Quick Search

Institution ID
Type any complete institution ID number associated with a project and return one project record displaying information reflecting the most advanced phase of the project lifecycle. Click the magnifying glass or push ‘Enter’ to run the search.

Examples:

- **For an active award that has an assigned Banner Grant Code:**
  Enter a Banner Grant Code, Award ID, Institutional Proposal (IP) #, or Proposal Transmittal #

- **For a pending award yet to be assigned a Banner Grant Code**
  Enter an Award ID, Institutional Proposal (IP) #, or Proposal Transmittal #

- **For a proposal that is pending with a sponsor**
  Enter an Institutional Proposal (IP) # or Proposal Transmittal #

- **For a proposal that is currently in development prior to submission to the central office**
  Enter a Proposal Transmittal #

Notes, Tips, and Tricks:

- Sponsor assigned ID numbers and institution subaward IDs will not return results in this field
- To search for a subaward you can…
  - Enter the institution ID of the prime award and click the subaward icon for a list
  - Use the ‘Subawards’ search tab
Investigator
Type the name, UIN or netID of an investigator for whom you have permissions to view their portfolio, select the correct name from the pick list and click the magnifying glass or push ‘Enter.’

Notes, Tips, and Tricks:
> First names will **NOT** correctly populate the pick list. Must use last name, UIN or netID
> A name search will work as an automatic wildcard search—partial last names **will** begin to populate the pick list with no asterisk required
> Only accepts and investigator’s **complete** UIN or netID
> Includes results if the investigator’s role is listed as PI, PI (Contact), Multiple PI, co-PI, or co-I. Searching by someone with a “Key Person” role on a project will **NOT** return results.
**Lead Unit**

Begin typing either a unit name or org code, select the correct unit from the pick list and click the magnifying glass or push ‘Enter.’

**Notes, Tips, and Tricks:**

- This field is an automatic wildcard search and accepts partial entries for both unit name and org code with no asterisk required
- Selecting a 3-digit org code from the pick list will return results from all 6-digit orgs beneath it in the unit hierarchy
- *Example:* Searching for “1-934” will return results for 1-934, 1-934000, 1-934001
- Lead Unit filter will not affect results since the initial search only looks at projects where the selected unit is lead
**Sponsor**

Begin typing the name or acronym, select the correct option from the pick list and click the magnifying glass or push ‘Enter.’

**Notes, Tips, and Tricks:**

> This field is an automatic wildcard search and accepts partial entries for both sponsor name and acronym with no asterisk required

> Notable sponsor acronyms are now included, but this is more effective for some than others (e.g., must scroll to find NSF, but UCLA pops up immediately)

> For additional help locating a sponsor by name, [click here](#).

> This field searches by both the Sponsor and Prime Sponsor, but only the direct sponsor will show in the results. Projects returned based on the Prime Sponsor will display with an asterisk

🌟 Georgetown University

🌟 Note: The sponsor you searched for may appear as a prime sponsor, not the direct sponsor. Those results are marked with a star next to the direct sponsor name.
**Advanced Search**

Search using multiple criteria
Click ‘add field’ to create a new row (MAX of 6)
In each row, select the search field from the dropdown and type appropriate information in the search box
*Each additional parameter uses an “and” statement—in other words, it narrows your results
Available Advanced Search Criteria

- **Investigator**
- **Lead Unit**
- **Sponsor**

These fields function identical to ‘Quick Search.’ They are included in ‘Advanced’ so they can be used for searching by multiple criteria.

