part of the Office of the Assistant Vice President for Research.

Service marks and trademarks used in this document are the service marks, registered trademarks, or trademarks of their respective holders.

If you have any suggestions or questions about this document, please direct them to the Office of Research Information Systems (ORIS) at [SIMSAdmin@psu.edu](mailto:SIMSAdmin@psu.edu).

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# Chapter 1: System Startup

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The Penn State Strategic Information Management System (*SIMS*) is the software application that is used to access research proposal and award information at The Pennsylvania State University. Users include University executives and deans; research executives; financial officers; research administrators; and staff in the Industrial Research Office (IRO), the Office University Development (OUD), Office of Research Protections, and Facilities and Resource Planning. Faculty access is planned.

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## Prerequisites

This manual and the use of the application presumes that you have a basic understanding of and proficiency with:

- Personal computers,
- Recommended Web browsers Mozilla Firefox or Internet Explorer.  
**NOTE:** Support for Internet Explorer on **Macintosh only** ended December 31<sup>st</sup> 2005.
- Microsoft Excel.

This manual is written for the PC platform. If you are using a Mac, please see the Mac Fact Sheet which is available from the *SIMS* log-in screen and use Mozilla Firefox.

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## In This Chapter

- Getting a User Account
  - Browser Settings (these changes must be made)
  - Image Viewer Information
  - Starting and Exiting the System
-

## Getting a User Account

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*SIMS* was created for staff throughout The Pennsylvania State University. The *SIMS* application has been integrated with Penn State's DCE security (user authentication). This means that *SIMS* uses your Penn State Access Account ID and password. When you update your University Access Account password, the password you use for *SIMS* will also be changed.

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**Penn State Access Account** If you have not already been assigned a Penn State access account, contact your local system administrator for assistance. You must have a Penn State Access Account before you request access to *SIMS*.

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***SIMS* Access** Request access to *SIMS* after notifying your college research administrator by emailing [SIMSAdmin@psu.edu](mailto:SIMSAdmin@psu.edu).

**\*NOTE\*** Please obtain proper approval before requesting an account from either your unit's research administrator or office director for approval. They will need to forward the request directly in most cases to verify *SIMS* access authorization.

Include in your request for your account:

- Name
- Penn State Access Account ID
- College or Unit
- Department (if applicable)
- User type (research dean, department head, college research administrator, department research administrator, financial officer, or industrial/compliance)
- Access to Negotiation Manager (for tracking ongoing contract negotiations - disabled by default)

After your account has been activated you will receive notification by e-mail.

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**Account Disabled** *SIMS* accounts that have not been used (accessed) in 90 days will be automatically disabled. This is a security measure to ensure that dormant accounts are shutdown.

If you receive "account disabled" e-mail and still require access to *SIMS*, reply to the e-mail stating that you still need access.

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## Changing Brower Settings

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Starting *SIMS* requires access to the Internet from a computer within the Penn State domain (psu.edu). Because *SIMS* is a Web-based application, the only software you need to have loaded on your computer is a Web browser; *SIMS* supports the latest versions of Microsoft Internet Explorer and Mozilla Firefox.

**NOTE:** Support for Internet Explorer on **Macintosh only** ended December 31<sup>st</sup> 2005.

*SIMSBudgets* supports the latest version Mozilla Firefox.

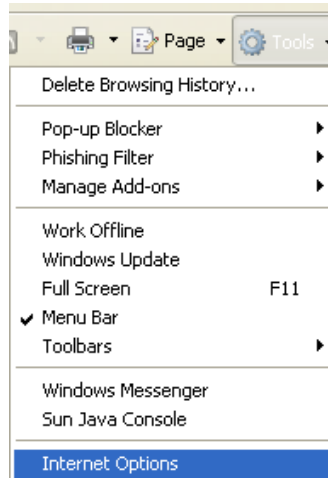
Setting changes are required in Internet Explorer and Mozilla Firefox. Instructions are provided below. Depending on the size of your browser window, the browser version and other settings, your tools may not be *exactly* the same. For assistance contact your local IT or [SIMSadmin@psu.edu](mailto:SIMSadmin@psu.edu).

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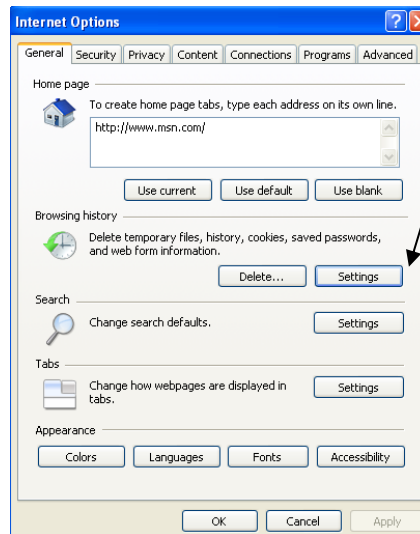
### For Internet Explorer

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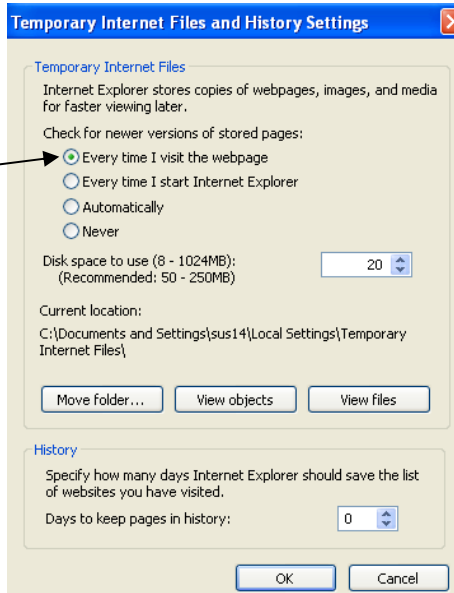
- Step 1.** Launch (start) your Web browser by double-clicking the icon on your desktop or going to Start - Programs. The Web browser will display the home page that has been defined in your browser's Internet options.
- Step 2.** Select Tools | Internet Options from the drop-down list to display the Internet Options dialog box.



**Step 3.** On the General tab, under “Browsing History”, click on the “Settings” button. This will display the Temporary Internet Files and History Settings.



**Step 4.** Select the “Every time I visit the webpage” radio button located under the “Check for newer versions of stored pages” heading.

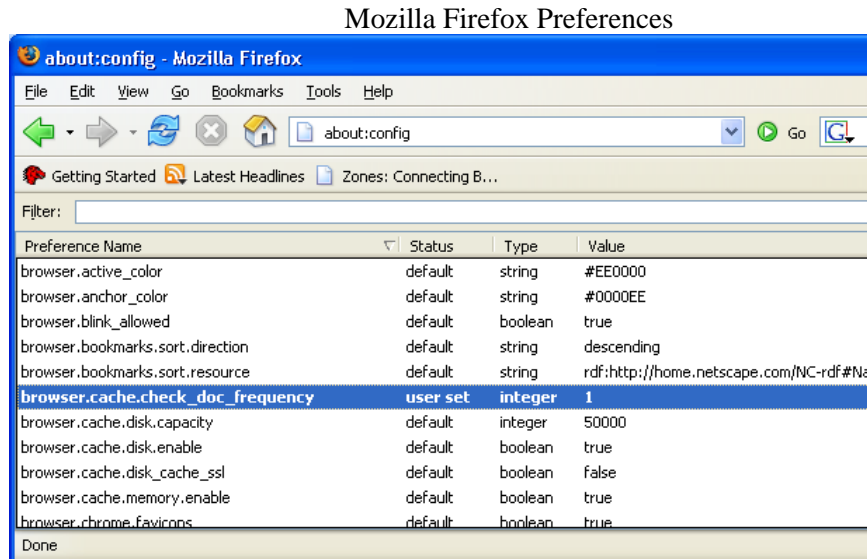


**Step 5.** Click OK in the “Settings” dialog box and then click OK in the “Internet Options” dialog box.

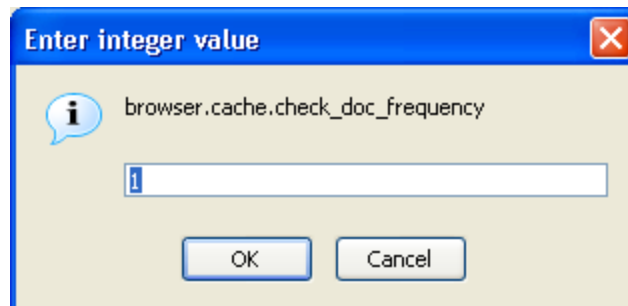
## For Mozilla Firefox

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- Step 1.** Launch (start) your Web browser by double-clicking the icon on your desktop or going to Start – Programs. The Web browser will display the home page that has been defined in your browser’s Internet options.
- Step 2.** In the address box, type in about:config and hit Enter or click “go” to access browser preferences.
- Step 3.** In the main browser window scroll to the Preference Name: browser.cache.check\_doc\_frequency



- Step 4.** Double click on browser.cache.check\_doc\_frequency and type in the value “1”. This will ensure that the browser refreshes every time you access a page so that the data is always current.



- Step 5.** Click OK

## Image Viewer Settings – PC Platform

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To use the e-document feature of *SIMS* you will need to use an Image Viewer. Any image viewer that is compatible with your PC is acceptable.

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### To Launch Viewer

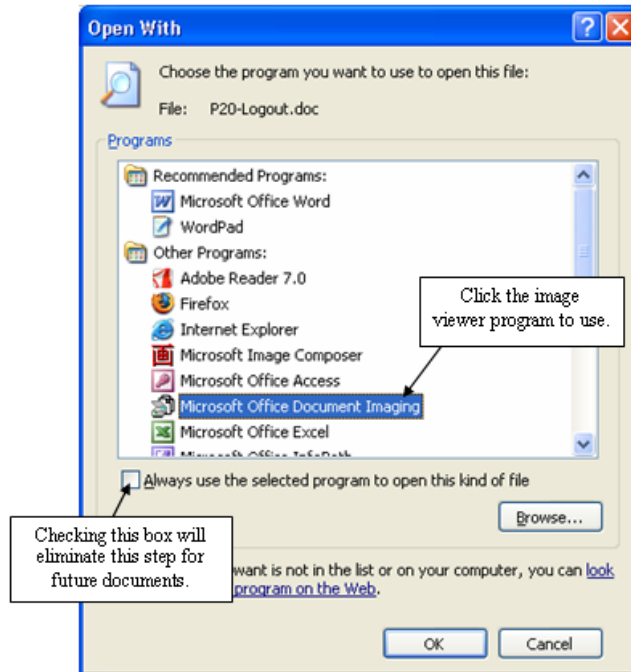
---

**Step 1.** Click on a document (see chapter 6 for instructions to get to the e-document). The following example is using Microsoft XP Professional Operating System and Microsoft Office Document Imaging. Many XP systems will also have Picture & Fax Viewer installed.

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**Step 2.**

If the image does not open with a default viewer, you will receive a dialog box like as follows. This example uses Microsoft Office Document Imaging. Note that your system may have another image viewer or none at all installed. See your System Administrator if you have problems.



**Step 3.** Select a default image viewer and click “Always use this program to open this type of file.” Click OK and the image will open.

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***If it’s not there:*** If no image viewers appear as a program choice, click “Other ...” and a dialog box will appear which will allow you to browse to find the application.

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***If it’s still not there:*** If the file still is not there, contact your system administrator to have an image viewer installed on your machine.

---



If you have quicktime installed on your computer, it may interfere with Wanging and you will not initially be able to view the images. It is not necessary to remove quicktime, just make wanging your default tif image viewer. Do this by following the instructions on steps 2-3.



## Starting and Exiting the System

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Starting *SIMS* requires access to the Internet from a computer within the Penn State domain (psu.edu). Because *SIMS* is a Web-based application, the only software you need to have on your computer is a Web browser. *SIMS* currently supports the latest versions of Microsoft's Internet Explorer, and Mozilla Firefox.

**NOTE:** Support for Internet Explorer on **Macintosh only** ended December 31<sup>st</sup> 2005.

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## Starting SIMS

### Step 1.



Launch (start) your Web browser by double-clicking the icon on your desktop. The Web browser will display the home page that has been defined in your browser's Internet options



NOTE: If you haven't already done so you must change the settings of your browser as described in the previous section, Browser Settings. If this setting is not changed, *SIMS* will not work correctly.

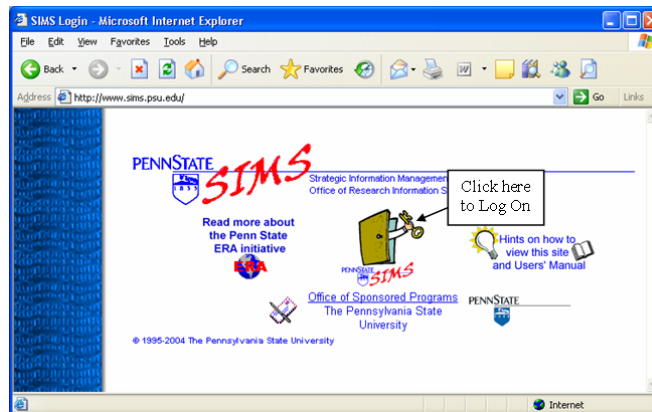
### Step 2.

In the URL address bar type <http://www.sims.psu.edu> or double-click on the URL for *SIMS* that was sent to you in the email message acknowledging you have access to the application. The *SIMS* splash screen is displayed.

**TIP:** Bookmark this page on your Web browser for future use of the system.

### Step 3.

Click on the key icon to continue. The login window is displayed:



### Step 4.



Type in your Access Account ID and Password and click on "Log In."

PENNSSTATE


Change Access Account Password Change FPS Account Password


Help WebAccess

Userid

Password

Login



 : You are not logged in. Please login now.

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Alternative Media - Nondiscrimination Statement

## The Welcome Screen

**Default Welcome Screen** Your default Welcome Screen is displayed unless you have previously changed the content of your Welcome Screen. A different default Welcome Screen has been defined for each user type as shown below:

### Welcome Screen Example

To enter or modify your personal information, see Chapter 7

To change the content of your entry page, see Chapter 2.

For a description of Policy References, see Chapter 9. For a description of Funding Opportunities, see Chapter 10.

To define your Quick Query, see Chapter 4

To define your Custom Reports, see Chapter 7

Negotiation Mgr: Chapter 3  
Proposal Mgr: Chapter 4  
Award Mgr: Chapter 5

	Instruction	Cont. Ed	Total
National Science	\$0	\$143,867	\$36,767.35
U.S. Department Services	\$0	\$3,000	\$1,476.38
National Aeronautics and Space	\$0	\$0	\$3,113.66

## Exiting SIMS

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**Step 1.** Go to your Welcome Screen.

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**Step 2.** Click on the "Logout" link next to the Welcome Message to exit *SIMS*.



## Quick Reference: Systems Startup

<b>Getting an Account</b>	1. If you have not already been assigned a Penn State access account, contact your local system administrator.
	2. Contact the appropriate research administrator for approval and then email <a href="mailto:SIMSAdmin@psu.edu">SIMSAdmin@psu.edu</a> .
	3. After your account has been activated you will be informed by email.
<b>Browser Settings For Internet Explorer:</b>	1. Start your Web browser.
	2. Select Tools   Internet Options. The Internet Options window is displayed.
	3. In the Internet Options window select the General tab, under "Browsing History" and click on the Settings button.
	4. In the "Temporary Internet Files and History Settings" window select "Every visit to this page".
	5. Click on OK. Then click on OK in the Internet Options window.
<b>Starting the System</b>	1. Start your Web browser.
	2. Go to the <i>SIMS</i> site <a href="http://www.sims.psu.edu">http://www.sims.psu.edu</a> , Click on the key to continue.
	3. Type in your Access Account ID and Password. Click on "Log in."

<b>Exiting the System</b>	<ol style="list-style-type: none"><li data-bbox="505 142 1321 205">1. On the upper left of your Welcome Screen, under the heading of Account, click on the link to "Logout."</li></ol>
<b>Setting the Image Viewer</b>	<ol style="list-style-type: none"><li data-bbox="505 247 834 279">1. Click on the document.</li></ol>
	<ol style="list-style-type: none"><li data-bbox="505 321 1349 457">2. Image should open using an image viewer. If it doesn't, a dialog box will open. Select an image viewer program to open and select OK. Contact your systems administrator if you do not have an image viewer installed on your PC.</li></ol>

## Chapter 2: *SIMS* Welcome Screen

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This chapter describes how to change the information content on the user's Welcome Screen. The Welcome Screen is the first data-containing page that is displayed after a successful logon. *SIMS* permits users to define both what reports are displayed and where they are displayed on the Welcome Screen for easy access upon logon.

Users will also show how to use “drill-down” features to access sponsor and faculty fact sheet from summary reports.

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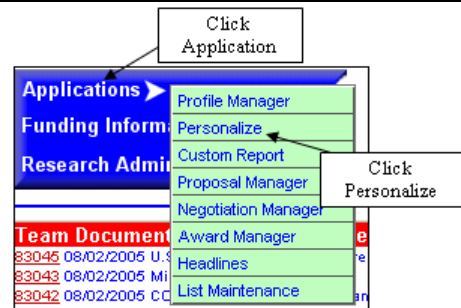
### **In This Chapter**

- Changing the content of your Welcome Screen
  - Using the drill-down features to access fact sheets.
-

## Changing Content

**Step 1.** Start *SIMS* as described in Chapter 1. A Welcome Screen is displayed. Note that the example shown below may be different from your Welcome Screen dependent upon the personalization of your page. All users initially get Faculty Participation Executive Award Trend and faculty Participation Award Summary Reports. If you have negotiation manager access and are not defined as a faculty member, you will also have the Documents in Process Report.

**Step 2.** Click on “Application” to see a drop-down list. Select Personalize to display the Page Content Builder window in a new window.



### Sample Page Content Builder

**Check boxes on left to include content on Welcome Screen**

**Type number “1” or “2” in first screen column to indicate in which screen content should be displayed.**

**Type the number indicating the order this content should be displayed. For example 1 for 1<sup>st</sup>, 2 for 2<sup>nd</sup>, 3 for 3<sup>rd</sup>, etc.**

**Check boxes on right if displayed report should be minimized.**

**Including too many reports on your welcome screen will slow SIMS down. Just load the ones you will regularly need to see!**

**Step 3.** Select the content you want displayed on your Welcome Screen by checking the check box to the immediate left of each element you want displayed. Remember that including too much content will slow down entering the application and clutter your welcome page.





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**Note:** The Content Builder is broken up into three categories; Faculty Participation, Document Tracker, and College Administration. College Administration reports reflect Full Participation Totals for awards while Faculty Participation reports reflect dollar distribution based on the Faculty Credit information found in the Proposal and Award Managers. Both the College Administration and Faculty Participation sections contain almost identical reports except for the basis of their dollar amounts. Document tracking is more administrative in nature and help to track status and work in progress. Faculty Tracker will only show faculty with current activity.

---

**Step 4.** According to your personal preferences and work needs, assign each of the content elements you have selected for display to a screen by typing a “1” or “2” in the Screen field. A “1” will place the content in the left side of the window (it is half the width of the right side) and a “2” will place it in the right side of the window.

---

**Step 5.** Next, assign the order you want each content element displayed in its side of the window (top to bottom) by typing in the number of appearance in the Order field. You can assign multiple content elements to each screen side, if desired.

