

## Utilizing DWQuery Data for Current/Pending Support:

DWQuery can provide reports on proposal and award data to assist in the creation of a Current/Pending Support document for a researcher. The data in DWQuery only shows the applicable proposals & awards where the researcher is listed as the Principal Investigator; the data does *not* show any results where they may have served in other roles such as Co-Investigator or Other Senior Personnel.

This quick guide is meant to provide you with instructions on how to run simple data queries, as well as utilizing specific data elements to provide you with reports that are useful to your needs. Areas covered in this guide will be:

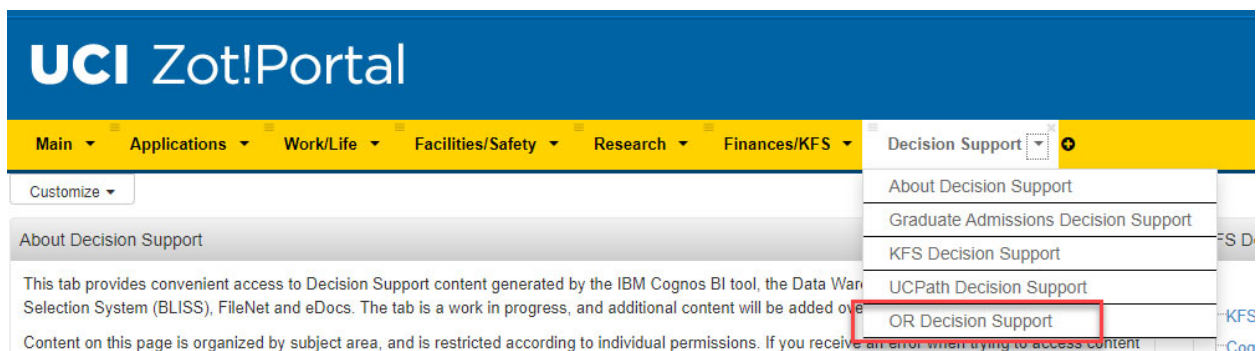
- A. How to run a report on Proposal or Award Data
- B. How to use the Award End Date data element to find 'active' awards
- C. How to use the Status Description data element to find 'pending' proposals

If you need further assistance is running reports in DWQuery, please feel free to contact the ERA team at [era@research.uci.edu](mailto:era@research.uci.edu).

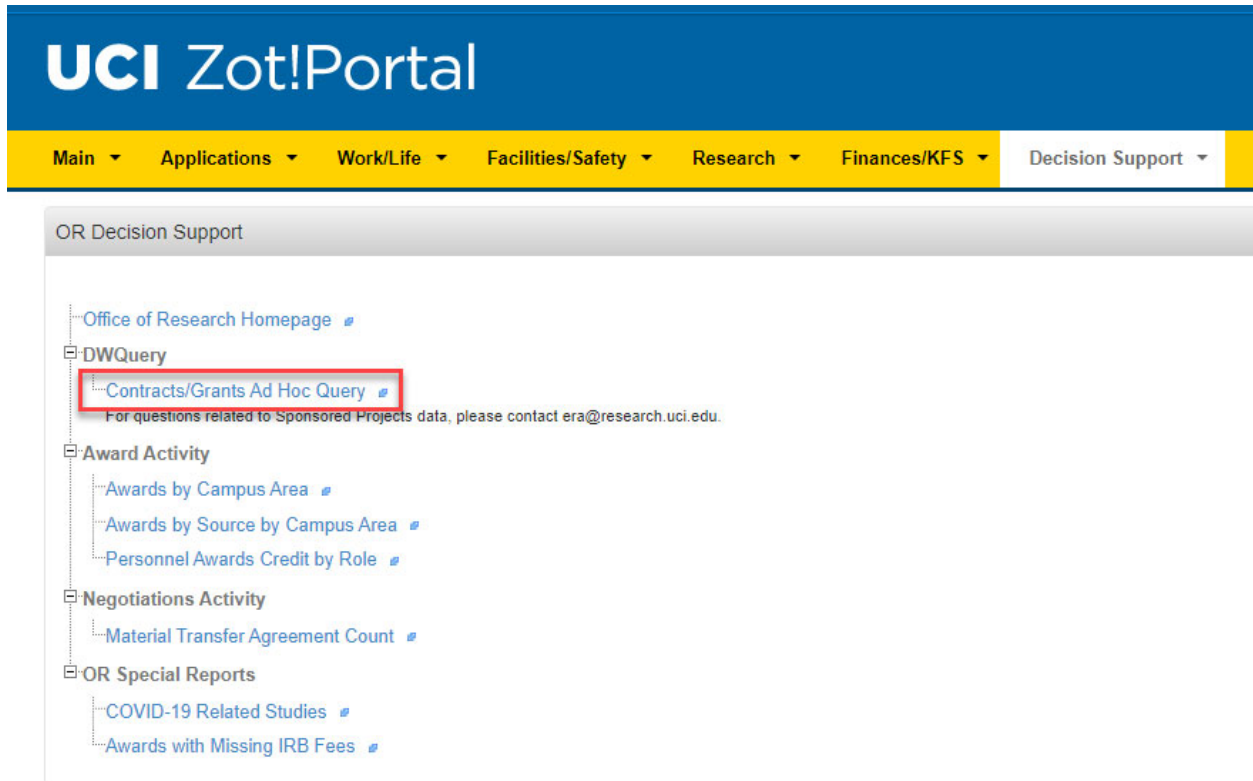
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### **A. To run a report on Proposal or Award Data:**

