



Adding Additional Fields to an Existing Report or Filter Panel

For a full list of available reports and report guidance visit: <u>https://ramp.gmu.edu/research-reporting/</u>

Selecting and Running the Dossier

Login to <u>MicroStrategy</u>.

Navigate to the following folders: Patriot Reporting > Shared Reports > Research. Open a dossier (stacked blue books icon). This example will use the **Research Awards** dossier.



Make selections in the two Prompts for **Division** (L3) and **Status** (At-Risk, Active, Closed). Select **Run Dossier**.

If summary of your selection Sete Division(s)	
Great Org 13 DV Selected:	
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3. Exclude Transfer Pooled Acct	
This prompt is defaulting to select the exclusion of 78000 pooled account. The account reflects transfer of cash from the avarding unit to	
fund internally funded grants and is used on those projects only. Pooled account 78000 should generally be excluded from Internally Funded internally for the use answer when reports that an excrement disclosed in the report.	
port Message Name: Research Awards	
minore france	



Add an Additional Field to the Report

In the report, if there is a data element needed but not in the report, click the **Datasets Panel** icon.



Search for the desired field. Drag and drop the field into the report. This example has added Keywords to the Awards chapter, by Date Range page in the Research Awards dossier.

■ DATASETS All keywords ×		Awards by Date Range									
✓ Research Award Dataset ✓ In memory	:	Grant Org L3 College- Maj Div	Grant Org	Grant Principal Investigator	Fund	Grant	Fund L5	Award Keywords	Grant Loi Name		
Award Keywords		Total									
 Research Award Keywords In memory No matched object 	:	Col of Visual and Performing Arts	School of Art and Design	Park, Hayon	224147	224147P	Private Industry Contracts	 La	Pounx Education		
Research Award Univ Centers In memory	:	Col of Visual and Performing Arts	School of Art and Design	Barney, Daniel T	224566	224566P	Univ,Assoc,Foreign Entities Grants	"a/r/tography","research creation","walking research"	SSHRC-fu Grant: Lea with the L		
 Finance ITD Research Funds (Prom In memory No matched object 	:	Col of Visual and Performing Arts	CVPA Deans Office	Russell, Donald H	224452	224452P	VA Local Govt Grants	"art","black mobility","displacement"	BLACK DISPLACE AND MOBI IN ARLING COUNTY		
 Research Award HERD Discipline In memory No matched object 	:	Col of Visual and Performing Arts	Veterans and the Arts	Dhokai, Niyati Satish	224493	224493P	VA Local Govt Grants	"Arts", "Community", "Veterans"	City of Ma FY2024 No Profit Gran		
		Col of Visual and	Veterans and the Arts	Dhokai, Niyati Satish	224676	224676P	VA Local Govt Grants	"Arts", "Community", "Veterans"	City of Manassas		



Add an Additional Filter to the Report

The **Datasets Panel** can also be used to search for a field to be added to the filter panel.

Search for the desired field. Drag and drop the field into the filter panel. This example has added Grant to the filter panel.

Awards by Date Range									T HLIER				
All 🗸 grant	Owners								-		Awards		
Research Award Dataset 🗸	Grant Org L3 College-	Grant Org	Grant Principal Investigator	Fund	Grant	Fund L5	Grant Long Name	Grant Short Name	Grant Sponsor	Grant Prime Sponsor	▼ Trxn Date		
Award Grant	Total										From: 5/2	/2002	_
Research Award Keywords	Col of Visual and Performing Arts	School of Art and Design g	Park, Hayon	224147	224147P	Private Industry Contracts	Pounx Education	POUNX/Education	POUNX		To: 2/1	2/2025	
Research Award Univ Centers	Col of Visual and Performin Arts	School of Art and Design g	Barney, Daniel T	224566	224566P	Univ,Assoc,Foreign Entities Grants	SSHRC-funded Grant: Learning with the Land	UBC/Learning with the Land	The University of British Columbia		Award Grant		
Award Grant	Col of Visual and Performing Arts	CVPA Deans Office	Russell, Donald H	224452	224452P	VA Local Govt Grants	BLACK DISPLACEMENT AND MOBILITY IN ARLINGTON COUNTY	Arlington/Black Displace & Mobility	Arlington County				
Award Grant Fund Federal/Non Federal Grant Fund Grant Category	Col of Visual and Performing Arts	Veterans and the Arts g	Dhokai, Niyati Satish	224493	224493P	VA Local Govt Grants	City of Manssas FY2024 Non- Profit Grant	Manassas/FY 24 HPAC	City of Manassas		 Award Amt Does not eq 	~	
 Fund Grant Code Fund Grant Ind 	Col of Visual and Performing Arts	Veterans and I the Arts 9	Dhokai, Niyati Satish	224676	224676P	VA Local Govt Grants	City of Manassas FY 2025 Non-Profit Grant	Manassas/FY25 HPAC	City of Manassas				
Fund Grant/Fund Non-Grant	Col of Visual and Performing	CFA Artist Series g	Godwin, Adrienne Sara Bryant	206573	206573P	Other Federal Grants	Silkroad Ensemble Multi- Year Residency	NEA/Silkroad Ensemble MY- Residency	National Endowment for the Arts		 Grant Org L3 	Colle	
Grant Automatic Carryover	Col of Visual and	HPAC Artist Series	Godwin, Adrienne	206781	206781P	Fed Pass Thru Nonstate	Mid Atlantic Arts Foundation	MAAF/NEA/Cirque Kalabante	Mid Atlantic Arts	National Endowmer	 Grant Org (1 	92)	
Grant Co-Investigator 02 Name	Performing Arts	9	Sara Bryant			Grants(0301)	ArtsCONNECT Grant - Cirque Kalabante		Foundation	for the Art (NEA)	 Grant Princip 	al Inve	
	Costello	Marketing	Altug,	224301	224301P	GMU Foundation	GMUF/CRT	GMUF/CRT	George				

If the desired field to add cannot be found, either the wording being used to search is incorrect or the field needs to be requested to be added to the existing dossier dataset.

Please contact Kimberly Maze (<u>kmaze@gmu.edu</u>) in the Office of Sponsored Programs for assistance.