---

**Step 6.** Finally, click the minimize box to the right of the field you are choosing. This will display the table on the screen in a minimized window to save space.

---

**Step 7.** Click the Continue button at the top or bottom of the form to save your changes. Your Profile Manager page will now be displayed.



**Step 8.** Click Exit to return to the *SIMS* Welcome Screen. The Welcome Screen will refresh automatically.



**Step 9.** Your new Welcome Screen is displayed. Notice that each table displayed contains a box in the upper right corner with a minimize (–), maximize (□), and exit (X) button. Clicking the (–) will minimize the table. Clicking the (□) will maximize the screen. Clicking the X will remove the report from your entry screen until you go back into the content builder and add it again.

---



If you don't see the reports you selected, double check the screen and order numbers to make sure you didn't assign reports to the wrong position.

If you attempt to delete all of your reports from the Welcome Screen, your defaults will be restored.

---

## Accessing Fact Sheets / Proposal & Award Links / Understanding Reports



*SIMS* enables users to drill down into reports to find more specific information. One way to do this is by clicking the “i” icons that appear next to report line items to view Fact Sheets. Fact Sheets are available for both Sponsors and Faculty.

Proposal & Award information can be accessed by clicking on the blue (hyperlinked) dollar values associated with some Sponsors and Faculty. Clicking on these links will generate a report of proposals or awards associated with this dollar value.

*Note: Welcome Screen reports now give a description of the origin of the data for each grouping. They are as follows:*

- **Faculty Participation** – The Faculty Participation category of reports is based on the distribution of credit defined in the Assignment of Credit Form. For a given proposal or award, the home unit of the participating faculty members is credited with only **their indicated share** of the total dollar amount. Units get credit for contributions made by “their” faculty members, irrespective of which unit is administering the proposal or award.
- **College Administered** – The College-Administered category of reports is based on the unit administering the proposal or award; the distribution of credit defined in the Assignment of Credit Form has **no** impact on this report. Units receive credit for the entire proposal or award amount irrespective of the contributions by faculty members from other units; units not administering the proposal or award receive no credit for it irrespective of participation by their faculty.
- **Award Summary (Full Credit)** – This report gives the credit for the entire amount of the proposal or award to faculty from all participating units. While duplication of credit is eliminated at each level of reporting integration, when viewed at the unit level, the report can give the impression that a unit is administering a higher value of proposals and awards than are actually awarded. This report was created to encourage inter-unit collaboration and has been superseded by the more accurate and detailed Faculty Participation category of report. Users are urged **not** to use this report.

*Appropriate descriptions as detailed above will be displayed when a cursor passes over the report title as shown below:*

### Sample Report Title:

Sponsor	Dollar Amount	Percentage
U.S. Department of the Navy	\$505,430,283	22%
U.S. Department of Health and Human Services	\$500,131,945	22%
National Science Foundation	\$305,515,853	13%
National Aeronautics and Space Administration	\$96,418,791	4%
Defense Advanced Research Projects Agency (was ARPA)	\$69,852,764	3%

### Sample Mouse Over:

The Faculty Participation category of reports is based on the distribution of credit defined in the PIAF/AIAF. For a given proposal or award the home unit of the participating faculty members is credited with only their share of the total dollar amount. Units get credit for contributions made by “their” faculty members irrespective of which unit is administering the proposal or award.

National Science Foundation	\$305,515,853	13%
National Aeronautics and Space Administration	\$96,418,791	4%
Defense Advanced Research Projects Agency (was ARPA)	\$69,852,764	3%

## Sponsor Fact Sheets

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**Step 1.** On your Welcome Screen, locate the “i” icon located next to the sponsor name you wish to view (assuming that your Welcome Screen reports have sponsor links)

Click on any information “i” icon to access corresponding fact sheets.



**Step 2.** Click on the red “i” icon. Since this report is summarized by Sponsors, the Sponsor Fact Sheet will appear. This report may be quite lengthy, depending on the sponsor.



**Note:** All Fact Sheets are based on Faculty Participation. Thusly credit for research is allocated based on the home unit of the investigators – not where the grant is administered, and is distributed to each college in proportion to the percentages identified on the University Approval Form (PIAF/AIAF).

---

**About Sponsor Fact Sheets** The first one or two sections in a sponsor fact sheet may differ depending on what activity is currently going on with the particular sponsor you are researching and whether or not it has non-financial documents associated with it.

---

**Documents in Process** The first section will include any documents that are currently being processed, if applicable. If not applicable, the section will not appear. See Sample Sponsor Sheet (Screenshot 1).

---

**Subcontract or Non-Financial Agreements** The next section that may be included shows all subcontract or non-financial agreement documents. Again, if there are no such documents applicable, the section will not appear. See Screenshot 1.

---

## Sample Sponsor Sheet (Screenshot 1)

Link to the associated Faculty Fact Sheets using the "i" icon.

Link to Sponsor's Home Web Page (if available)

Documents "In Process" are listed first if applicable.

Subcontracts and/or non-financial agreements are listed 2nd if applicable.

Faculty	College	Amount	Status
Ballstein, Murry P (HHD)	Ctr Locomotion Study	\$2,500	10/13/2004 - Status Update - Requested report from
Ingabogovinanana, K (ARL)	Fluids & Stru Mech	\$0	03/17/2003 - to Negotiator
Jeffries, Matilda A (AST&A)	Astronomy & Astroph	\$0	08/02/2005 - Status Update - Faxed signed revised
McDonald, Hansel (AST&A)	Astronomy & Astroph	\$150,510	08/02/2005 - Status Update - Faxed signed revised
Moogberg, Jacob D (BIOL)	Biology	\$10,678,430	08/11/2005 - Status Update - Requested AIAF from C
Mugato, Jacobin M (E E)	Electrical Engineeri	\$0	05/16/2005 - Status Update - Requested report agai
Weitzman, L M (MNE)	MNE	\$0	02/16/2005 - Status Update - Received another requ
Zoolander, Derek (ARL)	ARL	\$120,000	08/10/2005 - Status Update - Awaiting proposal fro

File Date	College	Faculty	Type
12/01/2000	No Department	NOUSEK, J A - AST&A	Non Financial
06/27/2000	Astronomy & Astrophysics	GARMIRE, G P - AST&A	Non Financial
05/23/2000	No Department	NOUSEK, J A - AST&A	Non Financial
02/21/2000	Physicis	COUTU, S - PHYS	Non Financial
02/10/2000	Biology	FEDOROFF, N V - BIOL	Non Financial
02/10/2000	No Department	ERACLEOUS, M - AST&A	Non Financial
01/31/2000	Mathematic	XU, J - MATH	Non Financial

### Fiscal Year Faculty Participation

This section lists the totals for both proposals and awards associated with the particular sponsor by fiscal year. The number of years covered depends on the number of years specified in your personal profile. Values in blue are hyperlinks that will take you to the lists of individual proposals or awards. See Screenshot 2.

### Faculty Participation Faculty Awards

The next section shows the total faculty awards for the number of fiscal years you defined on your profile page. Clicking on the award amounts will take you to a detailed list of awards. The red circle "i" icon to the left of the faculty member will link you directly to the Faculty Fact Sheet. See next section for more information about Faculty Fact Sheets.

## Sample Sponsor Sheet (Screenshot 2)

Values in blue are links to lists of proposals and awards associated with the sponsor.

Values link to lists of Faculty Participation Award Reports for specific faculty member

More links where Faculty Fact Sheets may be accessed.

Fiscal Year	Active	PROPOSALS	AWARDS
2006	140	\$102,555,321	\$35,625,105
2005	7	\$955,300	\$750,421
2004	91	\$95,200,345	\$9,500,654
2003	84	\$45,000,500	\$25,605,410
2002	120	\$75,000,000	\$32,120,210
2002	104	\$85,987,432	\$75,321,950

Faculty	Proposals	Awards
McDonald, Hansel (GEOSC)	2	\$25,210
Jeffries, Matilda A (GEOSC)	12	\$102,555,321
Mugato, Jacobin M (EESI)	1	\$955,300
Ingabogovinanana, K (ESC&M)	9	\$95,200,345
Ballstein, Murry P (PHYS)	5	\$45,000,500
Prewitt, J P (PHYS)	7	\$75,000,000
Moogberg, Jacob D (E E)	1	\$85,987,432

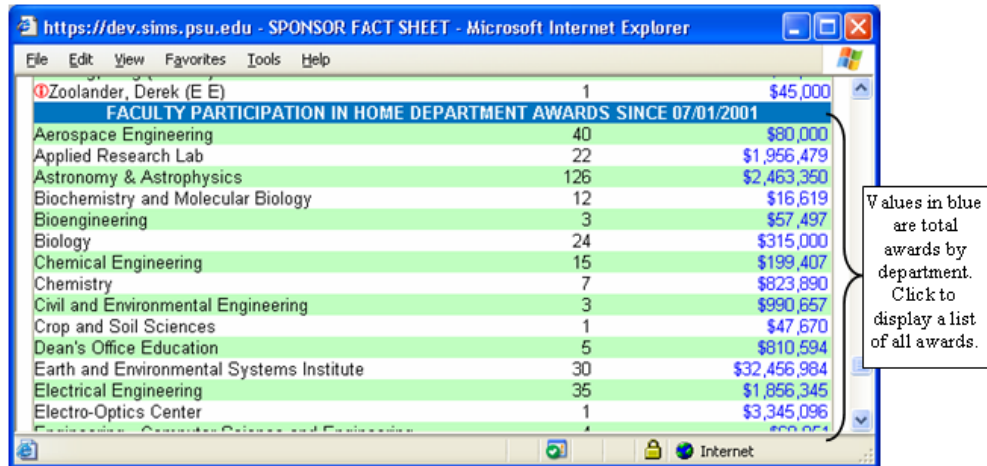
---

**Faculty  
Participation In  
Home  
Department  
Awards**

The last section shows the faculty awards grouped by home department for the number of fiscal years you designated on your profile page. Clicking on the award amounts will take you to a description of those particular records.

---

**Sample Sponsor Sheet (Screenshot 3)**



Department	Awards	Total Award Amount
Zoolander, Derek (E E)	1	\$45,000
<b>FACULTY PARTICIPATION IN HOME DEPARTMENT AWARDS SINCE 07/01/2001</b>		
Aerospace Engineering	40	\$80,000
Applied Research Lab	22	\$1,956,479
Astronomy & Astrophysics	126	\$2,463,350
Biochemistry and Molecular Biology	12	\$16,619
Bioengineering	3	\$57,497
Biology	24	\$315,000
Chemical Engineering	15	\$199,407
Chemistry	7	\$823,890
Civil and Environmental Engineering	3	\$990,657
Crop and Soil Sciences	1	\$47,670
Dean's Office Education	5	\$810,594
Earth and Environmental Systems Institute	30	\$32,456,984
Electrical Engineering	35	\$1,856,345
Electro-Optics Center	1	\$3,345,096
Engineering, Computer, Electrical and Electronic	1	\$60,000

## Faculty Fact Sheets

### About Faculty Fact Sheets

We saw in the last section that you can link to Faculty Fact sheets for each faculty member listed. This section will detail the layout of Faculty Fact Sheets. Note that the layout and method of accessing is similar to Sponsor Fact Sheets and contains similar types of information, but grouped according to the specific faculty member instead of by Sponsor.

### Faculty Fact Sheet Data Groupings

The Faculty Fact Sheet shows Fiscal Year Faculty Participation, Faculty Participation Sponsor Awards, and Faculty Participation grouped by Processing Department. Information shown will be based on the timeline specified in your personal user preferences.

### Sample Faculty Fact Sheet

The screenshot shows a web browser window displaying a Faculty Fact Sheet for Jean-Luc Picard at Penn State. The page includes a header with the Penn State logo and contact information for the Office of Sponsored Programs. The main content area is divided into several sections:

- 2 DOCUMENT(S) IN PROCESS AS OF August 15, 2575**: A table listing sponsors and their participation details.
 

Sponsor	College	Amount	Status
United Federation of Planets	Astronomy & Astroph	\$99,999,999	08/02/2005 - Status Update - Faxed signed revised
United Federation of Planets	Astronomy & Astroph	\$9,999,999	08/02/2005 - Status Update - Faxed signed revised
- FISCAL YEAR FACULTY PARTICIPATION**: A table showing participation over time.
 

Year	Proposals	Awards
Active	2	\$78,567,0321
2006	0	\$0 0
2005	0	\$0 1
2004	5	\$279,566,0306 \$192,345
2003	16	\$10,750,0008 \$10,750,000
2002	15	\$25,350,4906 \$21,350,000
- FACULTY PARTICIPATION SPONSOR AWARDS SINCE 07/01/2571**: A table listing sponsor awards.
 

Sponsor	Count	Amount
Warp Technologies, Inc.	1	\$375,000
Antimatter Storage & Transfer, Ltd	6	\$1,475,123
Galactic Science Foundation	8	\$25,395,066
United Federation of Planets	5	\$9,462,350
Institute of Propulsion Studies	1	\$679,269
- FACULTY PARTICIPATION SINCE 07/01/2571 BY PROCESSING DEPARTMENT**: A summary table.
 

Department	Proposals	Awards
Astronomy & Astrophysics	21	\$1,822,265

Callouts in the image point to various links and data points:

- Link to Community of Science (COS) Search Page
- Link to PSU Directory Information
- Link to lists of PI proposals and award lists
- Link to Sponsor Proposals and Awards
- Link to Sponsor Fact Sheets

## Quick Reference: *SIMS* Welcome Screen

<b>Changing Content</b>	1. Start <i>SIMS</i> .
	2. On your Welcome Screen, click on the link to Applications, and then Personalize.
	3. In the Page Content Builder window, select the content elements you want by checking the boxes.
	4. Assign each selected content element to a screen.
	5. Assign each selected content element an order to be displayed on the screen.
	6. If desired, click the minimize box to the right.
	7. Click on Continue.
	8. Profile Manager screen displayed.
	9. Click Exit
<b>Sponsor Fact Sheet</b>	1. Click the icon next to the desired sponsor name.
	2. Drill down by clicking the appropriate information or fact sheet links.
<b>Faculty Fact Sheet</b>	1. Click the icon next to the desired faculty member.
	2. Drill down by clicking the appropriate information or fact sheet links.
<b>Award &amp; Proposal Links</b>	1. Click the blue (hyperlinked) dollar values.
	2. Drill down by clicking on other fact sheets or information links.

## Chapter 3: Negotiation Manager

---

The Negotiation Manager maintains a running log of all activities associated with the individual grant- and contract-related documents (including RFPs and non-financial) in a database that the research administrator can access over the Web.

Use of the Negotiation Manager has significantly increased productivity by reducing the number of phone calls between research administrators in the units/colleges and the staff in Sponsored Programs.

The Negotiation Manager fulfills two basic functions:

- It permits negotiators in Sponsored Programs to maintain an electronic log of negotiation activities.
- It provides access to project histories (for example, award records and amendments relevant to the subject negotiation).

The Negotiation Manager accesses only those records that have reached (or passed) the negotiation phase. It does not address proposal submissions (see the next chapter, “Proposal Manager”).

---

### **In This Chapter**

- Accessing the Negotiation Manager
  - Information Tab
  - Record List
  - History List
  - Activity Tab
  - Documents Tab
  - Quick Query
-



## Accessing the Negotiation Manager

---

### **About Negotiation Manager**

Negotiation Manager can be accessed multiple ways. Here are the most common;

- from your welcome page, under Applications
- from a selected documents and log number links, or
- by clicking “Negotiation” at the top of the Proposal or Award Manager.

The Negotiation Manager is organized around the individual proposal/award record. In this users' manual, the proposal/award record is generally referred to as the proposal record or just record.

The records that are available to you depend on your administrative unit. You have access only to those records that have primary Principal Investigators (PI's) in your administrative unit. The Negotiation Manager assigns each record to one of four categories or stages of completion which may be displayed on the summary page:

- Documents in Process,
- Documents in Typing,
- Documents in Hold File,
- Fully Executed Documents (within three days).

Clicking on tabs facilitates navigation in the Negotiation Manager; switching between the tabs permits you to view the various, logically grouped, aspects of the record you are interested in.

## Accessing the Negotiation Manager

### Step 1.



On your Welcome Screen, click on Negotiation Manager from the Applications Menu. You will be taken to the information tab of a blank negotiation record. This initial screen is blank because a record has not yet been chosen.



**Note:** To exit Negotiation Manager from any screen, click the exit button located at the bottom of the screen.

### Blank Negotiation Manager Document

INFORMATION
ACTIVITY
DOCUMENTS

[Proposal](#) | [Award](#)

NEGOTIATION MANAGER - Browse Record

Record List
Quick Query

Log Number	OSP Number	College/Unit ID	Proposal Received	Notice Received
Sponsor			Action	
Prime Sponsor			Federal Flow Thru	A133    ARRA
Primary Investigator			Amount	
College			Start - End Date	
Department			Function	
Award Type	Award Number	Other Award Number Info		
Title				
Team Affiliation			Staff Assigned	
Current Status				

Go
New
Exit

## Information Tab Definitions – Negotiation Manager

<b>Purpose:</b>	The Information tab provides an overview of the project, as well as the last activity that was logged. It contains the following fields:
<b>Log Number</b>	Unique ID number automatically assigned by the system when a negotiation document is received. This is the contract/processing number used during the negotiation process and differs from the OSP number.
<b>OSP Number</b>	OSP number corresponding to this record.
<b>College/Unit ID</b>	Number assigned by college, if applicable.
<b>Proposal Submitted</b>	If a proposal is related to this record, the date the proposal was submitted is displayed.
<b>Notice Received</b>	The date the document was logged into <i>SIMS</i> Negotiation Manager. The system automatically inserts this date and it cannot be edited later.
<b>Sponsor</b>	The sponsoring organization or subcontractor. The sponsor fact sheet can be accessed by clicking the red circle <i>i</i> icon.
<b>Prime Sponsor</b>	If our Sponsor receives its funds from yet another organization, its original funding source is known as the Prime Sponsor.
<b>Action</b>	The following actions are recorded: <ul style="list-style-type: none"> <li>• Additional Funds</li> <li>• Administrative Change</li> <li>• Ben Franklin</li> <li>• Budget Revision</li> <li>• Change of PI</li> <li>• Decrease in Funds</li> <li>• Final Report</li> <li>• Fixed Cost</li> <li>• For Billing Purposes Only</li> <li>• Master Agreement</li> <li>• New</li> <li>• No Cost Extension</li> <li>• Non-Financial</li> <li>• Other (financial)</li> <li>• Other (non-financial)</li> <li>• PIDA</li> <li>• PS Subcontract</li> <li>• RFP</li> <li>• Stop Work Order</li> </ul>
<b>Primary Investigator</b>	The lead investigator. The faculty fact sheet is displayed by clicking on the red circle “ <i>i</i> ” icon.
<b>Federal Flow Thru A133</b>	This shows if there is any Federal money being flowed down from a federal source. This is checked if A133 reporting is accepted for the Penn State Subcontract.
<b>ARRA Amount</b>	This is checked if ARRA Stimulus funding needs reported. Amount awarded/provided by the sponsor in this award/modification.
<b>College</b>	Administrative unit responsible for the proposal.
<b>Start-End Date</b>	Start and End dates of the project. May also be referred to as Period of Performance.
<b>Department</b>	Department administering this document.