- **Opportunity ID**
  > Search for projects based on the ID of the funding opportunity announcement
  > Opportunity IDs are entered into an optional text field in myProposals, so results using this search field may be inconsistent
  > Not an automatic wildcard search—does not accept partial IDs
  
  **Tip:** Try removing dashes, spaces, etc. from the ID number if your initial search is unsuccessful
  > **Examples**
  - PA-20-195
  - NSF 21-538
  - DE-FOA-0001820
  - HR001121S0034
  - Winter 2020 Pilot Award

- **Project Title**
  > This field is an automatic wildcard—type a partial word and you’ll get results if available, no asterisks necessary

  *The more of the title you type, the more precise the search. Type only the word “and” and you may receive thousands of results. Enter too much of the title and you’re susceptible to typos or differences in punctuation and spacing*
• **Sponsor #**
  > Enter the ID number provided by the sponsor
  > This could be the sponsor’s final proposal # or an award ID #
  > This is also an optional text field in myProposals, so formatting of the ID may not be exact

**Closed/inactive/expired slider**
Toggle the slider to determine whether your search results will include closed awards, expired projects (awarded projects that are past the project end date but not yet marked “closed”), and inactive projects (projects that have been voided or withdrawn plus declined proposals).

The statuses can be more finely adjusted using the status filter once the search has run. The default search includes only in-development, pending, and active projects.
Subawards

Type either a subrecipient name or the **5-digit** institutional subaward ID in the search field and click the magnifying glass or push ‘Enter.’

The Project result card will show the subrecipient name but the title and award number of the prime award

Notes, Tips, and Tricks:

> This field accepts partial subrecipient names, but will not produce a pick list to choose from

*Example:* typing “florida” will display results for:

- Florida International University
- Florida State University
- Lutheran Services Florida
- University of Florida
- University of Southern Florida

> The ID number must be 5 digits long

> Searching by ID number will bring back a precise record, while a subrecipient search brings back all records with that recipient, including some you may not have access to view

> The project’s result will show the subrecipient name but the title and award number of the prime award
Filter and Sort

Default filters are listed in the banner above your search results. They can be easily removed by clicking the 'X' next to their listing.

Add or remove filters by checking or unchecking the desired boxes in the drop-down menus. Which filters display will vary depending on your myResearch Portal permissions.

Status
Refine your search based on the progress of a project through the sponsored research lifecycle

Options
> In-development
> Pending
> Active
> Expired
> Closed/inactive

Lead Unit
View only projects one of your units is managing by default, or view all projects you have permission to view

Options
> Lead unit only
Funding
Determine whether you want your results to include projects with funding, no-dollar agreements, or both.

Options
> Funded
> No-dollar

Campus
For users that have permission to view multiple campuses, select the campus for which you would like to see results. This will default to your home campus.

Options
> UIC
> UIS
> UIUC
> System Office-U
> System Office-C
> System Office-S
**Order by Project**

Define the sort order for your results. The default sort lists projects with the most recent start date first.

*Options*

- Start date (newest)
- Start date (oldest)
- End date (latest listed first)
- Investigator (alphabetical by PI last name)
Results Display

1. Tamimie, Kamil
   651921367
   Pending
2. Portal Test Project #4
   #108565 - Award
3. Mechanical Sci & Engineering-U (1-917000)
4. National Science Foundation
5. 798-X531499-22

6. View financial details
7. Bachman, Bryan (COI)
   Central Office Contact: Sarah Hasib
8. Project Proposals and Subawards
9. 11/01/2022 - 10/30/2026
   $793,000
10. Revised 5/17/22
Results Display (continued)

1. **Color-coded project status indicator**
2. **Name and UIN of the project Principal Investigator**
3. **Lead unit 3-digit name (6-digit org code)**
4. **Project title**
   Most recent institution ID
   Award stage – institution award ID / Banner grant code
   Pending Proposal Stage – IP#
   Proposal Transmittal Stage – PT#
5. **Sponsor name** *(direct sponsor)*
   Sponsor ID # *(if available)*
6. **Expand / collapse button**
7. **Name of additional project personnel (project role)**
   Name of Assigned Central Office Contact
8. **Link to related projects section of the summary page**
9. **Period of Performance Start – End Dates**
   Project funding amount *(Awards– Obligated Total Amount)*
10. **Action link icons**
    - **Mark as non-funded**
      Clicking to auto-populate an email message to the central office requesting that a proposal be marked as “non-funded”
    - **View Financial Details**
      For awarded projects, click to go directly to the award financial details page
    - **Includes ___ subaward(s)**
      Counts the number of subawards linked to a project. Click to open a pop-up menu with a list of the project’s subawards