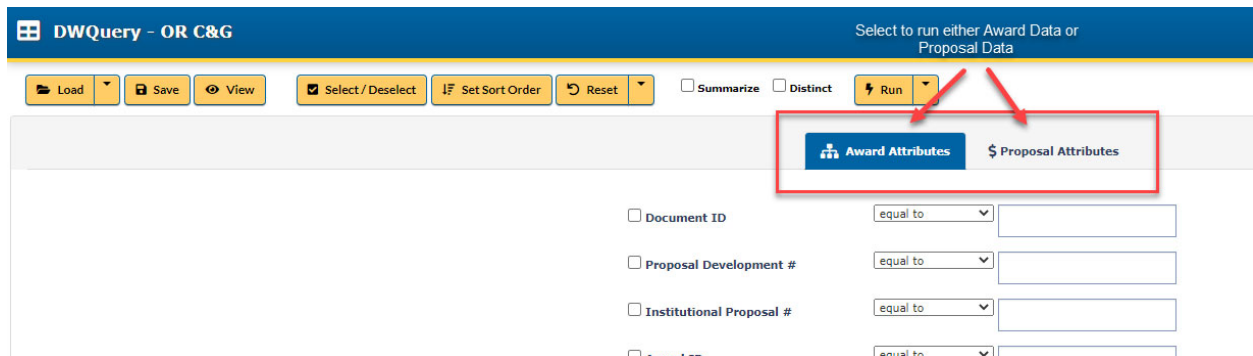
- 1) Log in to ZotPortal: <https://portal.uci.edu/uPortal/f/welcome/normal/render.uP> using your UCI Net ID and password.
- 2) Once logged in, navigate to the Decision Support tab, and select "OR Decision Support":



- 3) On the OR Decision Support page, select “Contracts/Grants Ad Hoc Query” – this will take you to the DWQuery reporting system:



- 4) In DWQuery, you can run reports on either Award Data or Proposal Data. The selected data set will be highlighted in blue:



5) Once you've chosen which data set you want to run a query in, check the box(es) for the data elements of the report that you want included. Alternatively, you could also just click "Select / Deselect" to choose them all:

DWQuery - OR C&G

Load Save View **Select / Deselect** Set Sort Order Reset Summarize Distinct Run

Click here to Select All **Award Attributes** Proposal Attributes

<input type="checkbox"/> Document ID	equal to	<input type="text"/>	
<input type="checkbox"/> Proposal Development #	equal to	<input type="text"/>	
<input type="checkbox"/> Institutional Proposal #	equal to	<input type="text"/>	
<input type="checkbox"/> Award ID	equal to	<input type="text"/>	
<input type="checkbox"/> Sponsor Award ID	equal to	<input type="text"/>	
<input type="checkbox"/> Modification ID	equal to	<input type="text"/>	
<input type="checkbox"/> Version Number	equal to	<input type="text"/>	
<input type="checkbox"/> Award PI Last Name	equal to	<input type="text"/>	
<input type="checkbox"/> Award PI First Name	equal to	<input type="text"/>	
<input type="checkbox"/> Award PI Campus ID	equal to	<input type="text"/>	
<input type="checkbox"/> Award Account Number	equal to	<input type="text"/>	
<input type="checkbox"/> Award Fund Number	equal to	<input type="text"/>	
<input type="checkbox"/> Award Lead Unit Code	equal to	<input type="text"/>	List <input type="checkbox"/> Include Title
<input type="checkbox"/> Award School Name	equal to	<input type="text"/>	List
<input type="checkbox"/> Award Sponsor Code	equal to	<input type="text"/>	List <input type="checkbox"/> Include Title
<input type="checkbox"/> Award Sponsor Category Code	equal to	<input type="text"/>	List <input type="checkbox"/> Include Title
<input type="checkbox"/> Award Prime Sponsor Code	equal to	<input type="text"/>	List <input type="checkbox"/> Include Title

- 6) To find data for a specific researcher, you can narrow down the search to a specific person by including their first and/or last name:

The screenshot shows the 'Award Attributes' section of the DWQuery - OR C&G interface. The 'Run' dropdown menu is set to 'Download Excel'. The search filters are as follows:

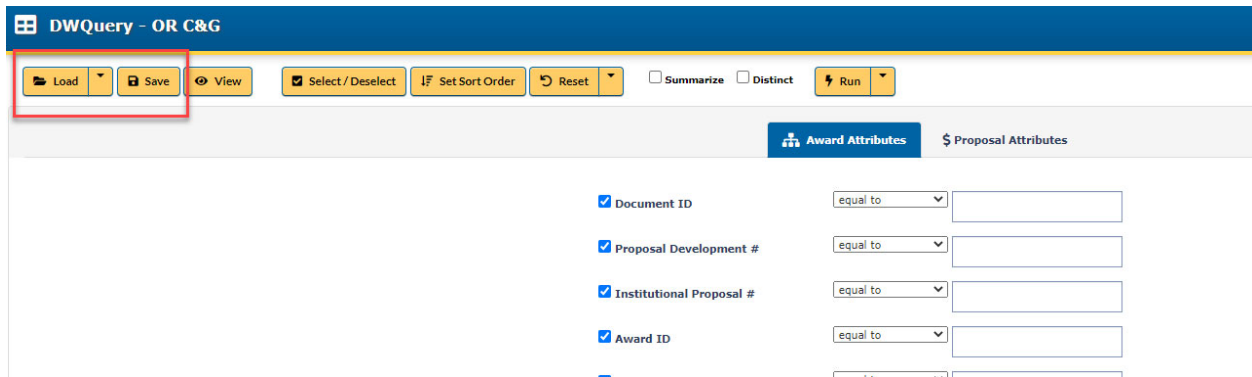
Field	Operator	Value
Document ID	equal to	
Proposal Development #	equal to	
Institutional Proposal #	equal to	
Award ID	equal to	
Sponsor Award ID	equal to	
Modification ID	equal to	
Version Number	equal to	
Award PI Last Name	equal to	Anteater
Award PI First Name	equal to	Peter
Award PI Campus ID	equal to	

- 7) Once all the data elements you want in your report are selected, click the Run dropdown, and select "Download Excel" – this will download the report into an Excel Spreadsheet format:

The screenshot shows the 'Run' dropdown menu open, with 'Download Excel' selected. A red arrow points to the 'Run' dropdown, and a red box highlights the 'Download Excel' option. The search filters are the same as in the previous screenshot.

- 8) Once the report is downloaded and opened in Excel, you can work through the data, manipulating the fields as needed for your analysis.

- 9) There is an option to save the query that you just ran so that you can run the same report over and over at a future time without having to go through data element selection process each time. To do so, click Save in the upper left corner and then name the Query. The next time you want to run the same report, select “Load,” then select your saved query and then run the report:



## B. How to use the Award End Date data element to find ‘active’ awards

- 1) If you want to find ‘active’ awards, you can utilize the qualifier functions in the Award End Date data element to specify a particular period to pull data from. An ‘active’ award is defined as a project that has not expired or concluded and has an Award End Date in the future (relative to when you are running the report).
- 2) To utilize the qualifier function, first select the data elements you want included in your report as described in Part A above. Next, in the Award End Date data element, click the dropdown to choose from different qualifiers available to specify data to narrow down or filter out records:

The screenshot shows the Award Attributes section of the interface. It lists five data elements, each with a checked checkbox, a label, a dropdown menu, and an empty text input field. The 'Award End Date' row is highlighted in yellow, and its dropdown menu is open, showing a list of options. A red square highlights the dropdown arrow on the 'Award End Date' row.