---

<b>Function</b>	Research, Instruction, or Continuing Education
<b>Award Type</b>	The form of the Award, Sponsor's identification number, amendment number, and/or modification number. <i>Includes Award Type, Award Number, and Other Award Number Information</i>
<b>Title</b>	The title of the project being funded.
<b>Team Affiliation</b>	Name of team assigned for negotiations.
<b>Staff Assigned</b>	The negotiator assigned to this document.
<b>Current Status</b>	The last activity entry in the negotiation log.
<b>Last Update Information</b>	Displays the last user who updated file information.

---

## Selecting a Record

---

### Selecting a Record

There are three ways to easily specify the record that you want to access. In the first method you select the record of interest from a pop-up window received by clicking on “Record List.” The second method uses the Quick Query function and allows searching on selected criteria. In the third method the “go” button is used and you must know the Log number for the record you want.

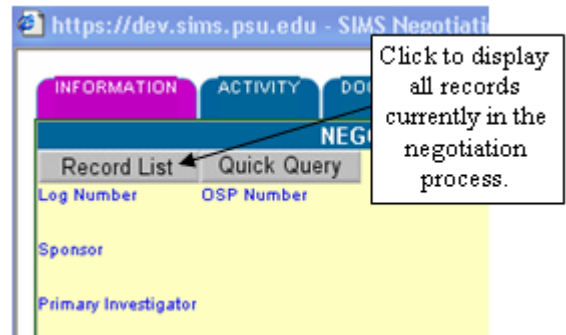
---

#### Method 1: Record List



Select the record you are interested in from the pop-up window displayed by clicking the Record List tab.

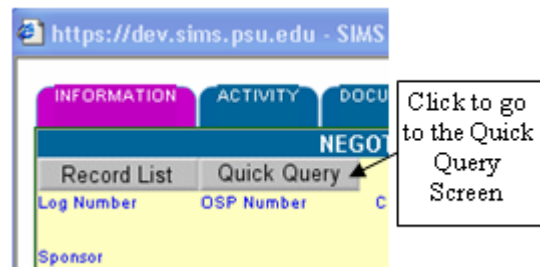
This pop-up window displays records currently in the negotiation process specific to your user account (documents for your area). Clicking on any of these records will populate the information screen with the data for that record.



#### Method 2 Quick Query



The quick query allows you to search for records using just pieces of information. Any combination of the following elements can be used to search for records:



- College ID
  - Sponsor
  - Primary Investigator
  - College
  - Department
  - Title (all or parts)
  - Award Number
  - Action
  - Agreement Type
  - Received Range
  - Negotiation Staff
-

The Negotiation Manager Quick Query form will appear:

### Sample Quick Query Form



When this icon is displayed in front of an entry field, click on it to search for the correct entry for that field. For example, typing “Smith” and clicking the looking glass icon will provide you with a list of all faculty members with “smith” in their name.



When this icon is displayed in front of an entry field, you can use the calendar feature to select dates. Click on the icon and a calendar will appear where you can click on the appropriate date for that field. The default is today’s date. Click the desired date you would like inserted. Click “Close” to avoid making a date selection and return to the data input screen.

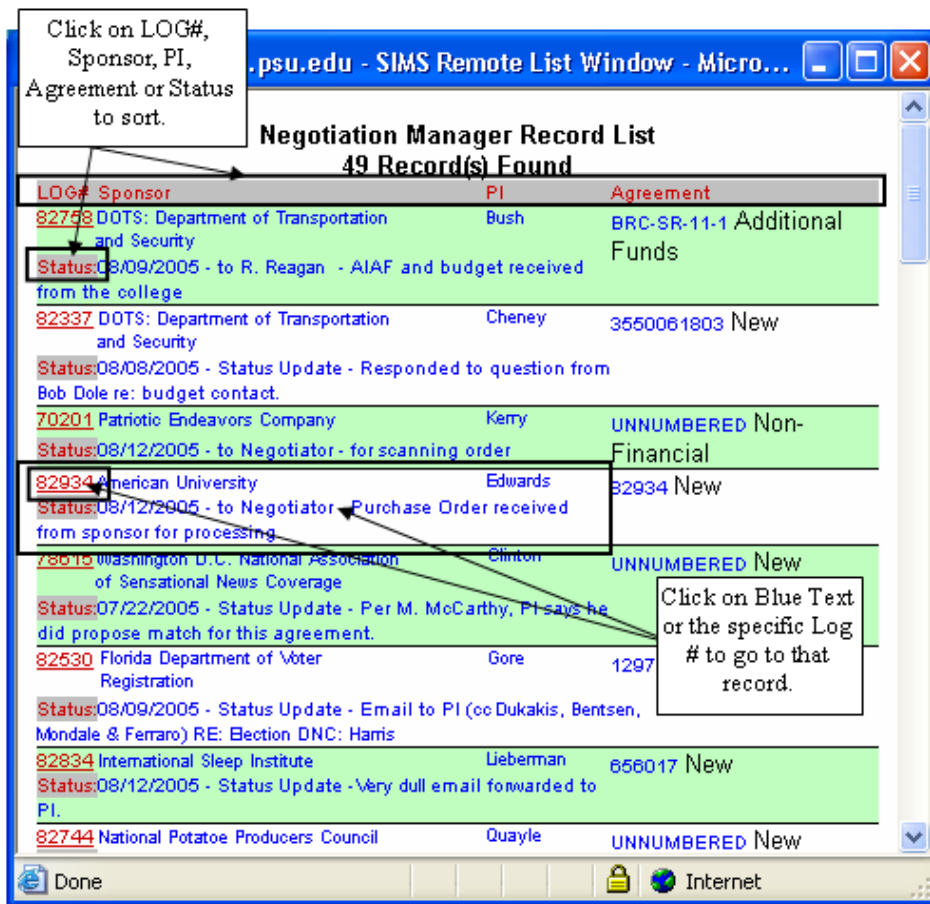


**Note:** If the “Received Range” date boxes at the bottom are left blank, all records that are currently in the negotiation manager will be returned. These include all documents whether fully executed and to contract file or still in system being processed. Entering beginning and/or ending date into the boxes restricts the search to those records received during that period.

Once all desired parameters are inputted into the Quick Query Form click “Search” to generate a Record List.

**The Record List** See the Sample Record List below. This list will appear when using Method 1 (Record List button) to locate a record. The *SIMS* Remote List Window is initially sorted by login date. By clicking on the red column headings, the list can be resorted by Log Number, Status, Sponsor, Award Number, or PI name. Method 2 (Quick Query) allows you to search for records with a combination of elements. The *SIMS* Remote List Window is sorted by login date.

**Sample Record List in Negotiation Manager**



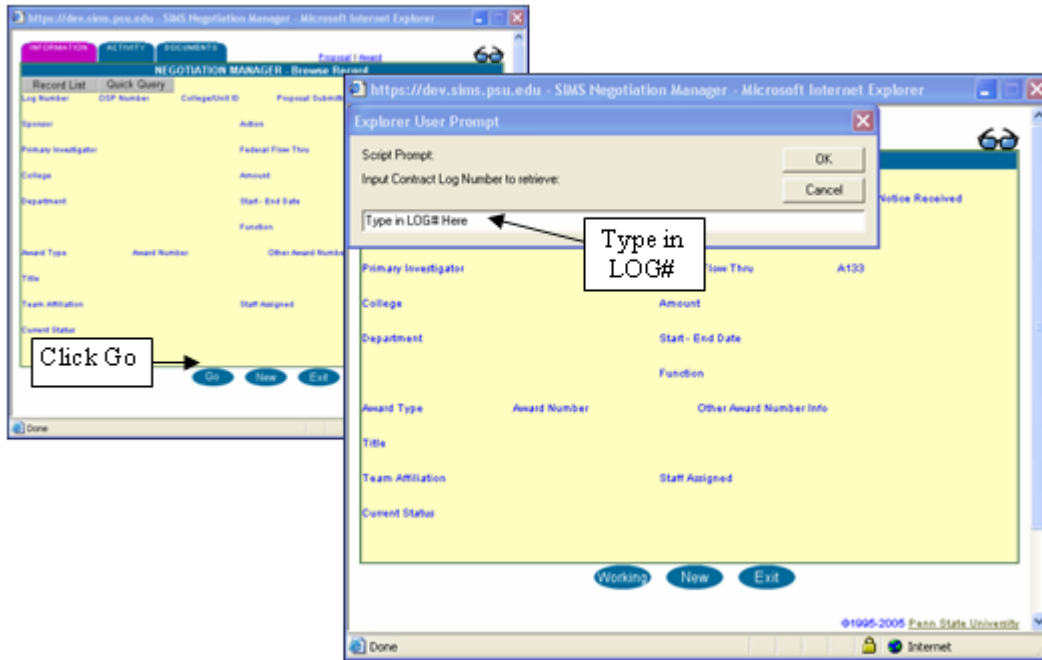
**Method 3 Go Button**



If you know the specific log number for the record you are looking for, click on the “Go” button at the bottom of the record and the Input Prompt will be displayed as a pop up window. Type in the Log number and click on “OK”. This will take you directly to the record you are seeking.

---

## Sample Quick Query Using the “Go” Button



The Log number and OSP number are two distinct and different numbers. Log numbers are assigned when an Award has been received at OSP; OSP numbers are assigned to proposals (which carry through when awarded) and awards when fully executed, if no proposal was submitted.

Note that this method skips the Record List step and takes you directly to the record you seek. This is the fastest method to locate a record when you already know the Log number.

---



## Negotiation Manager Records

### Negotiation Manager Record

Regardless of which method of selecting a record you use, you will end up with a specific Negotiation Manager Record. The Project Detail page is then populated with the data from the record you selected and you will have access to details of this award.

**Sample Negotiation Manager Record**

**INFORMATION** | **ACTIVITY** | **DOCUMENTS** | [Proposal](#) | [Award](#)

**NEGOTIATION MANAGER - Browse Record**

Record List | History List | Forms | Quick Query

Log Number	OSP Number	College/Unit ID	Proposal Received	Notice Received
113372	No Link		N/A	07/07/2009

**Sponsor**  
 The Walt Disney Company  
 Prime Sponsor

**Primary Investigator**  
 Sillanpa, Susan D (SPNPROG - sus14)  
 College: Liberal Arts  
 Department: Women's Studies Program

**Award Type**: Grant  
**Award Number**: 1234

**Title**: testing is fun  
**Team Affiliation**: Hipple  
**Current Status**: 07/07/2009 - Assigned by Team Leader  
**Last Update Information**: 07/07/2009 12:45:06 PM made by Susan Sillanpa

**Action**  
 Additional Funds  
 Federal Flow Thru: N/A  
 Amount: \$0  
 Start - End Date: 07/01/2009 to 06/30/2010  
 Function: Outreach  
 Other Award Number Info: LTR DTD 05/01/2008

**Staff Assigned**  
 Faith Norris (Lori Cole )

Buttons: Go, New, Assign, Edit, Delete, Exit

### History List

Clicking on the History List button displays all actions/records that are associated with this Award Number.

https://dev.sims.psu.edu - SIMS Remote List Window - Micro...

**Negotiation Manager Record History List**  
 4 Record(s) Found  
 510401 Agreements for PENNDOT

Log#	Status	Agreement
82714	07/25/2005 - to Hold File - Hold File #23 (Hold #: 23)	510401 WO 3 New
81964	07/08/2005 - to Contract File (Distribution Sent)	510401 WO 2 New
81501	06/17/2005 - to Contract File (Distribution Sent)	510401 WO 1 New
77826	03/01/2005 - to Contract File (Distribution Sent)	510401 Master Agreement

Close

©1995-2005 Penn State University  
 Generated August 04, 2005 12:59 PM Contact SIMS by Melissa Rohan Support  
 \* These data are proprietary to The Pennsylvania State University and are not for release to the public.

---

**Forms**

Clicking on the form button (if available with your user settings) will give you access to the Negotiation Manager Forms List. Once you choose a form, *SIMS* will prompt you to enter the necessary information for the form and allow you to create the document.



## Activity Tab – Negotiation Manager

### Activity Tab

Selecting the Activity tab provides a history of all the logged activities associated with this record as well as access to any additional comments that have been entered by the negotiator.

### Sample Activity Tab – Negotiation Record

The screenshot shows a web browser window displaying the 'View Activity' page for a negotiation record. The page has a yellow background and a blue header. The header includes tabs for 'INFORMATION', 'ACTIVITY', 'DOCUMENTS', and 'DISTRIBUTE'. The 'ACTIVITY' tab is selected. Below the header, the record details are shown: Log Number 82889, OSP Number 109132, Sponsor IPP: Idaho Potato Producers, and Primary Investigator NAPOLEON, D - C SC. The title is 'The Use of Tater Tots in United States Public Schools: Pros & Cons'. A list of activities is shown, with the most recent one selected: '08/15/2005 09:45:22 AM - to Contract File (Pedro Sanchez)'. Below the list is a table with columns for Date, Trigger, Staff, and Assistant. The table shows the action 'to Contract File' on 08/15/2005 at 09:45:22 AM, triggered by 'Other', staffed by 'Pedro Sanchez', and assisted by 'LaFawnduh Lucas'. A comment box contains the text 'Per Deb's recommendation, proceed to contract file'. At the bottom, there are buttons for 'Go', 'New', and 'Exit', and a footer with copyright information for Penn State University.

Displays Statement of Award

Displays Contract Log Statement

The action being shown

Date	Trigger	Staff	Assistant
08/15/2005 09:45:22 AM	Other	Pedro Sanchez	LaFawnduh Lucas

## Activity Tab Definitions – Negotiation Manager

---

<b>Log Number</b>	Unique ID number automatically assigned by the system. Clicking on the paper icon (if present) will display the relevant Contract Log Statement.
<b>OSP Number</b>	OSP number corresponding to this record. If no OSP number is present, the record is still in negotiation with no associated proposal. Clicking on the paper icon (if present) will display the relevant Award Statement.
<b>Sponsor</b>	Organization sponsoring the research.
<b>Primary Investigator</b>	Faculty Name.
<b>Title</b>	Title of project being negotiated.
<b>Activities</b>	The date, time, and event being logged.
<b>Date</b>	Date and time the activity was logged.
<b>Action</b>	Describes the category of action this activity represents.
<b>Trigger</b>	What prompted the action: <ul style="list-style-type: none"><li>• E-mail</li><li>• Fax</li><li>• Letter/Memo</li><li>• Phone</li><li>• Other</li></ul>
<b>Staff</b>	Negotiator Assigned to the record.
<b>Assistant</b>	Staff Assistant assigned to record.
<b>Comments</b>	Comments in addition to the activity summary.
<b>Last Modified</b>	Provides information about who last edited the document with time and date stamps.

---

## Document Tab

**Document Tab**     Selecting the document tab shows all e-Documents that have been scanned that relate to this record. Clicking on any e-document will make the image appear on the screen (see Chapter 8).

### Sample Document Tab – Negotiation Manager



## Quick Reference: Negotiation Manager

<b>Accessing the Negotiation Manager</b>	<ol style="list-style-type: none"><li>1. On your Welcome Screen, click on Applications, then the Negotiation Manager link.</li></ol>
<b>Exiting Negotiation Manager</b>	<ol style="list-style-type: none"><li>1. Click on Exit. The Negotiation Manager window is closed and you are returned to your Welcome Screen.</li></ol>
<b>Selecting a Record</b>	<ol style="list-style-type: none"><li>1. On the Information page, select the record you are interested in from the record list. <b>OR</b> Use the "GO" button to locate the record by the log number. <b>OR</b> Use Quick Query to search using specific information</li></ol>
<b>Accessing the History List</b>	<ol style="list-style-type: none"><li>1. Click on the History List Tab to receive a list of all relevant history for that Award Number.</li></ol>
<b>Accessing the Contract Log/Award Statement</b>	<ol style="list-style-type: none"><li>1. Click on the paper icon to display the Contract Log (by log #) or Statement of Award (by OSP#).</li></ol>
<b>Accessing the Activity Tab</b>	<ol style="list-style-type: none"><li>1. Click on the Activity tab.</li></ol>
<b>e-Documents</b>	<ol style="list-style-type: none"><li>1. Click on the Document Tab</li></ol>
	<ol style="list-style-type: none"><li>2. Click on the e-Document desired</li></ol>
	<ol style="list-style-type: none"><li>3. The e-Document will appear on the screen.</li></ol>

## Chapter 4: Proposal Manager

---

The Proposal Manager maintains a running log of all proposals submitted by PSU and logged in at Sponsored Programs.

The Proposal Manager allows users to track proposals submitted by faculty, proposal status, and other proposal information.

The records that are available to you depend on your administrative unit. You have access only to those records that have primary PIs in your administrative unit.

---

**In This Chapter**

- Accessing the Proposal Manager
  - Information Tab
  - Faculty Credit Tab
-

## Accessing the Proposal Manager

### Proposal Manager Form

To get started you must get to a blank proposal manager form:

There are several ways to access a blank form depending on your current location within *SIMS*.

### Sample Blank Proposal Manager Form

### Method 1: Applications Menu



The Proposal Manager can be accessed from your entry screen by clicking on Proposal Manager from the Applications Menu.

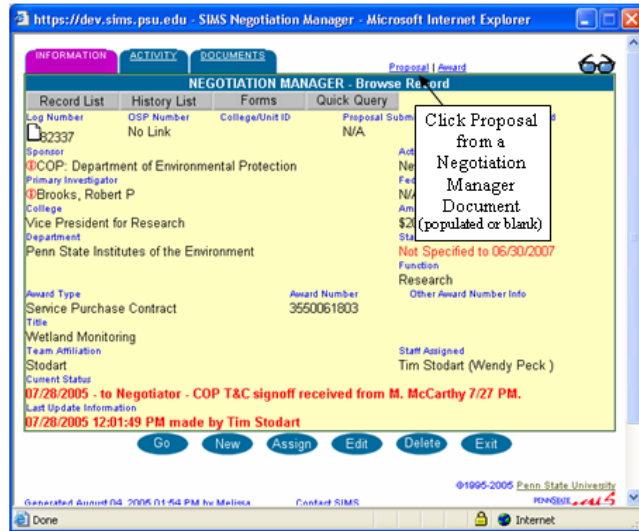




**Method 2:  
From  
Negotiation  
Manager**



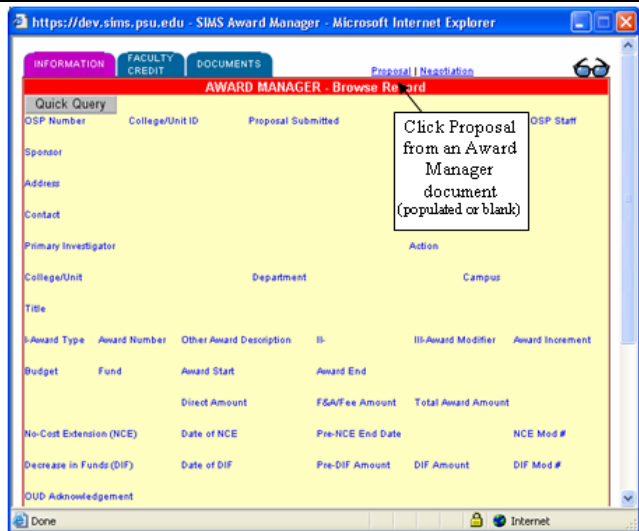
If you select Proposal from a completed Negotiation Manager record, your screen may or may not contain information; if you selected it from a populated negotiation manager record, it will be filled in with proposal data for the record you were working on unless there is no associated Proposal Record.



