

START myResearch Portal

Job Aid for Enhanced Search Engine

Quick Search

Institution ID

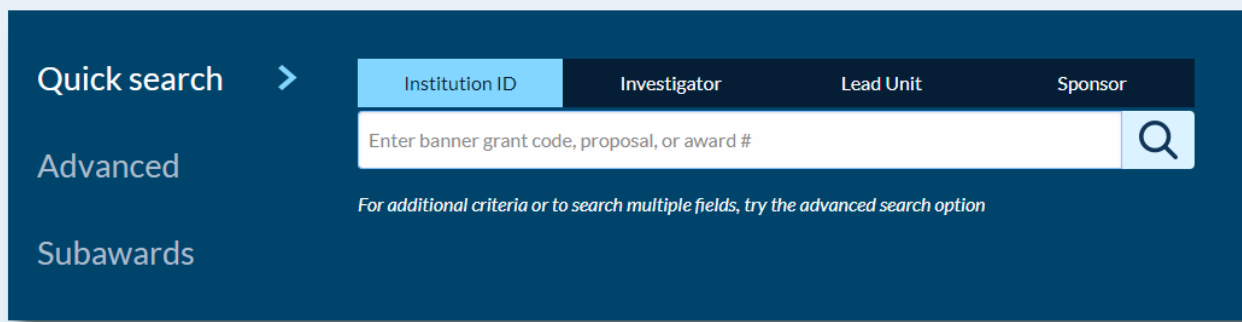
Type any complete institution ID number associated with a project and return one project record displaying information reflecting the most advanced phase of the project lifecycle. Click the magnifying glass or push 'Enter' to run the search.

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...
 - a. Enter the institution ID of the prime award and click the subaward icon for a list
 - b. Use the 'Subawards' search tab

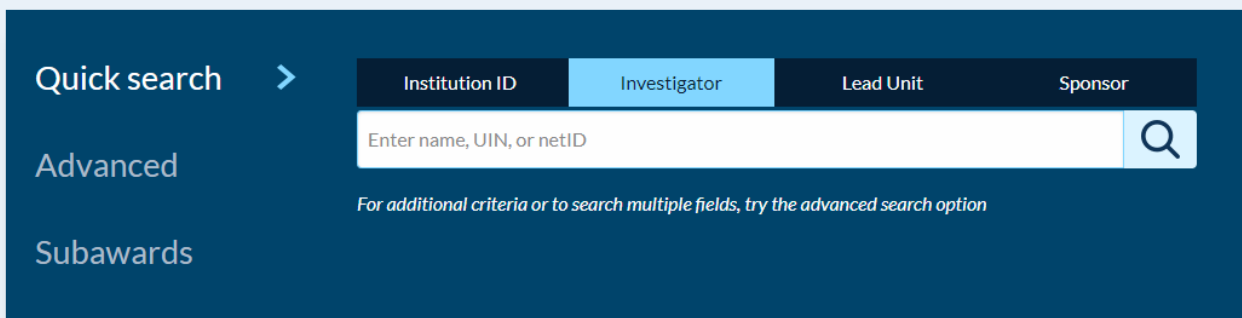


Investigator

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.

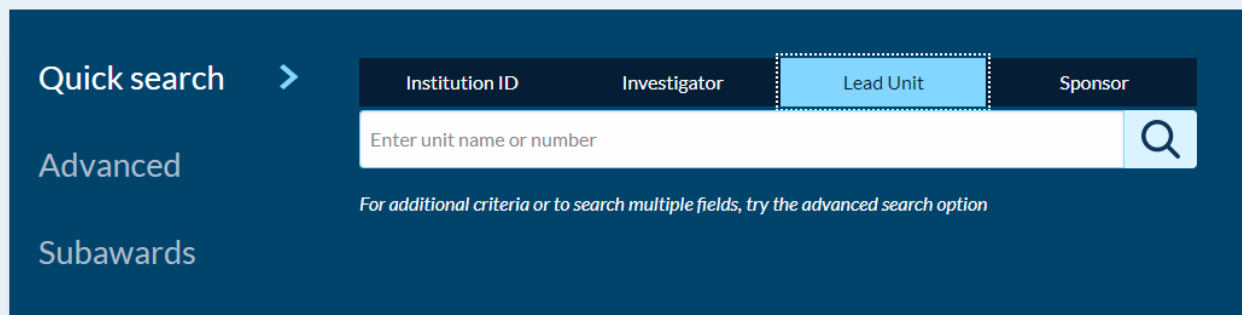


Lead Unit

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



The screenshot shows a search interface with a dark blue background. On the left, there are three options: 'Quick search' (selected with a right-pointing arrow), 'Advanced', and 'Subawards'. To the right of these options is a search bar with a magnifying glass icon. Above the search bar, there are four filter tabs: 'Institution ID', 'Investigator', 'Lead Unit' (highlighted in light blue with a dashed border), and 'Sponsor'. Below the search bar, there is a text input field with the placeholder text 'Enter unit name or number'. Below the input field, there is a small text note: 'For additional criteria or to search multiple fields, try the advanced search option'.