<input checked="" type="checkbox"/>	Award Project Title	equal to	
<input checked="" type="checkbox"/>	Award Start Date	equal to	
<input checked="" type="checkbox"/>	Award End Date	equal to	
<input checked="" type="checkbox"/>	Award Finalize Date	equal to	
<input checked="" type="checkbox"/>	Award Obligated Direct Cost	equal to	

3) You will see different qualifiers available to choose from. To find 'active' awards, you want to select the greater than or equal to symbol (" $\geq$ "):

A screenshot of a search filter interface. On the left, there are six filter items, each with a checked checkbox: 'Award Start Date', 'Award End Date', 'Award Finalize Date', 'Award Obligated Direct Cost', 'Award Obligated F&A Cost', and 'Award Obligated Total Cost'. To the right of each item is a dropdown menu and a text input field. The 'Award End Date' row is highlighted in yellow. Its dropdown menu is open, showing a list of qualifiers. The '>=' option is highlighted with a red box. Other options in the dropdown include 'equal to', '<', '>', 'not equal to', 'pattern with case', 'pattern wo/case', 'sounds like', 'starts with', 'between', 'list of values', and 'advanced'. The text input field for 'Award End Date' is empty.

4) Then enter the date in which you want the report to pull data from. To find 'active' awards, you would want to enter the current date:

A screenshot of the search filter interface. The 'Award End Date' row is highlighted in yellow. The dropdown menu for this row is set to '>=' and the text input field contains the date '07/01/2021'. Other filter items are visible but not highlighted: 'Award Project Title' (equal to), 'Award Start Date' (equal to), 'Award Finalize Date' (equal to), and 'Award Obligated Direct Cost' (equal to).

In the example above, the system would pull records where the Award End Date was 07/01/2021 onward. Any records where the Award End Date was prior to 06/30/2021 would *not* be included.

5) Continue with running the report and downloading it into an Excel spreadsheet for further analysis.

### C. How to use the Status Description data element to find 'pending' proposals

1) If you want to find 'pending' proposals, you can utilize the qualifier functions in the Status Description data element in the Proposal report to specify what proposal data to pull. A 'pending' proposal is defined as a proposal application where the University has *not* received any funding decision yet. A 'pending' proposal could still be under review with the Sponsor agency.

2) To utilize the qualifier function, first select the data elements in the proposal report that you want included in your report as described in Part A above. Next, in the Status Description data element, you are presented with a list of available statuses to choose from:

<input checked="" type="checkbox"/> <b>Proposal Funded Flag</b>	list of values	[Y] Yes [N] No
<input checked="" type="checkbox"/> <b>Status Description</b>	list of values	Deactivated Funded Held for Funds Availability Pending Rejected Void Withdrawn Do Not Use -- Revision Requ
<input checked="" type="checkbox"/> <b>Subaward Flag</b>	list of values	[Y] Yes [N] No

3) To find 'pending' proposals, select "Pending" from the list of values:

<input checked="" type="checkbox"/> <b>Proposal Funded Flag</b>	list of values	[Y] Yes [N] No
<input checked="" type="checkbox"/> <b>Status Description</b>	list of values	Deactivated Funded Held for Funds Availability Pending Rejected Void Withdrawn Do Not Use -- Revision Requ
<input checked="" type="checkbox"/> <b>Subaward Flag</b>	list of values	[Y] Yes [N] No

Here are the definitions of the values available in the Status Description field:

- Deactivated: a specified period of time has passed with no funding decision being provided by the sponsor. Funding for this application is highly unlikely
- Funded: this proposal has been funded/awarded
- Held for Funds Availability: this status is currently not used
- Pending: a funding decision from the sponsor has not been provided to the Office of Research
- Rejected: the Sponsor has provided official notice that the application will not be funded
- Withdrawn: the proposal submission was withdrawn from consideration

4) Continue with running the report and downloading it into an Excel spreadsheet for further analysis.