**Method 3:  
From Award  
Manager  
(Discussed later)**



If you select Proposal from a blank Award Manager, your Proposal screen will not contain information; if you selected it from a populated awards manager record, it may be filled in with data for the record you were working with if there was a proposal associated with the award.



**Note:** To exit Proposal Manager from any screen, click the exit button located at the bottom of the screen. You may have to scroll down within the record to access this button.

## Options on the Information Tab – Proposal Manager

<b>Information Tab</b>	The first page that appears on the screen is the information page. Options you can choose from the page are as follows:
<b>Link to Statements</b>	By clicking on the paper icon next to the OSP number the user can access the particular statement regarding this proposal. A proposal statement is provided if it is not yet fully executed; once it is a fully executed award, an award statement is shown.
<b>Quick Query</b>	Quick Query allows the user to search for a different record using specific information.
<b>Negotiation Manager</b>	If the proposal is in or has completed negotiations, navigation to Negotiation Manager can be done by clicking “Negotiation” in the upper right portion of the screen. Otherwise, it will send you to a blank screen.
<b>Award Manager</b>	If the proposal has been an award associated with it, clicking on “Award” in the upper right portion of the screen will navigate to the award manager screens. Otherwise, it will send you to a blank screen.

### Sample Proposal Manager Record – Information Tab

The screenshot shows a web browser window displaying the 'PROPOSAL MANAGER - Browse Record' page. The page is divided into several sections: 'Forms', 'Quick Query', and 'Negotiation | Award'. The 'Forms' section contains a table with columns for 'OSP Number', 'College/Unit ID', 'Solicitation/RFP', 'Agency ID', and 'CFDA Number'. The 'Quick Query' section contains a search box. The 'Negotiation | Award' section contains a table with columns for 'Proposal Processing (OSP only)', 'Submitted', 'Revised', 'Deadline', 'Function', 'Type of Submission', and 'Anticipated Terms'. The page also includes a 'Search for a new record' button, a 'Link to Statement of Award' button, a 'Link to Fact Sheets' button, and a 'Switch to Negotiation or Award Manager' button. At the bottom, there are 'Go', 'New', 'Delete', and 'Exit' buttons, and a red message stating 'This proposal has been awarded'.

## Information Tab Definitions – Proposal Manager

<b>OSP Number</b>	OSP number corresponding to this record. Clicking on the paper icon will display the proposal statement or relevant Proposal/Award Statement.
<b>College/Unit ID</b>	Number assigned by college, if applicable.
<b>Solicitation/RFP</b>	Number used if a proposal is in response to a Request For Proposal (RFP) or other sponsor solicitation.
<b>Agency ID</b>	Identification number associated with a Sponsor. May be used if available, but not required.
<b>CFDA Number</b>	The CFDA (Catalog of Federal Domestic Assistance) number is required for all federal and federal flow-through proposals under OMB Circular A-133. The number is usually identified in the sponsor's guidelines.
<b>Primary Investigator</b>	Lead faculty member pursuing the award.
<b>College</b>	College or unit associated with the proposal
<b>Department</b>	Department within college or unit associated with the proposal
<b>Campus</b>	The PSU Campus where the associated College/Department is based.
<b>Title</b>	Title of project being proposed.
<b>Proposal Processing (OSP Only)</b>	This date is used internally only at OSP. This field is used when the proposal is being submitted directly by OSP on behalf of a college/unit. This date corresponds to the date OSP actually receives a copy of the proposal. This date will track the proposal processing length and notify the assigned staff of the submission deadline until the proposal received and submitted dates are recorded. Proposals in process will not appear on <i>SIMS</i> proposal reports until the proposal is submitted to the agency.
<b>Received</b>	Date the proposal was received. <i>Note: A submitted proposal can go back into the processing stage if the received and submitted dates are removed.</i>
<b>Submitted</b>	Date the proposal was submitted. <i>Note: A submitted proposal can go back into the processing stage if the received and submitted dates are removed.</i>
<b>Revised</b>	Date of revision, if applicable.
<b>OSP Staff</b>	OSP Staff assigned to the record.
<b>Deadline</b>	Date the proposal must be submitted by.
<b>Function</b>	Choose the nature of the proposal from a drop-down list (Research, Instruction, etc...).
<b>Subjects</b>	Choose subject matter category from a drop-down list (Human, Animal, DNA, Drug, etc...).

<b>Type of Submission</b>	Choose the nature of the submission from a drop-down list (New Proposal, continuation, renewal, etc...).
<b>Anticipated Terms</b>	Choose the anticipated terms from a drop-down list (Cooperative Agreement, Cost Contract, Grant, etc...)
<b>Initial Period</b>	Initial Date range for the proposed project.
<b>Total Period</b>	Total proposed period for the project.
<b>Initial Requested Direct</b>	The initial requested direct cost values for the proposal being submitted (optional).
<b>Total Requested Direct</b>	The Total current requested direct cost values for the proposal being submitted. (optional)
<b>Initial Requested F&amp;A</b>	The initial requested indirect cost values associated with the proposal. (optional)
<b>Total Requested F&amp;A</b>	The Total current requested indirect cost values associated with the proposal. (optional)
<b>Initial Requested Amounts</b>	This includes the Initial Requested Direct funds and the Initial Requested F&A funds. The total will be the sum of these two amounts.
<b>Total Requested Amounts</b>	This includes the Total Requested Direct funds and the Total Requested F&A funds. The total will be the sum of these two amounts.

## Locating Existing Proposal Manger Records

### Locating Records

There are three ways to locate existing proposals:

- Go Button
- Quick Query
- Proposal link from Award or Proposal Manager (already covered in previous section).

### Sample Blank Proposal Manager Record

The screenshot shows a web browser window titled "SIMS Proposal Manager - Microsoft Internet Explorer" with the URL "https://dev.sims.psu.edu". The page is titled "PROPOSAL MANAGER - Browse Record" and has tabs for "INFORMATION" and "FACULTY CREDIT". A "Quick Query" button is highlighted in the top left. Below it is a search form with fields for "OSP Number", "College/Unit ID", "Solicitation/RFP", "Agency ID", and "CFDA Number". A box labeled "Search by Sponsor or PI" points to the "College/Unit ID" field. Another box labeled "Search by OSP Number" points to the "OSP Number" field. The form also includes sections for "Sponsor Information", "Primary Investigator", "College", "Department", "Campus", "Title", "Initial Period", "Total Period", "Initial Requested Direct", "Total Requested Direct", "Initial Requested F&A (or Management Fee)", "Total Requested F&A (or Management Fee)", "Initial Total Requested", and "Total Requested". At the bottom of the form are buttons for "Go", "New", and "Exit".

### Method 1: Go Button

This button allows you to locate a record by the OSP number by taking you to a User Entry Prompt as shown:



The "Explorer User Prompt" dialog box has a title bar with a close button. It contains a "Script Prompt:" label, an "Input OSP Number to retrieve:" label, and a text input field with the placeholder text "Type OSP Number Here". An arrow points from the text "Type OSP Number and then click 'OK'" to the input field. There are "OK" and "Cancel" buttons on the right side.

Type in the known OSP Number and click OK to return the selected Proposal Manager record. If the OSP Number entered does not exist, a blank Proposal Manager record will be returned with the message "OSP number was not found." If the OSP Number exists, but did not have a proposal submitted, a blank Proposal Manager record will be returned with the message "No proposal exists for OSP #."

### Method 2: Quick Query

Quick Query allows to search and access all records in *SIMS*, regardless of the record's status. To use Quick Query, first click on the Quick Query button on the upper left hand side. A screen will appear that can be completed with the search criteria.

## Sample Quick Query Interface

**PROPOSAL MANAGER - Quick Query**

Sponsor:

Faculty:

College:

Department:

Title String:

Proposal ID:

Proposal Range:  -

Hierarchy:

College/Unit ID:

Status:  Pending  Submitted

Proposal Staff:

 Search



When you have entered the record criteria, click on search and a list of current documents will appear. \*Note\* If more than 100 records come back that match the criteria, then you will be asked to narrow your search. You cannot sort by headings in the Proposal Manager Record List. You can use “Custom Report” manager for more detailed and sorted proposal/award reports.

## Sample Proposal Manager Record List

**Proposal Manager Record List**  
23 Record(s) Found

OSP#	Sponsor	Faculty	Amount	Status
<a href="#">89250</a>	Space Exploration Foundation	Bowman, David	\$600,000	Pending Since 11/18/2003
<a href="#">College/Department: Science/Astronomy</a>				
<a href="#">97478</a>	Space Exploration Foundation	Bowman, David	\$450,830	Pending Since 04/29/2005
<a href="#">College/Department: Science/Astronomy</a>				
<a href="#">90188</a>	Space Exploration Foundation	Floyd, Heywood R	\$281,051	Pending Since 01/29/2004
<a href="#">College/Department: Science/Astronomy</a>				
<a href="#">96320</a>	Space Exploration Foundation	Floyd, Heywood R	\$900,000	Pending Since 02/24/2005
<a href="#">College/Department: Science/Astronomy</a>				
<a href="#">94430</a>	Space Exploration Foundation	Michaels, William	\$2,500,000	Pending Since 10/27/2004
<a href="#">College/Department: Science/Astronomy</a>				
<a href="#">96181</a>	Space Exploration Foundation	Smyslov, Andrei	\$8,000	Pending Since 02/14/2005
<a href="#">College/Department: Science/Astronomy</a>				
<a href="#">96670</a>	Space Exploration Foundation	Smyslov, Andrei	\$239,579	Pending Since 03/17/2005

Clicking on any of the blue text in any of the Proposal Manager Records will allow you to access that Proposal Manager record.

## Sample Proposal Manager Record

INFORMATION
FACULTY  
CREDIT
Negotiation | Award

PROPOSAL MANAGER - Browse Record

History List
Forms
Quick Query

<b>OSP Number</b>	<b>College/Unit ID</b>	<b>Agency ID</b>	<b>CFDA Number</b>
134254	SUZMARCH12		
<b>Sponsor</b>		<b>Proposal Processing (OSP only)</b>	
Canadian Space Agency		None	
<b>Prime Sponsor</b>		<b>Received</b>	<b>Submitted</b>
		04/07/2009	04/07/2009
<b>Primary Investigator</b>		<b>OSP Staff</b>	
Sillanpa, Susan Debra (SPNPROG-sus14)		John Hanold	
<b>College</b>		<b>Deadline</b>	<b>Function</b>
Senior Vice President for Research		None	Research
<b>Department</b>		<b>Subjects</b>	
Office of Sponsored Programs		None	
		<b>Type of Submission</b>	
		New Proposal	
<b>Title</b>			
title test			
<b>Initial Period</b>	<b>Initial Requested Direct</b>	<b>Initial Requested F&amp;A</b>	<b>Initial Total Requested</b>
05/01/2009 - 04/30/2011	\$200,000	\$0	\$200,000
<b>Total Period</b>	<b>Total Requested Direct</b>	<b>Total Requested F&amp;A</b>	<b>Total Requested</b>
05/01/2009 - 04/30/2011	\$200,000	\$0	\$200,000
<b>Last Update Information</b>			
04/07/2009 01:48:24 PM made by Susan Sillanpa			

Go
Deactivate
Edit
Revise
Budget
Exit



**College of  
Medicine Legacy  
Number Search**

*SIMS* now supports searching of the legacy numbering system used in College of Medicine's (COM) Office of Research Affairs. OSP users can locate COM number by using "HMC" preceding the search number. Each COM record will also be assigned an OSP number, which uses the normal OSP number search procedure.

**Proposal Statement**

Once the page is populated with the information for the record, clicking on the paper icon by the OSP number will display the Proposal Statement unless it is awarded. If an award has been made, then the link will refer to the Statement of Award.

**Sample Proposal Statement**

**Proposal Statement**

[History](#) | [Documents](#) | [Negotiation](#) | [Statement Only](#)

OSP/College ID Number <b>109298</b> EM060072	Proposal Submission Date August 22, 2005
Sponsor Information <b>Space Exploration Foundation</b>	Proposed Terms 09/01/2005 to 08/31/2007 \$120,000
Title Case Scenarios for First Contact with Biological and Artificial Life Forms	
Project Investigator(s) <b>*Bowman, David</b>	
College/Unit Science	
Department Astronomy	
Campus University Park	
Function Research	
Subject(s) None	

**History**

**Negotiation History for Current Record**

Log Number	Received	Action	Type	Status
83742	Unknown	New	Subcontract	10/03/2005 - Status Update - Sponsor emailed proposed changes:
<b>Total</b>				<b>\$120,000</b>

[Other Activities with Mission, In, and Awarded, Bowman](#)



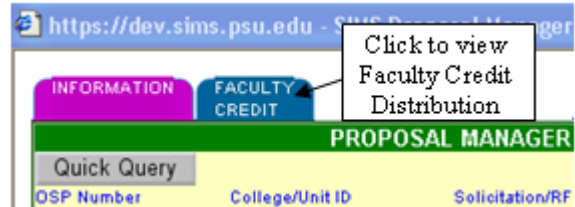
## Faculty Credit Distribution

### Faculty Credit Tab

Another piece of proposal data that is captured in *SIMS* is the Faculty Credit Distribution. This is the amount of time each participant in the proposal proposes to spend on the anticipated research.



**Note:** These document and it's percentages are the basis for the Faculty Participation totals used in the fact sheets and content reports.



After clicking the "Faculty Credit" tab, a new screen will appear that shows the estimated time distribution for this project. Each individual working with this project will be listed on this screen. This data was required October 1, 2000. Proposals submitted prior to that date will have data that is distributed evenly in the Faculty Research Initiative category between all participating investigators.

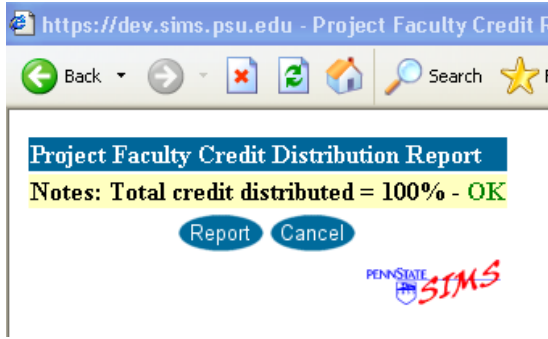
### Sample Faculty Credit Page from Proposal Manager

Researcher	Children, Youth & Environmental Science							Faculty Research Initiatives	Total
	Arts & Humanities	Children, Youth & Families	Environmental	Life Science	Materials	Social Sciences	Transportation		
D Bowman				45					45
R Halvorsen						45			45
F Poole				10					10
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>55</b>	<b>0</b>	<b>45</b>	<b>0</b>	<b>0</b>	<b>100</b>

This page will allow you to see each faculty member contributing to the proposal and their percent contribution in the specific categories. A report of this data can also be generated.

Report

Using the report button gives the information regarding the Total credit distributed as a total. Clicking the Report button on this screen will give more detailed information.



### Sample Faculty Assignment Report

Name/College/Department	Faculty							Total
	Arts & Humanities	Children, Youth & Families	Environmental	Life Science	Materials	Social Sciences	Transportation	
David Bowman - Primary PI Science Astronomy				45				45
Rolf Halvorsen - Co-PI Science Social Science						45		45
Frank Poole - Associate Science Physics				10				10
<b>Totals</b>				55		45		100

Generated August 17, 2005 10:50 AM by Melissa Rohan [Contact SIMS Support](#) ©1995-2005 Penn State University  
\* These data are proprietary to The Pennsylvania State University and are not for release to the public.

## Quick Reference: Proposal Manager

<b>Accessing the Proposal Manager</b>	<ol style="list-style-type: none"><li>1. On your Welcome Screen, click on Applications, then the Proposal Manager link. <b>OR</b> Click the Proposal Link from the Negotiation Manager or Award Manager <b>OR</b> Click on the paper icon next to the OSP number in the upper left of the Proposal Statement</li></ol>
<b>Exiting the Proposal Record</b>	<ol style="list-style-type: none"><li>1. Click on Exit. Proposal Manager window is closed and you are returned to your Welcome Screen.</li></ol>
<b>Selecting a Proposal Record</b>	<ol style="list-style-type: none"><li>1. On the Information page, select the record you are interested in by using the "GO" button to search by OSP number. <b>OR</b> Use the Quick Query to search by specific information.</li></ol>
<b>Accessing the Proposal Statement</b>	<ol style="list-style-type: none"><li>1. On the Information page, click on the Paper icon beside the OSP number and the relevant Proposal Statement is displayed.</li></ol>
<b>Faculty Credit Distribution</b>	<ol style="list-style-type: none"><li>1. Click on the faculty credit tab. The faculty credit page will be displayed.</li><li>2. Click on report if you would like a printable report of all faculty credit.</li></ol>

## Chapter 5: Award Manager

---

The Award Manager uses the information collected from the Proposal Manager and Negotiation Manager to create the Statement of Award. From the award manager, you can find if the record pertains to a new grant, an action on a former one (such as no-cost extension), or a decrease in funds.

All records in Award Manager are financial. Non-financial actions logged on Negotiation Manager are updated to the most recent OSP# at the time the action is processed. Award Manager can also read \$0 if an award is de-obligated entirely.

This page will also show the history of this award number by clicking on the History List tab, and gives quick access to the Award Statement and all documents associated with this record.

---

### **In this Chapter**

- Accessing Award Manager
  - Decrease in Funds
  - No Cost Extensions
-

## Accessing Award Manager

**Access Award Manager** Access to records is achieved the same way as Proposal and Negotiator manager using the Quick Query and Go buttons. See these chapters if needed.

The first page displayed is the Information page. It displays all the information that will be shown on the Statement of Award. Options from this page are:

- History List Access
- Statement of Award
- Fact Sheets



**Note:** To exit Award Manager from any screen, click the exit button located at the bottom of the screen.

### Sample Award Manager Record

**AWARD MANAGER - Browse Record**

History List | Forms | Quick Query

OSP Number: 137047 | College/Unit ID: | Proposal Submitted: 07/22/2009 | Award Received: 07/22/2009 | OSP Staff: JTA

Sponsor: The Walt Disney Company | Status: Awarded

Prime Sponsor: | Function: Outreach

Address: | Activity: None

Contact: | Action: New or Competitive Renewal

Primary Investigator: Sillanpa, Susan Debra (SPNPROG-sus14) | Department: Women's Studies Program

College/Unit: Liberal Arts | Title: Testing Fun

I-Award Type: Cooperative Agreement | Award Number: | Other Award Description: | II-Check Dated: | III-Award Modifier: None | Award Increment: |

Budget: | Fund: | Award Start: 07/22/2009 | Award End: 07/21/2010

Amount of F&A Collected: Full (on campus) | Direct Amount: \$0 | F&A Amount: \$0 | Award Amount: \$6,000,000 | ARRA: No

No-Cost Extension (NCE): No | Date of NCE: | Pre-NCE End Date: | NCE Mod #: |

Decrease in Funds (DIF): No | Date of DIF: | Pre-DIF Amount: | DIF Amount: | DIF Mod #: |

OUA Acknowledgement: Do not acknowledge

Notes: (none)

Entry Date: 07/22/2009 10:50:20 AM | User: sus14 | Last Update: 07/23/2009 01:49:29 PM | Last User: sus14

---

**Accessing the Statement**

Once the page is populated with the information for the record, clicking on the paper icon by the OSP number will display the Award Statement

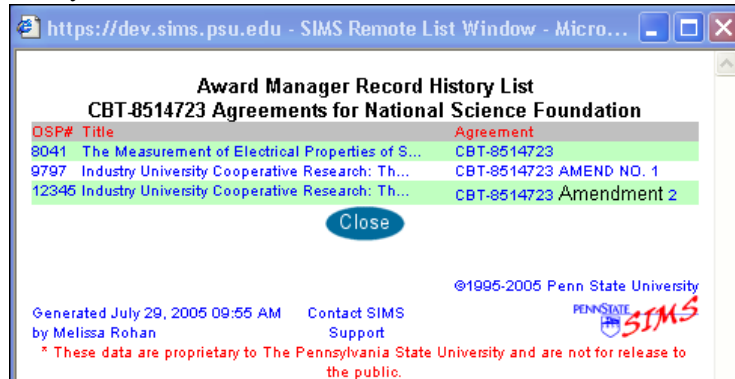
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---

**Award Manager History List**

The History List tab at the top of the information screen will display, in a separate window, a list of all Award records for the currently displayed Sponsor and Award number. Clicking on any detail item in the History List will cause the information window to display that record. To remain at the current record, click "Close" in the History list window.

