

Awards and Pending Proposals Reports

MIT Cognos report on Awards and Institute Proposals in Quali Coeus

The **Awards and Pending Proposals Reports** are available via the MIT Cognos website reports.mit.edu (requires MIT Touchstone authentication and roles to View Institute Proposal KC and View Award KC).

Note: Firefox is the recommended browser (Safari limits download options).

1. Go to reports.mit.edu and log in with via *Touchstone*.
2. Choose **IBM Cognos content**, then navigate the *Public Folders* to **School & Area Reports**. Subfolders are listed alphabetically, so click the **Next Page** icon  to navigate to **Research Administration Services (RAS)**. Click to open the **Awards and Pending Proposals** sub-folder and then click the **Awards & Pending Proposals** link to launch the report.



3. Cognos will prompt you with a form to search for and select the person(s) for the report:

1. In the **Search** field, enter the person's *last name* or *last name, first name*. By default, the search option is set to "Starts with any of these keywords" so your search may be truncated to just the first few letters of the last name.
2. Click the **Options** link for additional searching options, such as "Contains any of these keyword".
3. Click the **Search** button.
4. From the search **Results** panel, select the person(s) you wish to include in the report.
5. Click the **Insert**  button.
The name of the selected person(s) should appear in the **Choice** panel. If any name was added in error, select the name and click the  **Remove** button.

Select which reports you'd like to run

- In the lower left of the screen, you are prompted to select which reports you'd like to run by selecting the checkbox for one or more of the following reports"
 - Active Awards
 - Closed Awards
 - Award Sponsor Contacts
 - Pending Proposals
- You may click links to **Select all** or **Deselect all** reports.

- At the bottom of the screen, click the **Finish** button to run the report.

Cognos processes the report using the person(s) you selected. When complete, the report will display in the web browser. You may need to scroll to the right to view the entire report. At the top-left of the report, please find the **Data Notes** and **Person Role Key**. **Download Instructions** appear just below in a shaded box. **Definitions** for Award totals cited in the report displays in the upper right section of the screen. At the bottom of the screen, click Page Down to view different sections of the report. [Top](#) [Page up](#) [Page down](#) [Bottom](#)

- Click the menu bar, click the HTML icon to select **Excel 2007 format** to View/Download (csv format will not export full report data at this time).

Data Notes
Data pulled on: Jul 13, 2021 12:56:17 PM
Data based on Award Status; looks at any Award Status not equal to Closed, Inactive, or Terminated
Data based on Person Name; looks at any awards where this person is a PI, Co-I, MPI, or KP: **Boydén, Edward**
Includes both parent and child awards
Excludes Sponsor Code = 009990 (Accounts Cancelled)
Excludes Award Types = Consortium Membership, Budget Office WBS
For dollar amount, use Ant Distributable Amount or Obli Distributable Amt since there are parent and child awards from the same award structure in the data; Ant = Anticipated, Obli = Obligated

Person Role Key

Person Role	Description
PI	Principal Investigator
COI	Co-Investigator
MPI	Multiple PI
KP	Key Person

Download Instructions: To download as a spreadsheet with formatting, please select the icon of a page with 'HTML' on it, in the upper right corner of your screen (to the left of 'Add this report') and then select "View in Excel Options" and then "View in Excel 2007 Format" option from the dropdown.

Definitions

Ant Total Amount
Anticipated Total Amount; The total value of the award, including any funds distributed to child awards/accounts; The funds that MIT is expecting to receive over the life of the award from a sponsor including option periods/project phases not yet exercised by the sponsor. (Does not feed to SAP.)

Obli Total Amount
Obligated Total Amount; The amount of funding that MIT has been authorized by a sponsor to spend (and bill/invoice) through the current Obligated End/Expiration Date (Same as SAP end date), including any funds distributed to child awards/accounts. (Feeds to SAP.)

Ant Distributable Amount
Anticipated Distributable Amount; Anticipated Amount for a specific account/award, excluding funds distributed to any child accounts; The amount of funds that MIT expects can be used in a given account over the entire life of the award; if you sum all of the Anticipated Distributable amounts in a single award hierarchy structure, it equals the Anticipated Total of the parent account. This includes option periods/project phases not yet exercised by the sponsor. (Does not feed to SAP.)

Obli Distributable Amount
Obligated Distributable Amount; The amount available for a specific WBS account/award, excluding funds distributed to any child accounts; The amount of authorized funds that can be used in a given account through the current Obligated End/Expiration Date (Same as SAP end date); if you sum all of the Obligated Distributable amounts in a single award hierarchy structure, it equals the Obligated Total of the parent account; Authorized Total Amount in SAP is similar to the Obligated Distributable Amount, plus any Cost Sharing in the award. (Feeds to SAP.)

MIT Award Number	Account Number	Sponsor Award Number	Award Status	Award Type	Sponsor Name	Sponsor Code	Sponsor Type	Prime Sponsor Name	Prime Sponsor Code	Prime Sponsor Type	Lead Unit ID	Lead Unit Name	Title	PI Name	Award Effective Date	Final Expiration Date	Person Role	Person Name	Home Unit	Anticipated Distributable Amount	Obligated Distributable Amount	Anticipated Total Amount	Obligated Total Amount
01	000000	000000000000	Active	Contract	Cancer Research UK	101843	Foreign Private Non-Profit	Not Applicable	N/A	N/A	400600	h	IMAX, Imaging and Molecular Annotation of Xenografts and Tumors		05/01/2017	04/30/2023	PI			10	0		
03	000000	000000000000	Active	Grant	NH	000340	Federal	Not Applicable	N/A	N/A	400600	h	Fab E: Fast Volumetric Imaging Scope		05/01/2018	03/31/2022	PI			10	0		
01	000000	000000000000	Active	Grant	NH	000340	Federal	Not Applicable	N/A	N/A	400600	h	High-Performance Imaging Through Scattering Living Tissue		09/01/2017	07/31/2021	PI			9	9		
03	000000	000000000000	Active	Grant	NH	000340	Federal	Not Applicable	N/A	N/A	400600	h	Fab E: AD-LLSM Microscopy		03/01/2018	07/31/2021	PI			10,900.00	10,900.00	10,900.00	10,900.00

For technical issues using Cognos at MIT, please contact the IS&T Service Desk servicedesk@mit.edu

For support and questions related to the **Awards and Pending Proposals** report or sponsor requirements for reporting current and pending/other support, please email the Research Administration Education & Support team at ra-help@mit.edu or you [RAS Contract Administrator](#)