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.



The screenshot shows a search interface with a dark blue background. On the left, there are three menu items: 'Quick search' with a right-pointing arrow, 'Advanced', and 'Subawards'. The 'Quick search' section contains a search bar with a white background and a magnifying glass icon on the right. Above the search bar, there are four tabs: 'Institution ID', 'Investigator', 'Lead Unit', and 'Sponsor'. The 'Sponsor' tab is highlighted in light blue. Below the search bar, there is a placeholder text: 'Enter sponsor or prime sponsor name, code or acronym'. At the bottom of the search bar area, there is a note: 'For additional criteria or to search multiple fields, try the advanced search option'.

Advanced Search

Quick search Investigator Enter name, UIN, or netID add field

Advanced >

Subrecipients Search

Include closed/inactive/expired

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

Quick search Select... and

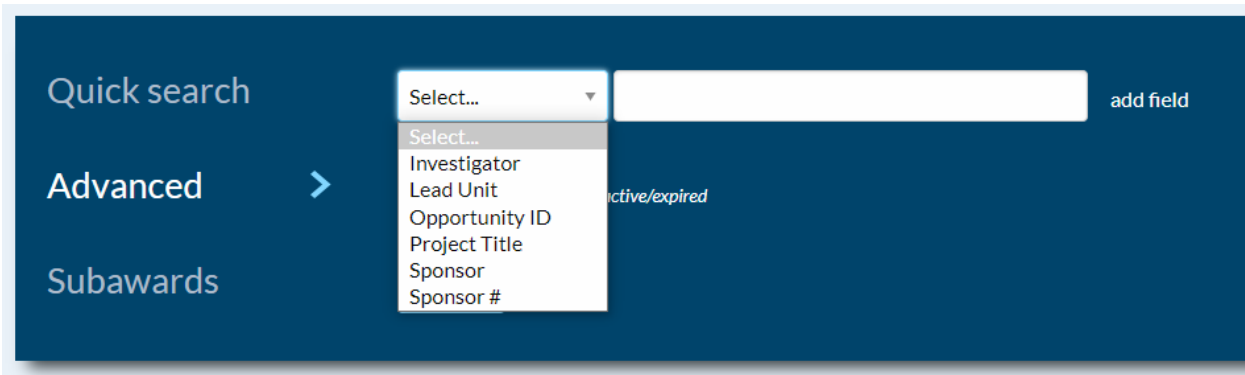
Advanced >

Subawards Select... add field

Include closed/inactive/expired

Search

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

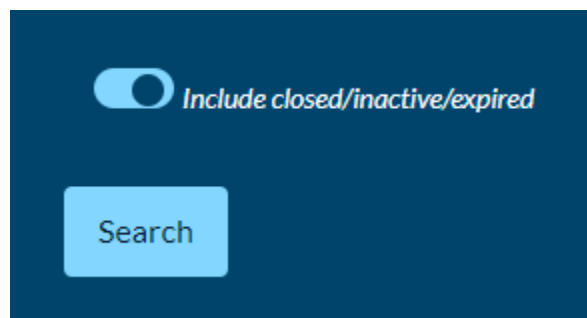
- **Sponsor #**

- > 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

Quick search

Advanced

Subawards >

Locate specific subawards by subrecipient name or institutional subaward ID

Enter 5-digit subaward ID or subrecipient name

To find the prime award with links to all related subawards, use the quick or advanced options

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.

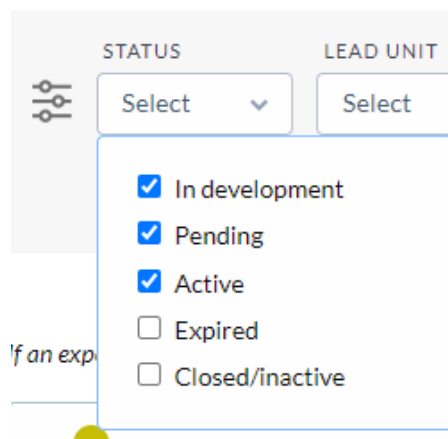
Add or remove filters by checking or unchecking the desired boxes in the drop-down menus. Which filters display will vary depending on your myResearch Portal permissions.