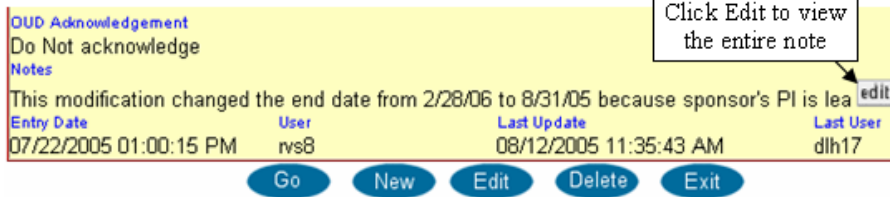


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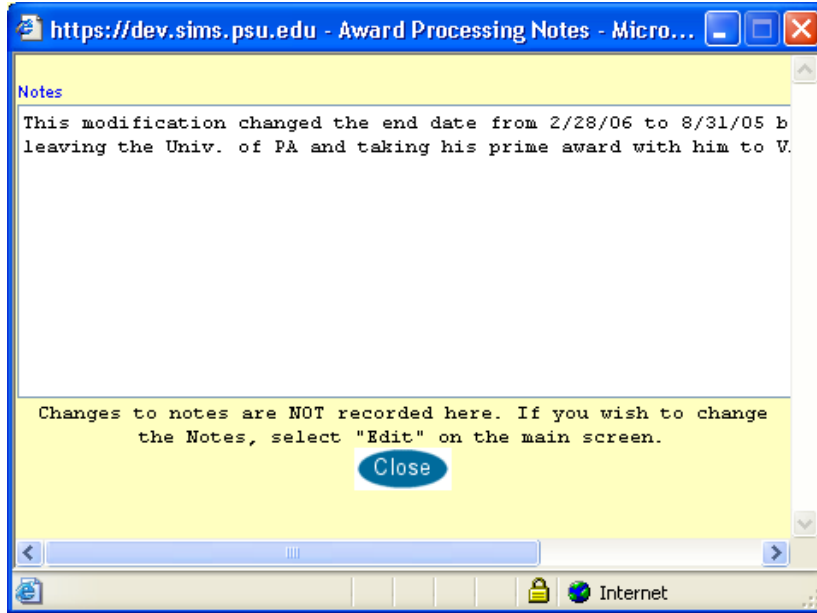
**Notes**

If an Award record has notes (usually entered by the negotiator) associated with it, the first line of the note is displayed near the bottom of the information screen, along with a small "Edit" button.

---



Click the edit button to display the full text of the notes in a window:



---

**Decrease in Funds / No Cost Extensions**

Decrease in funds is displayed on the Award Manager screen. You will notice that the screen will display the date of the Decrease In Funds (DIF), the pre-DIF amount, the DIF Amount, and the new Award amount, along with the modification number that for this action.

No-cost extensions are represented similarly to the Decrease in Funds. The screen will display the date of the NCE, the Pre-NCE End Date, and the new End Date.

---

## No Cost Extension / Decrease in Funds Example

Note that the Total Award Amount and Award End Date reflect the NCE and DIF changes.

Award Start	Award End	Direct Amount	F&A/Fee Amount	Total Award Amount								
09/27/2004	08/31/2006	\$0	\$0	\$72,000								
<table border="1"> <thead> <tr> <th>Date of NCE</th> <th>Pre-NCE End Date</th> <th>NCE Mod #</th> </tr> </thead> <tbody> <tr> <td>07/01/2005</td> <td>07/31/2005</td> <td></td> </tr> </tbody> </table>					Date of NCE	Pre-NCE End Date	NCE Mod #	07/01/2005	07/31/2005			
Date of NCE	Pre-NCE End Date	NCE Mod #										
07/01/2005	07/31/2005											
<table border="1"> <thead> <tr> <th>Date of DIF</th> <th>Pre-DIF Amount</th> <th>DIF Amount</th> <th>DIF Mod #</th> </tr> </thead> <tbody> <tr> <td>12/02/2004</td> <td>\$77,000</td> <td>\$5,000</td> <td></td> </tr> </tbody> </table>					Date of DIF	Pre-DIF Amount	DIF Amount	DIF Mod #	12/02/2004	\$77,000	\$5,000	
Date of DIF	Pre-DIF Amount	DIF Amount	DIF Mod #									
12/02/2004	\$77,000	\$5,000										

A No Cost Extension (NCE) was entered on 7/1/05. It extended the end date from 7/31/05 to 8/31/06.

Decrease in funds (DIF) Information: On 12/2/2004 the funds were reduced by \$ 5,000.

The box drawn on this graphic shows the area to find NCE and DIF information

### F&A

The following changes will be made to Negotiation Manager “Contract Detail” activity and Award Manager based on a request from OSP: July 2009. Waiver options will only be available for financial documents that receive a new OSP number.

Negotiation Manger “Contract Detail” activity and Award Manager will be validated for proper waiver input before save.

**Contract Detail**

**Award Manager - New Record**

Amount of F&A Collected	Waiver Explanation
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

**Amount of F&A Collected options** – default to blank selection and force data entry

- Full with Industry Premium (explanation options not available)
- Full (explanation options not available)
- Partial
- None

**Waiver Explanation options (Explanation of why PSU is not collecting Full F&A)**

- Ben Franklin Technology Partners
- Clinical Trials (26% TDC)
- Domestic non-profit with published guidelines
- Gifts and charitable contributions
- IPA agreement
- Mixed state/federal funding (F&A on federal funds only)
- PennDOT cap (25% MTDC)
- State funding (no federal funds)
- State funds flowed through local gov. or school board
- Federally imposed restriction (e.g., DoD, USDA, USDE)
- Waiver approved
- Unrestricted Grant (15% total costs)



## Quick Reference: Award Manager

<b>Accessing the Award Manager</b>	<ol style="list-style-type: none"><li>1. On your Welcome Screen, click on Applications, then the Award Manager link. <b>OR</b> Click "Award" from the Negotiation Manager or Proposal Manager</li></ol>
<b>Selecting a Record</b>	<ol style="list-style-type: none"><li>1. On the Information page, select the record you are interested in by using the "GO" button, or Quick Query.</li></ol>
<b>Exiting the Award Manager</b>	<ol style="list-style-type: none"><li>1. Click on Exit. Award Manager window is closed and you are returned to your Welcome Screen.</li></ol>
<b>Accessing the Award Statement</b>	<ol style="list-style-type: none"><li>1. On the Information page, click on the Paper icon beside the OSP number and the relevant Award Statement is displayed.</li></ol>
<b>Award Manager History List</b>	<ol style="list-style-type: none"><li>1. Click the History List tab on the information page.</li></ol>
	<ol style="list-style-type: none"><li>2. Click any entry to view that entry <b>OR</b> Click the close button to keep the current record information.</li></ol>
<b>Notes</b>	<ol style="list-style-type: none"><li>1. To access Award Notes, click "edit" beside the notes line.</li></ol>
<b>Decrease in Funds</b>	<ol style="list-style-type: none"><li>1. On the information page, Decrease in Funds will be displayed at the bottom.</li></ol>
<b>No Cost Extensions</b>	<ol style="list-style-type: none"><li>1. On the Information Page, No Cost Extensions will be displayed at the bottom.</li></ol>

## Chapter 6: Quick Query From the Welcome Page

---

### Quick Query

The *SIMS* Quick Query feature on the Welcome Page permits you to perform a simple query based on such specifics as project title, sponsor name, OSP number, or faculty name.

---

### In This Chapter

- Using the Quick Query
  - Keyword Search
-

## Using Quick Query

---

**Access Quick Query** When using Quick Query from the Welcome Page you have two search options. The first is by typing in the OSP number or the Award Number. A second way to use Quick Query is by keyword.

---

**Method 1: OSP/Award Number** Quick Query is a good tool to quickly access a record from the Welcome Page when you already know the specific OSP or Award Number.

---

### Step 1.



Type in the OSP or Award Number and click GO! If you are using the Award number, be sure to use the entire number, including the letters preceding it. If you are looking for a specific amendment, place a space between the last number of the award and the amendment number:



### Step 2.



An award statement appears. The Award Statement is divided into three sections including the Statement of Award, History and documents. You can use the hyperlinks throughout the statement to access other information such as fact sheets and other Statements of Awards.

---

## Sample Statement of Award

https://dev.sims.psu.edu - Statement of Award - Microsoft Internet Explorer

PENNSSTATE  
Office of Sponsored Programs  
110 Technology Center Building  
University Park, PA 16802

**Statement of Award**  
History | Documents | Negotiation | Statement Only

DSP/College ID Number <b>78981</b> SC020233	Award Date September 11, 2002 (Proposal Submitted: 12/21/2001)
Sponsor Information <b>Space Exploration Foundation</b> 1000 Space Avenue Space City, NY 66666 Atten: Dr. Halvorsen	Award Number Grant MCB-0209694
Title Case Scenarios for First Contact with Biological and Artificial Life Forms During Space Exploration	Terms 09/15/2002 to 08/31/2003 \$397,346 (Proposed: 07/01/2002 to 06/30/2006 for \$1,316,489)
Project Investigator(s) <b>*Bowman, David</b>	
Function Research	Action New
College/Unit Science	
Department Astronomy	
Campus University Park	
Subject(s) None	
Budget/Fund /	
Comments	

**Step 4.** To print the Award Statement, click on your browser's print icon. To close the report window, click on the close window button (the "X" at the upper right of the window).

**Method 2:** A second way to use Quick Query is by keyword.  
**Keyword Search**

**Step 1.** Enter the keyword (or any part of the word), which could be a faculty name, sponsor name, address, etc. into the Quick Query Box. For example, we may be looking for an award that may have the word "agriculture" in the title. We would type that in and click GO!



PENNSSTATE **SIMS** Strategic Information Management System  
Office of Research Information Systems

Welcome Paul Newman - Logout

Serving the Penn State Research Community

Applications >  
Funding Information >  
Research Administration >

Type in keyword and click GO!

Quick Query  
agriculture GO!

**Step 2** The following screen will appear with that keyword or any portion of that word that appears either in the faculty name, sponsor name, or title.

## Sample Quick Query Results

https://dev.sims.psu.edu - SIMS Quick Query Results - Microsoft Internet Explorer

SIMS Quick Query Results

New Query: agriculture GO!

SIMS found 19 record(s) containing "agriculture".

- Search by **Project Title** using "agriculture".
- Search by **Sponsor Address** using "agriculture".
- **Agriculture & Extension Education** found in the department table.
- **Agriculture & Co-op Alliance Association** found in the sponsor table.
- **COP: Dept of Agriculture Safety** found in the sponsor table.
- **Dean's Office in Agriculture** found in the department table.
- **Madison Mountain Agriculture Progress Foundation** found in the sponsor table.

\* Search Settings \*

Type: Awards

Action: Current Activity

Output: Full Detail

Period: to

Red "i" icons link to fact sheets.

Type in another keyword and click GO! For a new search

Clicking any BLUE TEXT within the search results will run a search on the stated criteria using the search parameters defined under \*Search Settings\*

This box sets search parameters to narrow search



If you would like to see a particular faculty member fact sheet or a sponsor fact sheet, click on the "i" icon and *SIMS* will generate those reports. You can also narrow the search by defining the search criteria under "search settings" and then clicking on a blue link.

### Step 3.



You now can further define your search. If you would like to search for Keywords in either the project title or the address, click on the blue hyperlinked text and you will receive a listing for that category of all currently active awards. You can also change the search by defining other search criteria under "search settings" and then clicking on a blue link. Let's look at the search for Project Titles including the word "agriculture" by clicking on that link:

https://dev.sims.psu.edu - SIMS Quick Query Results - Microsoft Internet Explorer

SIMS Quick Query Results

New Query: agriculture GO!

SIMS found 19 record(s) containing "agriculture".

- Search by **Project Title** using "agriculture".
- Search by **Sponsor Address** using "agriculture".
- **Agriculture & Extension Education** found in the department table.
- **Agriculture Awareness Foundation of Pennsylvania** found in the sponsor table.

\* Search Settings \*

Type: Awards

Action: Current Activity


Output: Full Detail

Period: to

Clicking "Project Title" will search for Awards with Current Activity that has the word "agriculture" in the Project Title with Full Detail Output.

---

**Step 4.**

Step 3 returned a Quick Query list with 19 records. You can now choose one of these records to view or export your results to an Excel Spreadsheet by clicking on the  icon. By clicking on “Project Title” *SIMS* will search for Awards with Current Activity that has the word “agriculture” in the Project Title with Full Detail Output.

The following list details the *SIMS* column heading for exported reports:

rptnote: proprietary data reminder  
nospkey: OSP number  
ccuid: College Id  
cstatus: Award Status  
cfunction: Research, Instruction, or CE  
dpropdate: date proposal submitted  
dawarddate: date award received  
csponsor: sponsor name  
cspontype: sponsor type  
ccollege: college submitting the proposal  
cdepartmen: department submitting the proposal  
depttype: Hershey use only  
agtttype: agreement type  
cawrdnum1-3: award numbers for the award (three places to enter. For example 1=award number, 2=task order, 3=amendment number.  
ypropamt: amount proposed  
yawrdamt: amount received  
ctitle: title of the proposal  
cpi1-6: names of the first 6 PIs  
dpropbegin: proposed start date  
dpropend: proposed end date  
dawrdbegin: start date of the award  
dawrdend: end date of the award  
cpi7-25: names of the 7<sup>th</sup> through 25<sup>th</sup> PIs  
cpi1propcredit: amount of proposal credit for the first PI  
cpi1awrdcredit: amount of the award credit for the first PI  
...  
cpi25propcredit: amount of the proposal credit for the 25<sup>th</sup> PI  
cpi25awrdcredit: amount of the award credit for the 25<sup>th</sup> PI

---

## Sample Quick Query Search Report

The screenshot shows a web browser window with the address bar displaying 'https://dev.sims.psu.edu - Quick Query - Sponsor: COP: Department of Agriculture - Current Acti - Micro...'. The page title is 'Quick Query Project Title: agriculture Current Activity Awards'. Below the title, it says 'Displaying 1 to 25 of 150 Records Found.' and 'Page 1 of 6: [1] [2] [3] [4] [5] [6]'. The report is organized into three main sections: 'Proposals Submitted', 'Proposals Pending', and 'Awards Received'. The 'Proposals Submitted' section shows a total of 91 proposals totaling \$25,769,123. The 'Proposals Pending' section shows 0 proposals totaling \$0. The 'Awards Received' section shows 150 awards totaling \$62,765,540. Two specific records are shown in detail below these sections. The first record has an OSP File ID of 96395 and a status of 'Awarded'. The second record has an OSP File ID of 109122 and a status of 'Awarded'.

<b>Proposals Submitted</b>		<b>Proposals Pending</b>		<b>Awards Received</b>	
<b>Total:</b>	<b>91 Totaling \$25,769,123</b>	<b>0 Totaling \$0</b>		<b>150 Totaling \$62,765,540</b>	

OSP File ID	Status	Sponsor Information	Affiliation	Terms
96395 AG050373	Proposal Submitted: 03/03/2005 Award Status: Awarded 08/16/2005 Continuing Ed. Contract Contract 445114 /	<b>COP: Department of Agriculture Safety</b> 1000 Farmland Avenue Heartland, IL 45612 Atten: John Mellencamp	Agricultural Sciences Crop and Soil Sciences University Park	07/01/2005- 06/30/2008 \$5,500 New
109122	Proposal Submitted: No Proposal Award Status: Awarded 08/15/2005 Research Contract	<b>COP: Department of Agriculture Safety</b> Contracts and Procurement Section	Agricultural Sciences Agricultural & Biological Engineering University Park	01/01/2005- 06/30/2006 \$25,430 Incremental Funds

**Title:** Nutrient Management Education Program  
**Investigator(s):** Nelson, Willie

### Search Settings



Note that the time period box should only be used if using the “Defined Period” action. The other action selections define the time period for you. Below is a listing of “Type” and “Action” selections and the expected query result you will get:

---

### Search Settings Quick Reference

<b>Type</b>	<b>Action</b>	<b>Result</b>
Proposals	Activity w/h Fiscal Year	All proposals submitted within the current fiscal year. Period values are ignored.
Awards	Activity w/h Fiscal Year	All active awards within the current fiscal year. Period values are ignored.
Proposals & Awards	Activity w/h Fiscal Year	All proposals submitted and active awards within the current fiscal year. Period values are ignored.
Proposals	Activity w/h Last Year	All proposals submitted within the last year from the current date. Period values are ignored.
Awards	Activity w/h Last Year	All active awards within the last year from the current date. Period values are ignored.
Proposals & Awards	Activity w/h Last Year	All proposals submitted and active awards within the last year from the current date. Period values are ignored.
Proposals	Current Activity	All currently pending proposals. Period values are ignored.
Awards	Current Activity	All currently active awards. Period values are ignored.
Proposals & Awards	Current Activity	All currently pending proposals and active awards. Period values are ignored.
Proposals	Defined Period	All proposals submitted within the defined period values.
Awards	Defined Period	All active awards within the defined period values.
Proposals & Awards	Defined Period	All proposals submitted and active awards within the defined period values.
Proposals	Previous Month	All proposals submitted for the previous month. Period values are ignored.
Awards	Previous Month	All active awards for the previous month. Period values are ignored.
Proposals & Awards	Previous Month	All proposals submitted and active awards for the previous month. Period values are ignored.

\* Note that if you use Defined Period and do not specify start and end dates, then *SIMS* will default to Current Fiscal Year.

---



## Quick Reference: Quick Query

<b>Using Quick Query—OSP/Award Number</b>	1. Enter award or OSP number.
	2. Click Go!
	3. Award Statement appears.
	4. Print the report using the browsers print icon.
<b>Using Quick Query—Keyword Search</b>	1. Type in the keyword of the item you want to search on.
	2. Click Go! The list of available selections is displayed.
	3. Select the element you want to search on.
	4. Define search parameters
	5. Click on item.

## Chapter 7: Custom Reports and Predefined Reports

---

This section allows you to create custom reports and use predefined reports already established in *SIMS*. These reports are more complex than those that can be created using the Quick Query.

The reports that are available for display on your Welcome Screen, while many, only represent a limited portion of the reports that you might need. The *SIMS* Custom Report feature permits you to create *ad hoc* reports based on your specific needs and then save them for future use.

