



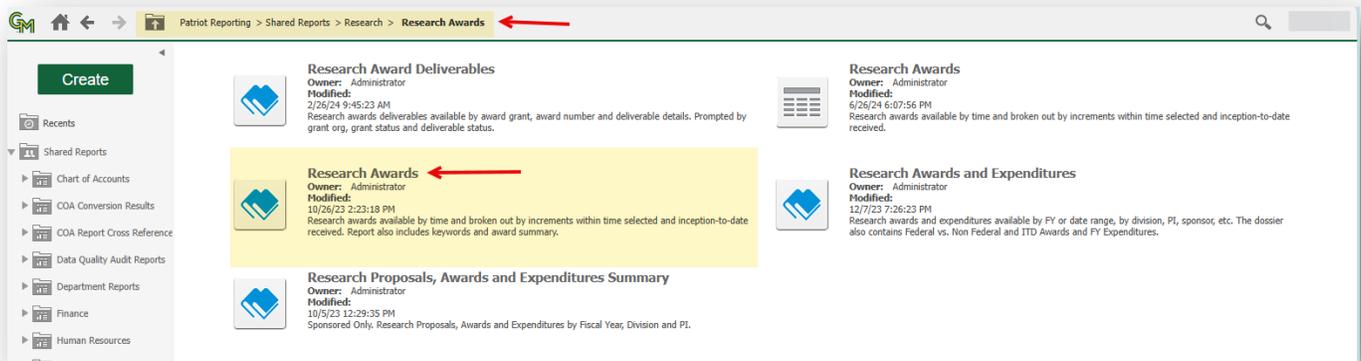
**Adding Additional Fields to an Existing Report or Filter Panel**

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

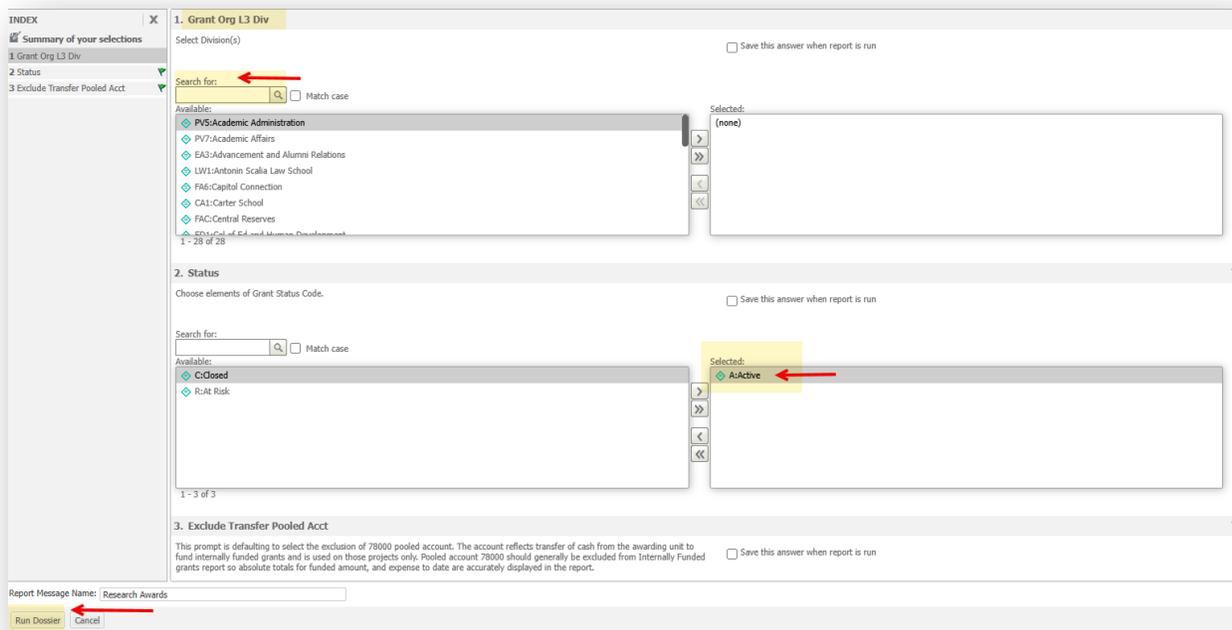
**Selecting and Running the Dossier**

Login to [MicroStrategy](#).