Status

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

Options

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

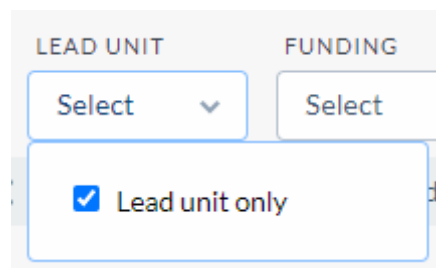


Lead Unit

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

Options

- > Lead unit only

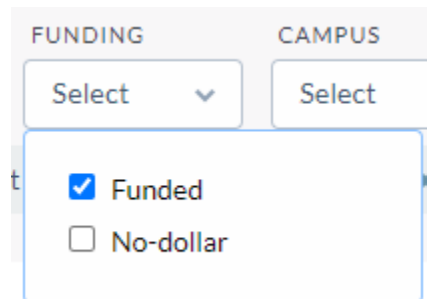


Funding

Determine whether you want your results to include projects with funding, no-dollar agreements, or both.

Options

- > Funded
- > No-dollar



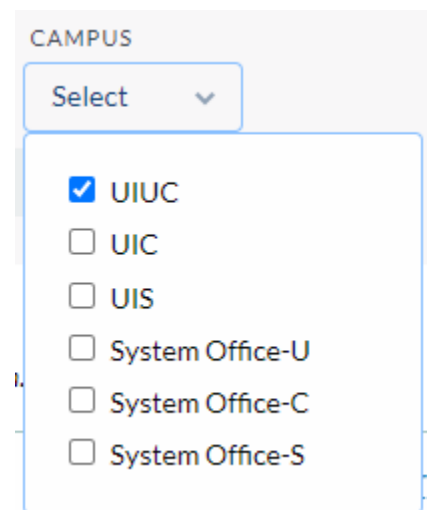
The screenshot shows a user interface with two dropdown menus. The first is labeled 'FUNDING' and has a 'Select' button with a downward arrow. The second is labeled 'CAMPUS' and also has a 'Select' button with a downward arrow. The 'FUNDING' dropdown is open, showing two options: 'Funded' with a checked checkbox and 'No-dollar' with an unchecked checkbox.

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



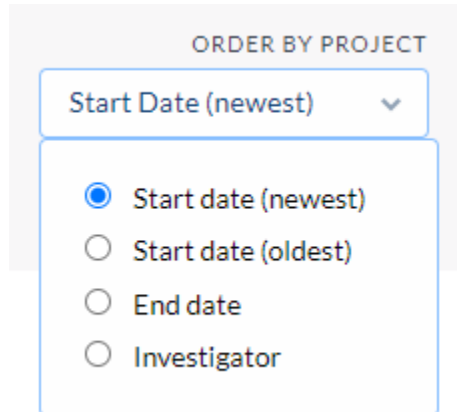
The screenshot shows a user interface with a dropdown menu labeled 'CAMPUS'. The dropdown is open, showing a list of options: 'UIUC' (checked), 'UIC', 'UIS', 'System Office-U', 'System Office-C', and 'System Office-S'. The 'CAMPUS' label is above the dropdown, and the dropdown itself has a 'Select' button with a downward arrow.

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)



The image shows a user interface element titled "ORDER BY PROJECT". It features a dropdown menu with the text "Start Date (newest)" and a downward arrow. Below the dropdown is a list of four radio button options: "Start date (newest)", "Start date (oldest)", "End date", and "Investigator". The "Start date (newest)" option is selected, indicated by a blue dot in the center of the radio button.

Results Display

1  **Tamimie, Kamil** **2**
Pending 651921367
3 Mechanical Sci & Engineering-U (1-917000)
4 Portal Test Project #4
#108565 - Award
5 National Science Foundation
798-X531499-22
6 

 **Tamimie, Kamil**
Pending 651921367
Mechanical Sci & Engineering-U (1-917000)
7 Bachman, Bryan (COI)
Central Office Contact: Sarah Hasib
8 Portal Test Project #4
#108565 - Award
9 Project Proposals and Subawards
11/01/2022 - 10/30/2026
\$793,000
National Science Foundation
6 
 **10** View financial details

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