---

### In This Chapter

- Defining a Custom Report
  - Running a Custom Report
  - Using Predefined Reports
-

## Defining a Custom Report

### Creating a New Custom Report

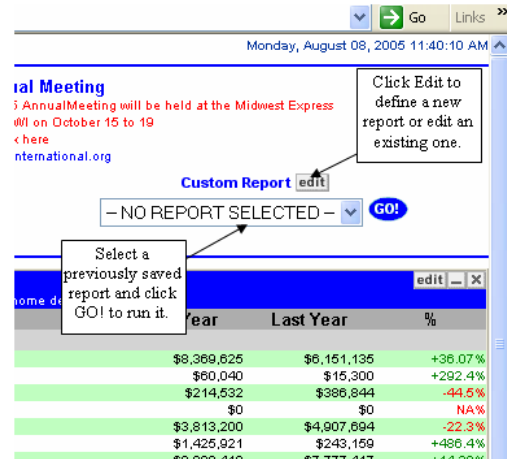
Custom reports offer you the flexibility of custom designing a report that fits your needs. Custom reports can be designed and then saved for the next time you need the same information. You can define and save the search parameters for multiple Custom Queries in *SIMS*.

#### Step 1.

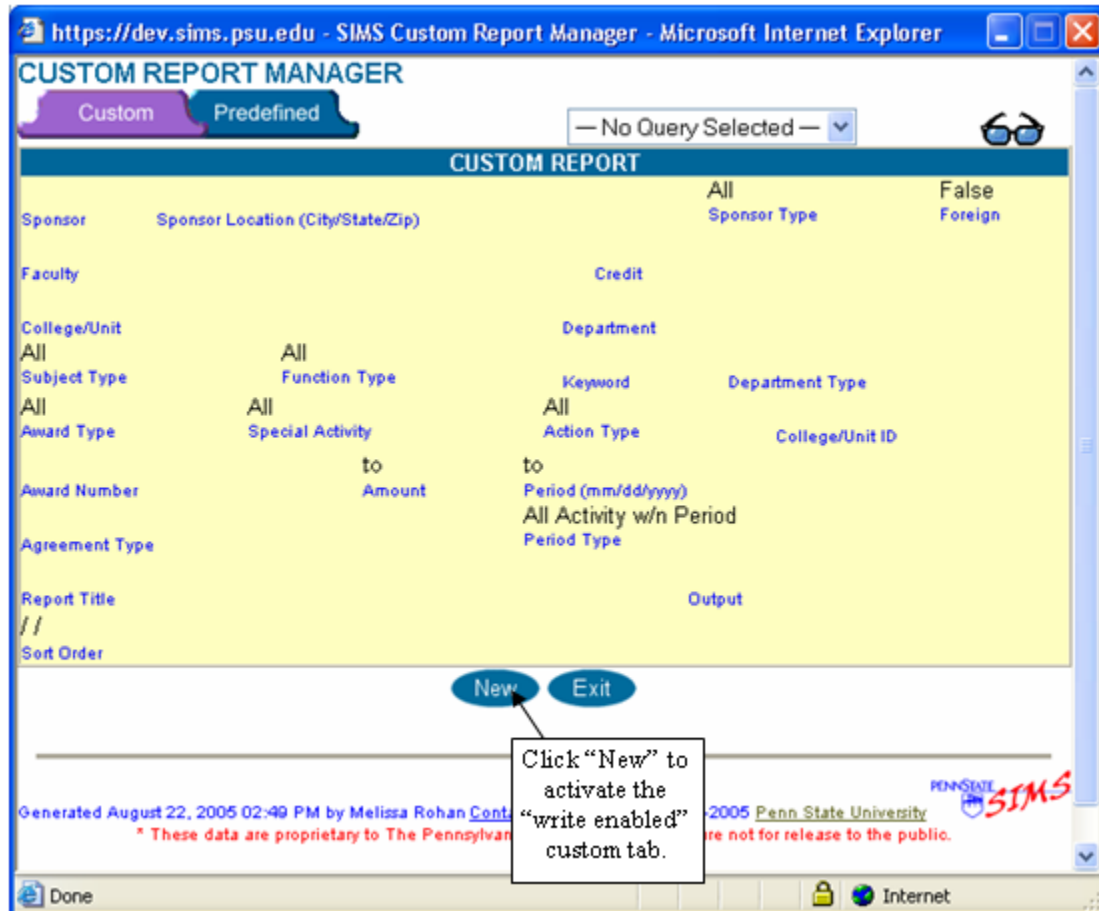


On your Welcome Screen, click on the “Edit” button beside the Custom Report. The *SIMS* Custom Report Manager will be displayed with the “Custom” search tab page active. The page is “read only” as indicated by the “sunglasses” icon (See Sample Custom Report Manager Screen).

\*Note that Custom Reports is also accessible from the applications menu.



### Sample Custom Report Manager Screen Custom Tab – “Write Protected”



**Step 2.**



Click on New. The Custom tab page will be "write enabled" as indicated by the "pencil" icon (See Sample Custom Report Manager Screen below). This simply means that you may choose values from drop down menus, type in text and/or input results from Sponsor or Faculty searches.

**Sample Custom Report Manager Screen  
Custom Tab – "Write Enabled"**

**Step 3.**



Define your Custom Report by selecting values from the drop-down lists and/or choosing specific Sponsors and Faculty Members associated with your search. There are numerous fields that you may define. Each field containing information will constrain the search by those parameters. Undefined fields do not constrain the results. Below is an example:



**Note:** fields with a drop-down list are constrained to those predefined values.


**Field Information:** *The fields and their allowable values are:*

---

<b>Sponsor</b>	Select the name of a specific sponsor using the lookup feature described in Chapter 7.
<b>Sponsor Hierarchy</b>	Checking the box will include all subsidiaries of that sponsor.
<b>Sponsor Location</b>	The city, state, or zip code of interest. These fields are typically used when looking for Sponsors with multiple locations.
<b>Sponsor Type</b>	Valid selections from the drop-down list are: All (default), Associations, Institutes, Societies and Voluntary Health Agencies, Commonwealth of Pennsylvania, Corporations, Federal Agencies, Federal Laboratories, Foreign Governments and International Agencies, Hospitals, Industrial Sponsored Research Organizations, Local Governments (other than Pennsylvania), Local Governments (Pennsylvania), Miscellaneous Other, Nonprofit Foundations, Quasi Governmental and Independent Agencies, States (other than Pennsylvania), Universities and Colleges.
<b>Foreign</b>	Check the box if the Sponsor is a foreign entity
<b>Faculty</b>	Select the name of a specific faculty member using the lookup feature described in Chapter 7.
<b>Credit</b>	Valid selections from the drop-down list and their explanations are: <ul style="list-style-type: none"><li>• Faculty Participation Awards – Bases the report on records affiliated with the requested college/department and on the percentage of money Faculty associated with your college/department contributes.</li><li>• Projects for College/Department w/Outside Faculty – Bases the report on records affiliated with the requested college/department, which contain Faculty from outside college/departments.</li><li>• Projects for Faculty in Other Colleges/Departments – Bases the report on records affiliated with other college/departments with which Faculty associated with the requested college/departments are included.</li><li>• Projects in College/Department (No Full Credit) – Bases the report on records affiliated with requested college/department.</li><li>• Projects or Faculty in College/Department (All Full Credit) – Bases the report on records affiliated with requested college/department and lists total dollar amounts.</li></ul>
<b>College</b>	Select a college or unit from the drop-down list.
<b>Department</b>	Select a department from the drop-down list. Departments available are constrained by the college selected.
<b>Subject Type</b>	Valid selections from the drop-down list are: All (default), Animal, Biosafety, DNA, Drug, Human and Radioactive.
<b>Function Type</b>	Valid selections from the drop-down list are: All (default), Instruction, Outreach, Research, and Service – Hershey Only.
<b>Keyword</b>	Type in the Proposal/Award keywords (title field search only).

---

<b>Department Type</b>	Valid Selections from the drop-down list are: Basic, Clinical, General and Other (Used only by Hershey).
<b>Award Type</b>	Valid selections from the drop-down list are: All (default), Contract, and Grants.
<b>Special Activity</b>	Valid selections from the drop-down list are: All (default), Fellowship, Traineeship, and Tuition.
<b>Action Type</b>	Valid selections from the drop-down list are: All (default), Continuation, Incremental Funds, New or Competitive Renewal, Supplemental Funds.
<b>College/Unit ID</b>	Type in the College/Unit ID number.
<b>Award Number</b>	This is a free-form field and performs a "string search" on the Award Number field. For instance, by typing "CMS," all records containing the character string CMS somewhere in the Award Number will be returned.
<b>Amount</b>	<ul style="list-style-type: none"> <li>• Make a selection from the drop-down list for searching on the value of the proposal or award. Valid selections are: Between, Equal to, Greater than, and Less than.</li> <li>• Type in the (one or two) dollar value(s) required to fully specify the search criteria.</li> </ul>
<b>Period</b>	Type in the period of time you would like to search through. Period refers to the start/end dates of the search. Must be used when "within period" is selected.
<b>Agreement Type</b>	Valid selections from the drop-down list are: Contract, Cooperative Agreement, Countersignature Letter, Grant, IUCRA, No Formal Agreement, Non-Financial, Other, Penn State Subcontract, Purchase Order, RSA (Research Service Agreement), Service Purchase Contract, Solicitation/RFP, Subcontract, University Grant-In-Aid
<b>Period Type</b>	Valid selections from the drop-down list and their explanations are:
<b>All Activity w/n Period (default)</b>	Returns awards made or proposals submitted during the period (must have start/end dates).
<b>Active Awards w/n FY</b>	Returns awards that were active for some portion of the current fiscal year.
<b>Active Awards w/n Last Year</b>	Returns awards that were active for some portion of the last year (from today's date back).
<b>Active Awards w/n Period</b>	Returns awards that were active for some portion of the period you defined (must have start/end dates).
<b>Activity for Previous Month</b>	Returns awards made or proposals submitted during the previous calendar month.
<b>Awards for Previous Month</b>	Returns awards made during the previous calendar month.
<b>Awards w/n FY</b>	Returns awards that were made during the last fiscal year.

<b>Awards w/n Last Year</b>	Returns awards that were made during the last year (from today's date back one year).
<b>Awards w/n Period</b>	Returns awards that were made during the period you define.
<b>Currently Active Awards</b>	Returns those awards that are currently active. Currently active is defined as a start date today or before, and an end date today or after).
<b>Currently Pending Proposals</b>	Returns those proposals that have been submitted but yet not approved.
<b>Not Funded w/n Period</b>	Returns those proposals that have been not funded during the period you defined.
<b>Pending Proposals w/n Period</b>	Returns those proposals that were pending during any part of the period you defined (they could have been submitted prior to the period).
<b>Proposals for Previous Month</b>	Returns those proposals that were submitted during the previous calendar month.
<b>Proposals Submitted w/n Period</b>	Returns those proposals that were submitted during the period you defined.
<b>Proposals w/n FY</b>	Returns those proposals that were submitted during the current fiscal year.
<b>Proposals w/n Last Year</b>	Returns those proposals that were submitted during the last year (from today's date back one year).
	<b>Note:</b> For all reports requesting both a start and end date (w/n Period notation in the name), the following rules apply: If the begin and end dates are not defined the report will cover the current fiscal year. If the begin date is specified and the end date is not the report will cover from the begin date to the current date.
<b>Report Title</b>	Title you assign to the report. The title must be unique and if the report is being saved, the report title is a mandatory field.
<b>Output</b>	Valid selections from the drop-down list are: Partial Detail (gives basic information) Full Detail Format 1 (gives full detail with PI name at the bottom of each entry), and Full Detail Format 2 (gives full detail with PI name at the top of each entry).
<b>Sort Order</b>	You can define up to three tiers of sorting for all reports. Valid sorting selections from each of the three drop-down lists are: Amount, Award Number, Campus, Chronological Order, College/Unit, Department, Faculty, Function, OSP Number, Reverse Chronological Order, Sponsor, Sponsor Type, Status, and Title.

### Sample Custom Report Parameters

The screenshot shows the 'CUSTOM REPORT MANAGER' interface in a Microsoft Internet Explorer browser window. The browser address bar shows 'https://dev.sims.psu.edu - SIMS Custom Report Manager - Microsoft Internet Explorer'. The interface has two tabs: 'Custom' (selected) and 'Predefined'. Below the tabs is a 'CUSTOM REPORT' section with various search filters. Several filters are circled in red: 'National Science Foundati...' in the Sponsor field, 'Science' in the Faculty dropdown, 'DNA' in the College dropdown, '07/01/2004 to 06/01/2005' in the Period (mm/dd/yyyy) field, and 'All Activity w/n Period' in the Period Type dropdown. At the bottom of the form are three buttons: 'Save', 'Run', and 'Cancel'. The browser's taskbar at the bottom shows the Internet Explorer icon and the text 'Internet'.

**Step 3.**



You may run the report you have before saving it by clicking on Run. The report will be displayed.



## Sample Custom Report Run

**SIMS Report Generated by Thomas Dolby**

Summary: [Statistics](#), [Sponsor](#), [Faculty](#), [College](#), [Department](#)

Displaying 1 to 4 of 4 Records Found.

Total:	<u>Proposals Submitted</u>	<u>Proposals Pending</u>	<u>Awards Received</u>
	<b>4 Totaling \$40,450</b>	<b>0 Totaling \$0</b>	<b>4 Totaling \$39,000</b>

OSP ID	Primary Investigator	Sponsor	College	Department	Campus	Status	Period	Amount	Award Number
91573	Lange	NSF	SC	CHEM	UP	Awarded 06/22/2004	05/01/2004- 07/31/2005	\$ 29,000	Grant MCB-9984129 Amendment No. 007
91812	Pyke	NSF	SC	B M B	UP	Awarded 06/15/2004	03/01/2002- 02/28/2005	\$6,000	Grant MCB-0133826 Amendment

CAREER: Investigations into DNA traits in inherited blindness versus being "Blinded By Science"

### Step 4.

Save

Once you are satisfied with your Custom Report, you can click the “Save” button to store your report for future use.

**Note:** You must enter a title in a report title field to save the Custom Report. You can run the report without a title, but *MUST* have one to Save it.

### Step 5.

Exit

You will now be returned to the Custom Report Manager. A message will be displayed indicating “Report Added.” Click on Exit. The Custom Report will no longer be displayed. When your Welcome Page is refreshed (three to five seconds), the new Custom Report will be listed in the Custom Report drop-down list.

## Saved Report

**CUSTOM REPORT MANAGER**
Science DNA Report

Custom
Predefined

**CUSTOM REPORT**

National Science Foundation	True			False
<small>Sponsor</small>	<small>Hierarchy</small>	<small>Sponsor Location (City/State/Zip)</small>	<small>Sponsor Type</small>	<small>Foreign</small>
Faculty    Projects in College/Department (No Full Credit)				
Credit				
<small>College/Unit</small>	<small>Department</small>			
DNA				
<small>Subject Type</small>	<small>Function Type</small>	<small>Keyword</small>	<small>Department Type</small>	
All	All	All		
<small>Award Type</small>	<small>Special Activity</small>	<small>Action Type</small>	<small>College/Unit ID</small>	
to    07/01/2004 to 06/01/2005				
<small>Award Number</small>	<small>Amount</small>	<small>Period (mm/dd/yyyy)</small>		
All Activity w/n Period				
<small>Agreement Type</small>	<small>Period Type</small>			
Science DNA Report			Partial Detail	
<small>Report Title</small>			Output	
//				
<small>Sort Order</small>				

New
Edit
Delete
Run
Exit

Report Added

**Step 6.** Check to make sure that your report shows up on the Welcome Screen Custom Reports drop-down menu:

Custom Report

- NO REPORT SELECTED -

- NO REPORT SELECTED -

Predefined 1

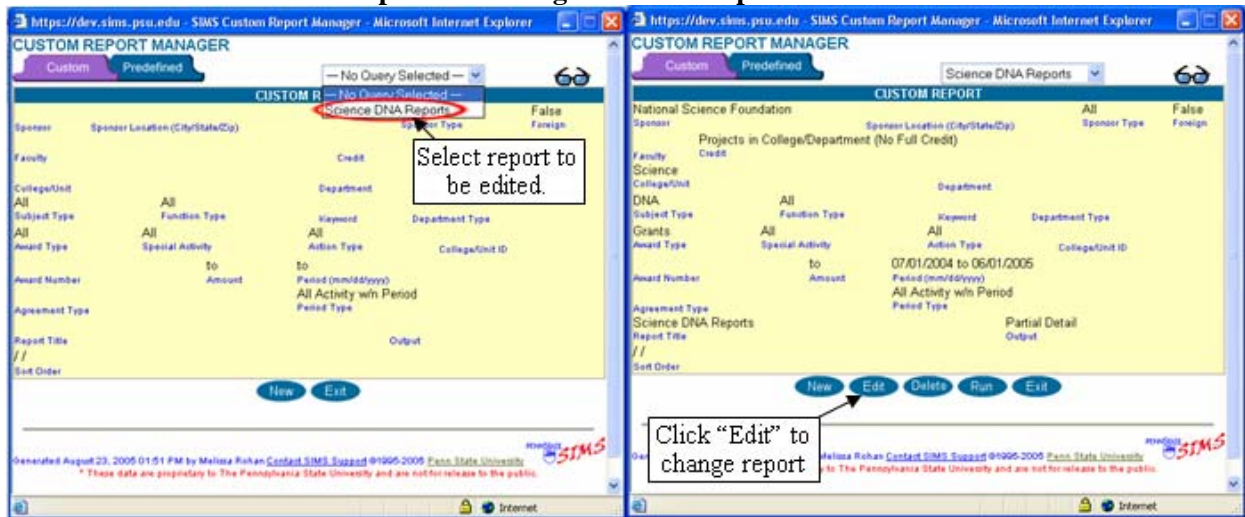
Science DNA Reports

This Year
Last Year

**Editing Custom Reports** Once you have created a custom report, you may need to make changes from time to time. You will also find that you will no longer need a report and wish to remove it from the list.

**Step 1.** After accessing the Custom Report Manager, select the Custom Report you want to edit from the drop down list of previously saved custom reports. The Custom Report you selected will be displayed in "read only" mode.

### Example of Selecting a Custom Report to be Edited



**Step 2.** The previously saved report will appear in the Custom Report Manager. To edit the report, click on Edit. The report will now be "write-enabled." Edit the report as described in the section "Creating a new Custom Report."



To Delete the report, click on Delete. You will be returned to the empty Custom Report Manager window shown at the start of this section.

To Run the report, click on Run. The report will be displayed.

Note: You may also create a new Custom Report from this page by clicking on New.

## Running a Custom Report

**Running the Report** Once you have selected the report and save it, you will want to run the report.

**Step 1.**



From your Welcome Screen select a previously saved Custom Report from the drop-down list.



**Step 2.**



Click Go. The report will be generated.

**Step 3.**



To print the report, click on your browser's print icon. To close the report window, click on the close window button (X in the upper right of the window). To export to Excel, click the icon.

https://dev.sims.psu.edu - Science DNA Reports - Microsoft Internet Explorer

Science DNA Reports

Print the Report

Close the Report

Summary: [Statistics](#), [Sponsor](#), [Faculty](#), [College](#), [Department](#)

Displaying 1 to 4 of 4 Records Found.