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.

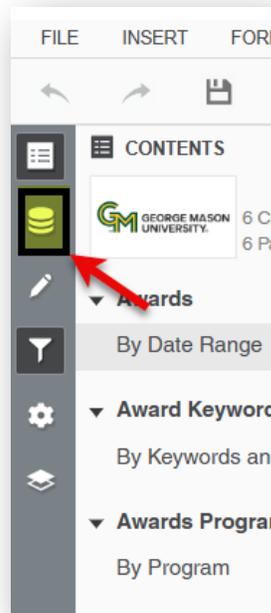


Make selections in the two Prompts for **Division (L3)** and **Status (At-Risk, Active, Closed)**.  
Select **Run Dossier**.



## 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

- Research Award Dataset
  - Award **Keywords**
- Research Award Keywords
  - No matched object
- Research Award Univ Centers
  - No matched object
- Finance ITD Research Funds (Prom...
  - No matched object
- Research Award HERD Discipline
  - No matched object

Awards by Date Range							
Grant Org L3 College-Maj Div	Grant Org	Grant Principal Investigator	Fund	Grant	Fund L5	Award Keywords	Grant Loc Name
<b>Total</b>							
Col of Visual and Performing Arts	School of Art and Design	Park, Hayon	224147	224147P	Private Industry Contracts	---	Pounx Education
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-fur Grant: Lea with the L
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
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 Performing Arts	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.

The screenshot shows the 'Awards by Date Range' report interface. On the left, the 'DATASETS' panel has a search bar containing 'grant'. Below it, several dataset categories are listed, including 'Research Award Dataset', 'Research Award Keywords', 'Research Award Univ Centers', and 'Finance ITD Research Funds'. The 'Award Grant' field is highlighted in yellow in the 'Research Award Dataset' section. The main table displays columns for Grant Org L3, Grant Org, Grant Principal Investigator, Fund, Grant, Fund L5, Grant Long Name, Grant Short Name, Grant Sponsor, and Grant Prime Sponsor. The 'FILTER' panel on the right shows the 'Award Grant' field added to the filter criteria, with a search bar and a dropdown menu.

Grant Org L3	Grant Org	Grant Principal Investigator	Fund	Grant	Fund L5	Grant Long Name	Grant Short Name	Grant Sponsor	Grant Prime Sponsor
Total									
Col of Visual and Performing Arts	School of Art and Design	Park, Hayon	224147	224147P	Private Industry Contracts	Pounx Education	POUNX/Education	POUNX	
Col of Visual and Performing Arts	School of Art and Design	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	
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	
Col of Visual and Performing Arts	Veterans and the Arts	Dhokai, Niyati Satish	224493	224493P	VA Local Govt Grants	City of Manassas FY2024 Non-Profit Grant	Manassas/FY 24 HPAC	City of Manassas	
Col of Visual and Performing Arts	Veterans and the Arts	Dhokai, Niyati Satish	224676	224676P	VA Local Govt Grants	City of Manassas FY 2025 Non-Profit Grant	Manassas/FY25 HPAC	City of Manassas	
Col of Visual and Performing Arts	CFA Artist Series	Godwin, Adrienne Sara Bryant	206573	206573P	Other Federal Grants	Silkroad Ensemble Multi-Year Residency	NEA/Silkroad Ensemble MY-Residency	National Endowment for the Arts (NEA)	
Col of Visual and Performing Arts	HPAC Artist Series	Godwin, Adrienne Sara Bryant	206781	206781P	Fed Pass Thru Nonstate Grants(0301)	Mid Atlantic Arts Foundation ArtsCONNECT Grant - Cirque Kalabante	MAAF/NEA/Cirque Kalabante	Mid Atlantic Arts Foundation	National Endowment for the Art (NEA)
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 ([kmaze@gmu.edu](mailto:kmaze@gmu.edu)) in the Office of Sponsored Programs for assistance.