Proposals Submitted			Proposals Pending			Awards Received		
Total:	4	Totaling \$40,450	0	Totaling \$0	4	Totaling \$39,000		

OSP ID	Primary Investigator	Sponsor	College	Department	Campus	Status	Period	Amount	Award Number
91573	Lange	NSF	SC	CHEM	UP	Awarded 06/22/2004	05/01/2004- 07/31/2005	\$ 29,000	Grant MCB-9984129 Amendment No. 007
CAREER: Investigations into DNA traits in inherited blindness versus being "Blinded By Science"									
91812	Pyke	NSF	SC	B M B	UP	Awarded 06/15/2004	03/01/2002- 02/28/2005	\$2,000	Grant MCB-0133826 Amendment No. 004

Export the Report

## Reading a Report

**Understanding Reports** Reports can be viewed in several different ways. The default report is a “Full Report”. From there you can sort your report by Sponsor, Faculty, College, Department or Statistics.

If you are running a report based on Faculty Participation, your reports will be based on the portion of money brought in by Faculty within your associated College/Department. A Full Credit report will be based on all money brought in affiliated to your college/department.

### Sample Custom Report

Summary: [Statistics, Sponsor, Faculty, College, Department](#)

Displaying 1 to 4 of 4 Records Found.

<u>Proposals Submitted</u>			<u>Proposals Pending</u>			<u>Awards Received</u>		
<b>Total:</b>	<b>4</b>	<b>Totaling \$40,450</b>	<b>0</b>	<b>Totaling \$0</b>	<b>4</b>	<b>Totaling \$39,000</b>		

OSP ID	Primary Investigator	Sponsor	College	Department	Campus	Status	Period	Amount	Award Number
91573	Lange	NSF	SC	CHEM	UP	Awarded 06/22/2004	05/01/2004- 07/31/2005	\$ 29,000	Grant MCB-9984129 Amendment No. 007
CAREER: Investigations into DNA traits in inherited blindness versus being "Blinded By Science"									
91812	Pyke	NSF	SC	B M B	UP	Awarded 06/15/2004	03/01/2002- 02/28/2005	\$2,000	Grant MCB-0133826 Amendment No. 004

- **Sub-reports** At the top of the report under the title you will see a list of Sub-reports. These Sub-reports are broken down into:
- **Full Report** The Full Report lists the vital information for each Record such as Faculty, Sponsor, OSP number, Amount, Period of Performance, Title, etc.
- **Statistics** A breakdown of various reporting data giving averages, maximums, minimums, and means. Numbers are based on actual award numbers not on Faculty Participation unless otherwise stated.
- **Sponsor** Sorts the report according to Sponsor. Sponsor Fact Sheets are accessible by clicking the “i” icon next to the sponsor. Following each sponsor is the number of proposals; dollar amount of proposals; number of awards; dollar amount of awards.

- 
- **Faculty** Sorts the report according to Faculty. Faculty Fact Sheets are accessible by clicking the “i” icon next to the faculty, provided that the faculty is within your authorized area. Following each faculty is the number of proposals defined by your report constraints, dollar amount of proposals received defined by your report constraints, number of awards defined by your report constraints, dollar amount of awards received defined by your report constraints.
- 
- **College** Sorts the report according to College as defined by your report constraints. Following each college is the number of proposals defined by your report constraints, dollar amount of proposals received defined by your report constraints, number of awards that faculty defined by your report constraints, dollar amount of awards received defined by your report constraints. **Note:** In reports based on Faculty Participation, numbers preceding dollar amounts reflect the number of faculty members in your unit that are listed in the subsequent records, NOT on the actual number of Proposals/Awards.
- 
- **Department** Sorts the report according to Department as defined by your report constraints. Following each department is the number of proposals defined by your report constraints, dollar amount of proposals received defined by your report constraints, number of awards defined by your report constraints, dollar amount of awards received defined by your report constraints. **Note:** In reports based on Faculty Participation, numbers preceding dollar amounts reflect the number of faculty members in your unit that are listed in the subsequent records, NOT on the actual number of Proposals/Awards.
-

## Using Predefined Reports

**Using Predefined Reports** While *SIMS*' Custom Report feature is reasonably flexible, there may be times, due to formatting or query issues, when you can't create the report you require using Custom Reports. *SIMS* addresses this need through Predefined Reports.

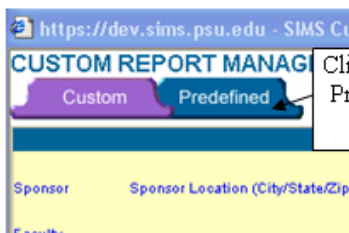
Predefined Reports are managed and accessed through *SIMS*' Custom Report feature. Predefined Reports are created by *SIMS* system administration.

### Creating a Predefined Report

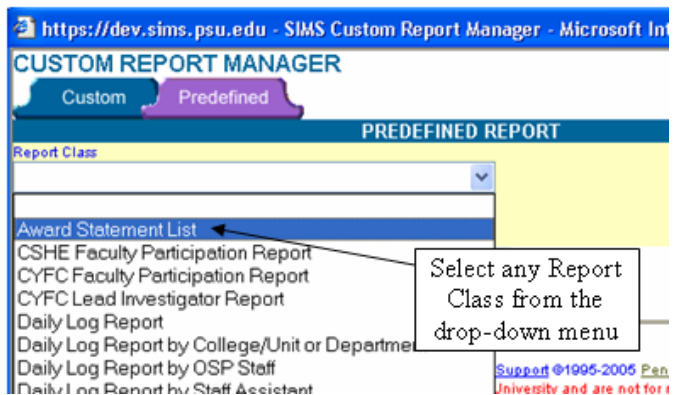
**Step 1.** Access the Custom Report Manager by clicking on the "Edit" link beside the Custom Report on your Welcome Screen or from the Applications Menu (as described in "Defining a Custom Report"). The *SIMS* Custom Report Manager is displayed with the Custom tab active. The page is "read only."

**Step 2.** Click on the Predefined tab to enter the Predefined Report area of the Custom Report Manager.

**Step 3.** Click "New" to begin a new Predefined Report.



**Step 4.** Select a report class from the drop-down list to begin.



**Note:** Predefined reports are specific to user types. If no Predefined Reports are available in your drop-down list, it is because none have been defined for your user type. If you need a Predefined Report created for you, please contact *SIMS* Administration at [SIMSadmin@psu.edu](mailto:SIMSadmin@psu.edu).

**Step 5.** Once the Class is chosen, information blanks (or parameters) that are specific for that class are populated.

**Step 6.** Fill in the appropriate fields needed for your specific report type.

## Sample Predefined Report – Award Statement List

The screenshot shows a web browser window titled "https://dev.sims.psu.edu - SIMS Custom Report Manager - Microsoft Internet Explorer". The main content area is titled "CUSTOM REPORT MANAGER" and has two tabs: "Custom" and "Predefined". The "Predefined" tab is active, and the page is titled "PREDEFINED REPORT".

The form contains the following fields and controls:

- Report Class:** A dropdown menu with "Award Statement List" selected.
- Report Title:** An empty text input field.
- College:** A dropdown menu with "No college has been selected" selected.
- Department:** A dropdown menu.
- Sponsor Type:** A dropdown menu with "All" selected.
- Function Type:** A dropdown menu with "All" selected.
- Award Type:** A dropdown menu with "All" selected.
- Period:** A dropdown menu with "Awards for Current Month" selected.
- Sort Order:** A dropdown menu with a slash (/) selected.

At the bottom of the form are two buttons: "Update" and "Cancel".

At the bottom of the page, there is a footer with the following text:

Generated August 23, 2005 03:28 PM by Melissa Rohan [Contact SIMS Support](#) ©1995-2005 Penn State University  
\* These data are proprietary to The Pennsylvania State University and are not for release to the public.

The footer also includes the text "1 - 1073741824 - 773824" and a logo for "PENNSTATE SIMS".

### Step 7.



Click on Update. You are returned to the Custom Report Manager Predefined tab page.



## To Use a Saved Predefined Report

### Step 1.



From your Welcome Screen select a previously saved Predefined Report from the drop-down list

Custom Report

- NO REPORT SELECTED -

- NO REPORT SELECTED -  
Science DNA Reports  
Science Predefined Report

Y06)  
and home department.

	This Year	Last Year	%
	\$11,118,855	\$8,445,912	+31.65%
	\$113,985	\$15,300	+645.0%
	\$253,532	\$520,890	-51.3%
	\$0	\$0	NA%

### Step 2.



**GO!**

Click on Go! The report will be generated.

### Step 3.



To print the report, click on your browser's print icon. To close the report window, click on the close window button (upper right of the window).

## Quick Reference: Custom Reports and Predefined Reports

<b>Accessing the Custom Report Manager</b>	<ol style="list-style-type: none"><li>1. Click on the Edit button beside the Custom Report box.</li></ol>
<b>Creating a New Custom Report</b>	<ol style="list-style-type: none"><li>1. Click on New.</li></ol>
	<ol style="list-style-type: none"><li>2. Define report search parameters.</li></ol>
	<ol style="list-style-type: none"><li>3. Click on Run.</li></ol>
	<ol style="list-style-type: none"><li>4. If the report is as desired, click Update to save the report.</li></ol>
	<ol style="list-style-type: none"><li>5. Click Exit to leave the custom report screen.</li></ol>
<b>Editing a Custom Report</b>	<ol style="list-style-type: none"><li>1. Access Custom Report Manager. Select a report to edit from the drop-down list.</li></ol>
	<ol style="list-style-type: none"><li>2. Click on Edit or Delete.</li></ol>
<b>Using Predefined Reports</b>	<ol style="list-style-type: none"><li>1. Access the Custom Report Manager.</li></ol>
	<ol style="list-style-type: none"><li>2. Click the Predefined Tab to display the page.</li></ol>
	<ol style="list-style-type: none"><li>3. Click on New</li></ol>
	<ol style="list-style-type: none"><li>4. Select a report class</li></ol>
	<ol style="list-style-type: none"><li>5. Fill in Information blanks populated by Report Class choice</li></ol>
	<ol style="list-style-type: none"><li>6. Name the report in the title field</li></ol>
	<ol style="list-style-type: none"><li>7. Click on Update.</li></ol>
<b>Running a Saved Custom or Predefined Report</b>	<ol style="list-style-type: none"><li>1. Select a previously saved report from the drop-down list on the Welcome Screen.</li></ol>
	<ol style="list-style-type: none"><li>2. Click Go to generate the report</li></ol>
	<ol style="list-style-type: none"><li>3. Print the report using the browser's print icon.</li></ol>

## Chapter 8: Accessing e-Document Images

---

E-Document “files” are currently being created when awards are fully executed. The file contains scanned images of all hardcopy documents in their native electronic format (pdf, doc, xls, etc) when available. *SIMS* now allows users to access documents on-line rather than having to physically get a file for review. E-Document images can be accessed from two different places: the Negotiation Manager and the Award Statement.

---

### In This Chapter:

- Accessing the image
- Viewing the image



**PLEASE NOTE:** We have taken great measures to insure the accuracy of the scanning process. Although we have done this, there may be rare occurrences where the wrong document has been attached to an OSP number, or erroneous documents are included or documents are missing. If you discover such an occurrence, please contact your Team Leader. They will contact *SIMS* Administration directly.


---

## To Access from Negotiation Manager:

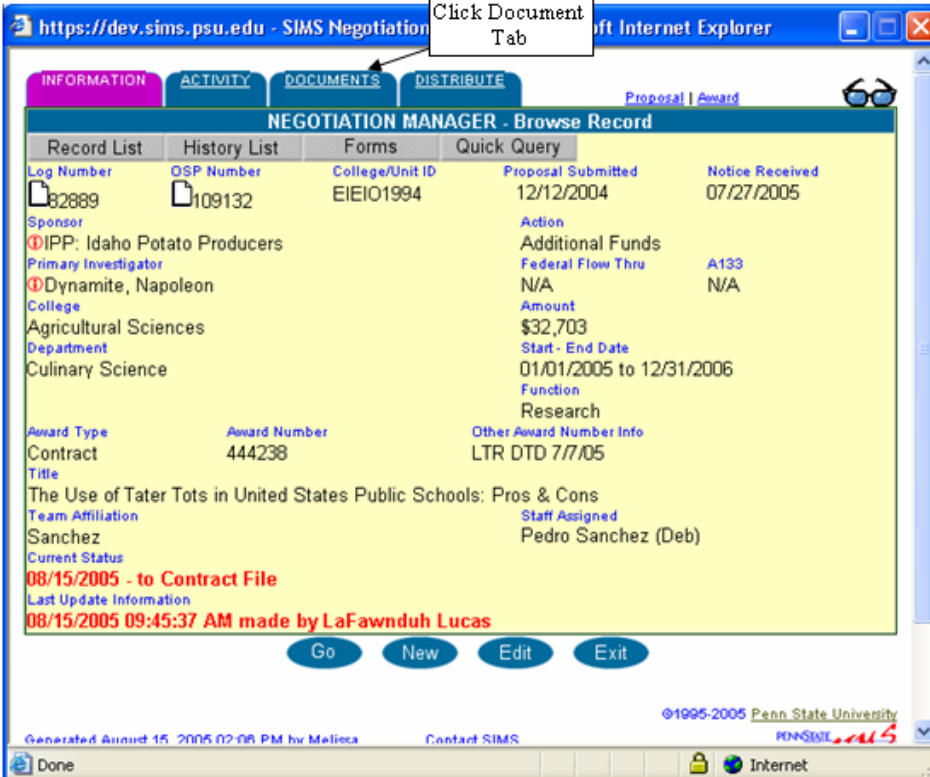
**Step 1.** Access Negotiation Manager using any of the methods described in Chapter 3 of this manual.

**Step 2.** Select the record you are interested in viewing

**Step 3.** Click on “Documents” tab.

 Not all users have access to the “Document” tab. If you feel that you need this functionality but do not currently have access, contact *SIMS* Administration.

**Document Tab Example**



Click Document Tab

https://dev.sims.psu.edu - SIMS Negotiation

INFORMATION ACTIVITY **DOCUMENTS** DISTRIBUTE

NEGOTIATION MANAGER - Browse Record

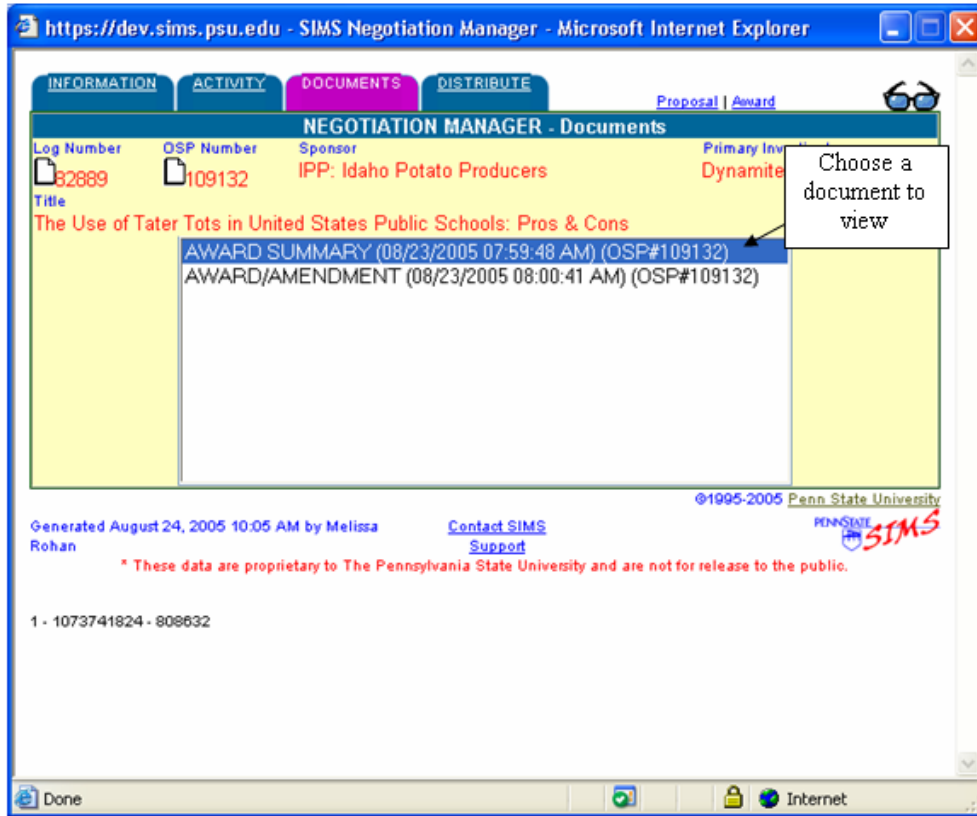
Record List	History List	Forms	Quick Query
Log Number 82889	OSP Number 109132	College/Unit ID EIEIO1994	Proposal Submitted 12/12/2004
Sponsor IPP: Idaho Potato Producers		Notice Received 07/27/2005	
Primary Investigator Dynamite, Napoleon		Action Additional Funds	
College Agricultural Sciences		Federal Flow Thru N/A	
Department Culinary Science		Amount \$32,703	
Award Type Contract		Start - End Date 01/01/2005 to 12/31/2006	
Award Number 444238		Function Research	
Title The Use of Tater Tots in United States Public Schools: Pros & Cons		Other Award Number Info LTR DTD 7/7/05	
Team Affiliation Sanchez		Staff Assigned Pedro Sanchez (Deb)	
Current Status <b>08/15/2005 - to Contract File</b>			
Last Update Information 08/15/2005 09:45:37 AM made by LaFawnduh Lucas			

Go New Edit Exit

©1995-2005 Penn State University  
Generated August 15, 2005 02:06 PM by Malicia Contact SIMS

**Step 4.** A screen will appear with a list of all the images that are associated with that particular document.

## Negotiation Manager Documents

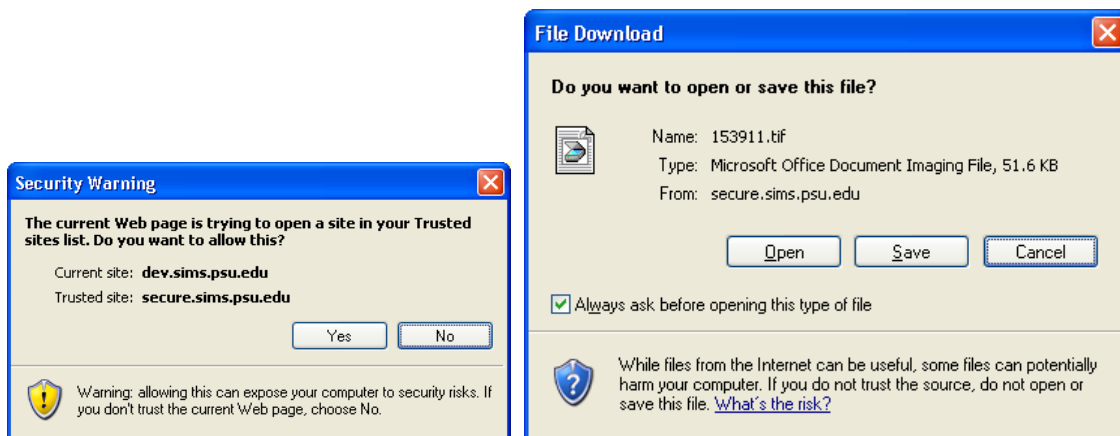


### Step 5.



Click on the document you would like to see. A screen will appear asking you if you would like to open the file or save it to disk. Note: You may also get a security warning first depending on your PC's individual Settings. If so, click Yes to allow access.

## Security Warning Example / File Download Screen



### Step 6.



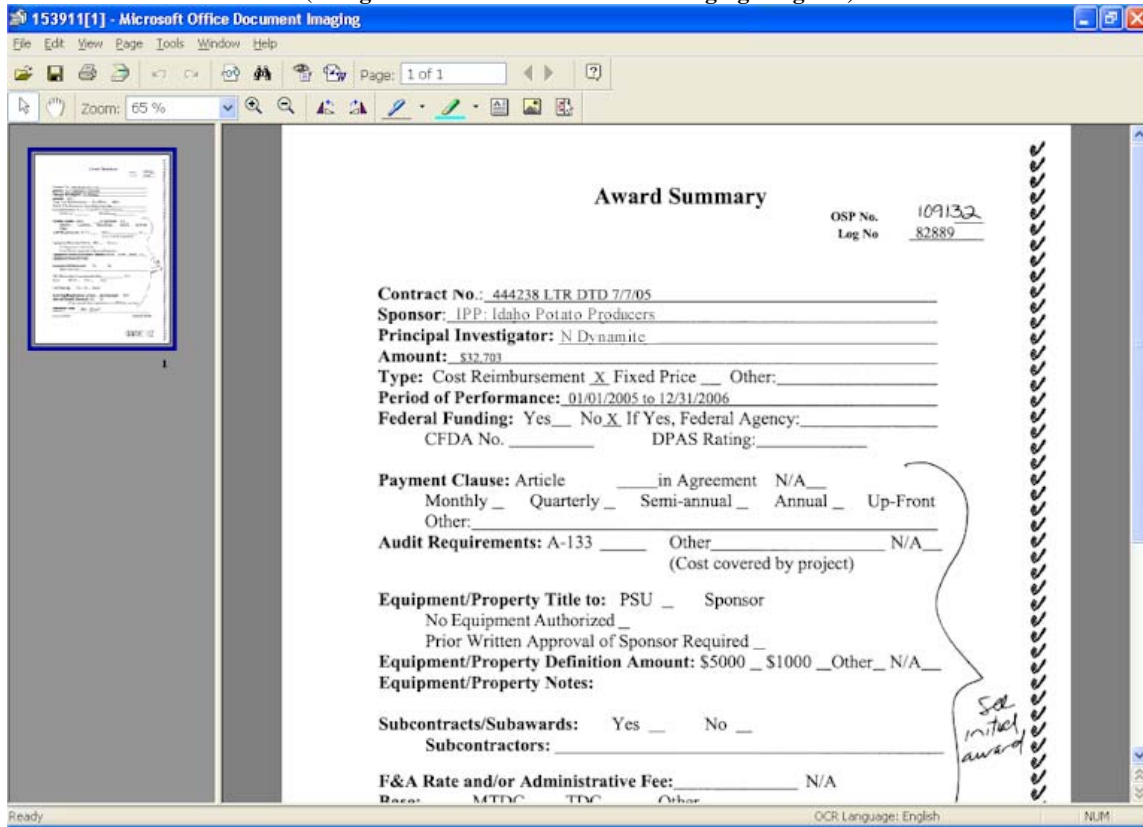
Click "Open" to view the scanned document



**NOTE:** If the above screen does not appear; however another screen appears asking you to choose the program with which to open this file, please see Chapter 1, setting up the image viewer.

**Step 7.** The document will appear. In this example the document appears using the Microsoft Office Document Imaging program.

**Sample Scanned Document View  
(Using Microsoft Office Document Imaging Program)**



## To Access from the Award Statement

---

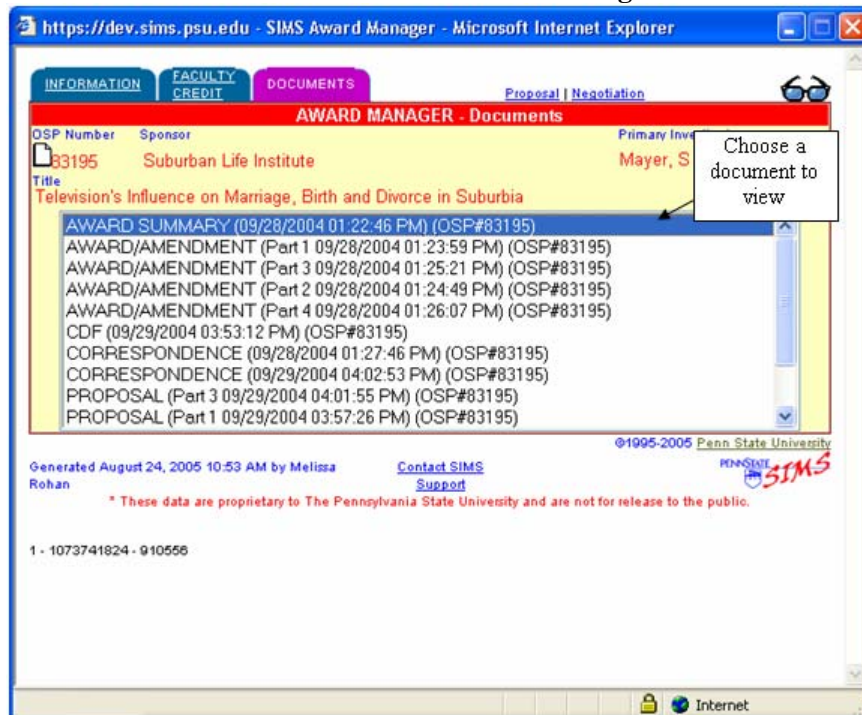
**Step 1.** Access the desired award statement using any of the methods already described in this manual.

---

**Step 2.** Click the “Documents” tab at the top of the page.



### Document Tab in Award Manager



---

**Step 3.** The above screen (which is part of the Statement of Award) will be displayed. Choose the document you would like to view and click on it (the same process as in negotiation manager).

---

**Step 4.** The document will appear after the steps described above.

---

## Quick Reference: Accessing Document Imaging

<b>From Negotiation Manager</b>	1. Access the Negotiation Manager.
	2. Select record.
	3. Click “Documents” tab.
	4. A screen appears with all associated images.
	5. Click on the document you would like to see.
	6. Click “open this file from its current location.”
	7. The document appears.
<b>From Award Statement</b>	1. Access Award Statement.
	2. Click on “Documents” tab.
	3. Click on desired document.
	5. Click on the document you would like to see.
	6. Click “open this file from its current location.”
	7. The document appears.



## Chapter 9: Personal Profile

---

*SIMS*' Personal Profile capability permits you to view and specify many of the display characteristics of the information that you choose to display. Each individual *SIMS* user can set his or her own preferences and these will be used each time *SIMS* is launched or until the preferences are changed.

*SIMS* profiles features are grouped into three categories: Personal, Password and Administrative. Most users have access to the first two categories. Access to Administrative features is restricted to system administrators.

---

### In This Chapter

- Accessing the Personal Profile
  - Changing Personal Settings
  - Changing Your Password
-

## Accessing the Personal Profile

### Accessing the Personal Profile

SIMS' Personal Profile is accessed from your Welcome Screen.

#### Step 1.



Mouse over "Applications" and then click Profile Manager. The Profile Manager Personal tab page is displayed in "read only" mode.



### Sample User Profile

The screenshot shows the SIMS Profile Manager interface in a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://dev.sims.psu.edu> - SIMS Profile Manager - Microsoft Internet Explorer. The interface has three tabs: Personal (selected), Password, and Administrative. Below the tabs is a dropdown menu. The main content area is titled "PROFILE MANAGER" and "Personal Options". It displays the following information for user jpv99:

UserID	Joseph	Paterno
First Name		Last Name
Campus Address	0203 Lasch Football Bldg	
Phone	Campus	
Fax		
College/Unit Affiliation	Office of Corporate Controller	
Funding Opps	Grant & Contract Regs	FIT Lite
Display Records	25	5
Years to Archive		2
Report Font Size	Blue	
Header Color	Green, Light	
Record Separator Color		

At the bottom of the profile information are four buttons: New, Edit, Delete, and Exit. On the right side, there is a user information box showing "Current User: Melissa Rohan" and "Level: Administrator". Below this are several utility buttons: Find Profile, User List, Personalize, and Site Admin. The footer of the page includes the text: "Generated August 24, 2005 11:11 AM by Melissa Rohan Contact SIMS Support @1995-2005 Penn State University" and a disclaimer: "\* These data are proprietary to The Pennsylvania State University and are not for release to the public." The browser's status bar at the bottom shows "Internet".

## Changing Personal Settings

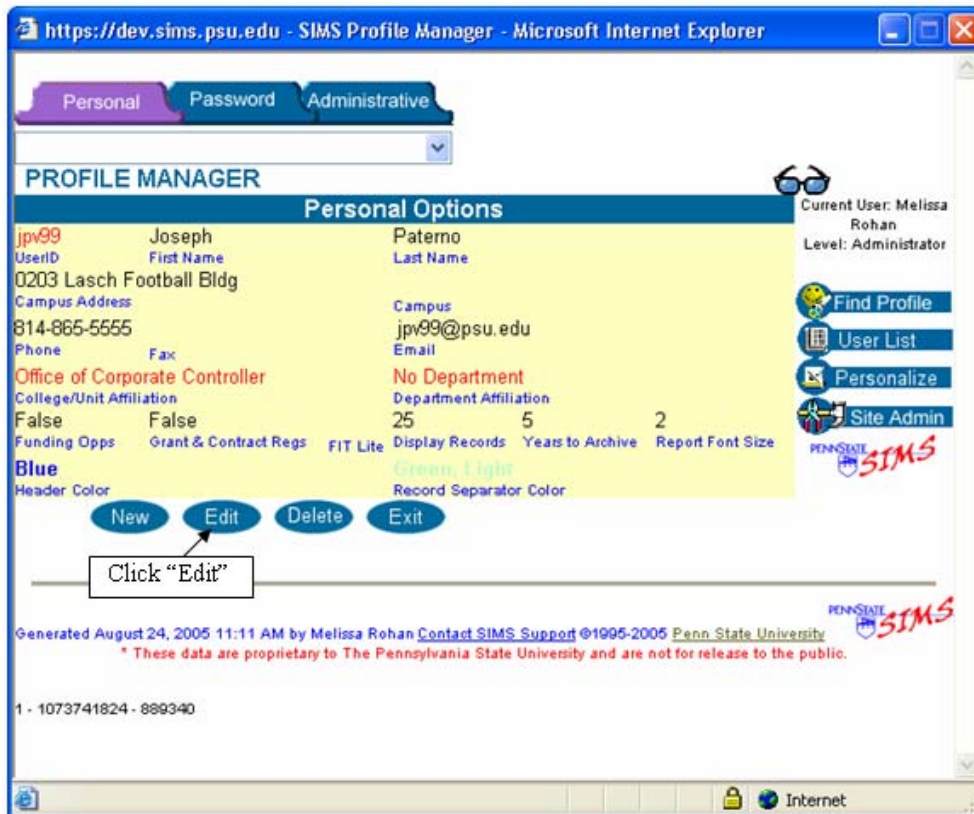
**Editing Settings** User settings contain your contact information and can change access levels to different areas within *SIMS*. Check with your Systems Administrator if you are not sure your settings are correct.

### Step 1.



After accessing the Profile Manager (as described above), click on Edit. The Profile Manager Personal tab page is displayed in "write" mode. When edit is selected, the eye glass icon changes to a pencil icon.

### Edit Profile



### Step 2.

The parameters you may change depend on your work unit. For instance, as a College-level research administrator you cannot reassign your College/Unit Affiliation but you can specify a Department Affiliation. You may edit those fields that are displayed in the light colored boxes. The fields and their descriptions are as follows:

<b>First Name</b>	Free text field.
<b>Last Name</b>	Free text field.
<b>Campus Address</b>	Free text field.
<b>Phone</b>	Free text field.
<b>Fax</b>	Free text field.

<b>Email</b>	Free text field.
<b>College/Unit Affiliation</b>	Drop-down list when available.
<b>Department Affiliation</b>	Drop-down list when available. Only those departments associated with the College/Unit.
<b>Display Records</b>	Defines the number of records that are displayed on each page of reports you generate using Quick Query, Custom Reports, or Predefined Reports (default is 25).
<b>Years to Archive</b>	Defines the number of years of history that are displayed on the Faculty and Sponsor Fact Sheets (default is 5).
<b>Report Font Size</b>	Defines the font size for the reports you generate using Quick Query, Custom Reports, and Predefined Reports. The options are 1 (small sized fonts) and 2 (larger fonts).
<b>Header Color</b>	Drop-down list to define the header color used on your Welcome Screen.
<b>Record Separator Color</b>	Drop-down list to define the record separator color used on all <i>SIMS</i> report windows.

**Step 3.**



Click on Update. The Profile Manager Personal tab will be displayed in "read only" mode and the message **User Profile Updated!** is displayed.



**Step 4.**



Click on Exit. The Profile Manager page closes.

## User Profile in "Edit Mode"

The screenshot shows a web browser window titled "https://dev.sims.psu.edu - SIMS Profile Manager - Microsoft Internet Explorer". The page has three tabs: "Personal" (selected), "Password", and "Administrative". The main heading is "PROFILE MANAGER".

The "Personal Options" section contains the following fields and controls:

- UserID: **jpv99**
- First Name:
- Last Name:
- Campus Address:
- Phone:
- Fax:
- Email:
- College/Unit Affiliation:  Office of Corporate Controller
- Department Affiliation:  No Department
- Funding Opps:
- Grant & Contract Regs:
- FIT Lite:
- Display Records:
- Header Color:
- Record Separator Color:

At the bottom of the form are two buttons: "Update" and "Cancel". A callout box with an arrow pointing to the "Update" button contains the text: "Click 'Update' after you make changes".

Footer information includes: "Generated by Melissa Rohan", "Contact SIMS Support @1995-2005 Penn State University", and "Proprietary to The Pennsylvania State University and are not for release to the public." There is also a "PENN STATE SIMS" logo.

## Changing Your Password

---

**Changing Password**      *SIMS* uses the University's DCE user authentication system. To change your password, go to the Center for Academic Computing's Web site at <http://www.work.psu.edu> and follow the instructions there.

---

## Quick Reference: Personal Profile

<b>Accessing Personal Profile</b>	<ol style="list-style-type: none"><li>1. On your Welcome Screen click on the link named Profile Manager.</li></ol>
<b>Changing Personal Settings</b>	<ol style="list-style-type: none"><li>1. After accessing the Personal Profile, on the Personal tab page, click on Edit.</li></ol>
	<ol style="list-style-type: none"><li>2. Modify your profile parameters.</li></ol>
	<ol style="list-style-type: none"><li>3. Click on Update.</li></ol>
	<ol style="list-style-type: none"><li>4. Click on Exit.</li></ol>
<b>Changing Your Password</b>	<ol style="list-style-type: none"><li>1. Go to <a href="http://www.work.psu.edu">www.work.psu.edu</a> and follow the instructions given on that page.</li></ol>

## Chapter 10: Miscellaneous *SIMS* Procedures

---

We believe that most of the *SIMS* interface is intuitive to users who are familiar with the Web. There is one feature that is not so intuitive; it is explained in this chapter.

---

**In This Chapter** • Using the lookup tool.

---



## Lookup Tool

### Using the Lookup Tool

Many of the search parameters (values) that can be entered into *SIMS* reporting filters can be ambiguous. For instance, there are many matching records for the faculty member name of Smith. Likewise there will be many matching records for the sponsor name of Ford (for instance, Ford Motor Company, Ford Foundation, and Crawford County).

For fields that are potentially ambiguous *SIMS* permits you to lookup and choose the correct value. Fields with the lookup tool capability are designated with the magnifying glass icon.



**Note:** The lookup button is displayed only for those lists that have defined entries. For searches using fields that do not have defined membership (for instance, Title Keyword) the lookup button will not be displayed. If the lookup feature is not used (when it is available) the query will return records where any portion of the field being searched on matches the search string. For instance, search in the Sponsor field on the string "XYZ" will return records containing that string, so, the records returned would include sponsors: XYZ Inc., XYZ Foundation, and ABCXYZ Inc.

### Step 1.



Type in the value you want. In the example it is "COP" for Commonwealth of Pennsylvania.

### Step 2.



Click on the Magnifying Glass icon.

Type desired text and click icon

CUSTOM REPORT MANAGER

Custom Predefined

CUSTOM REPORT

COP

Sponsor

Sponsor Location (City/State/Zip)

Sponsor Type

Foreign

Faculty Participation Awards

Faculty

Credit

Engineering

College

Department

All

All

Subject Type

Function Type

Keyword

Department Type

All

All

All

Award Type

Special Activity

Action Type

College/Unit ID

Award Number

Amount

Period (mm/dd/yyyy)

All Activity w/n Period

Agreement Type

Period Type

Partial Detail

Report Title

Output

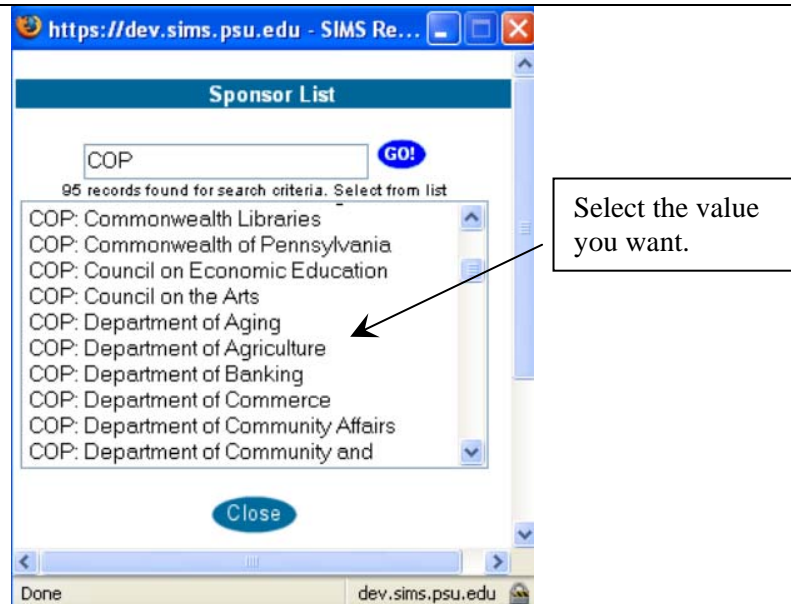
Sort Order

Update Run Cancel

**Step 3.**

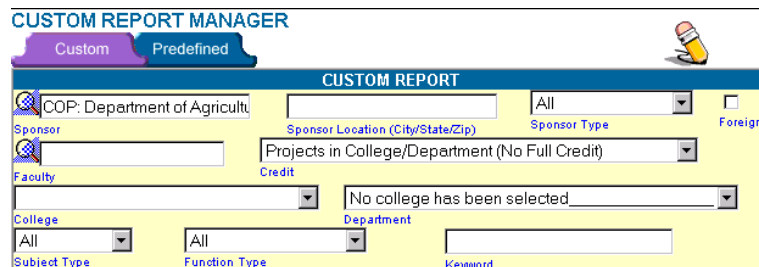


The scrollable lookup list is displayed. Select the value you want (in this case "COP: Department of Agriculture").



**Step 5.**

The value you have selected is entered in the field.



## Quick Reference: Miscellaneous *SIMS* Procedures

### Lookup Tool

1. Type in the value you want to search on.
2. Click on the Magnifying Glass icon.
3. Select the value you want from the scrollable list.
4. The value is entered into the field.