## **9** Project Reports

The Project Report section is where the following reports can be accessed based on the different criteria in the select and search for reports sections:

- Annual Progress Reports. A progress report that is sent every year for a multi-year award.
- **Final Project Reports**. A project report submitted by a PI in the final year of the award.
- Interim Reports. A report sent at any time in addition to Annual Progress and Final Project Reports. These reports are not required and have no due date.

The *Project Reports Main Screen* page (Figure 1) appears when the Project Reports link is clicked on from the Research Administration Main Page. All lists of annual progress, final project, and interim reports are selected to view from this page, and then accessed from the list once it is provided.

Project Reports   MAIN 🕨	Institution: Rensselaer Polytechnic Institute
Select	
Organization Name: Rensselaer Polytechnic Institute 💌 PI's Last Name: Award Number:	
Search for Reports	
	<b>© INTERIM REPORTS</b>
Reports which are: O Overdue O Due within 30 days	Interim Reports are not required and do not have due dates, so you cannot search for them by Due Dates
© Due with 31-90 days © Submitted © All	
Sort results by: • Award Number	Sort results by:
C PI's Last name C Report due date	O PI's Last name
Continue	Continue
	🥑 Internet

Figure 1. Project Reports Main

## Searching for Reports

To search for a particular report or reports, complete the following actions:

- 1. Select the Organization Name by using the drop down box under the *Select* section of the *Project Reports Main Screen* page (Figure 1).
- 2. Enter in either the PI's Last Name or the Award Number.
- 3. In the *Search for Reports* section of the *Project Reports Main Screen* page (Figure 1), click on the corresponding radio button for an Annual Progress Report, Final Project Report, or Interim Report, depending on your preference.
- 4. If you are searching for Annual Progress or Final Project Reports, refine your search by clicking on a radio button in the *Reports which are:* section.
  - a. Choose (reports that are): Overdue, Due within 30 days, Due in 31-90 days, All submitted reports, or All reports regardless if they are submitted or not.

Or

- b. If you are searching for Interim Reports, Step 4 does not apply (See Interim Report definition on page 9-1). Move on to Step 5.
- 5. Click on a radio button in the Sort results by: section.
  - a. If you are searching for Annual Progress or Final Project Reports, choose (reports sorted by): Award Number, PI's Last Name, or Report Due Date. Sort in a number of manners: award number, PI's last name, or report due date.

Or

- b. If you are searching for Interim Reports, choose (reports sorted by): Award Number or PI's Last Name.
- 6. Click on either **Continue**.
- Annual Progress Reports. If you chose to view Annual Progress Reports in the Search for Reports section of the Project Reports Main Screen page (Figure 1), the Annual Progress Reports Search Results page (Figure 2) will appear. Annual Progress Reports are arranged by categories:
  - Award Number
  - PI Name
  - Report Due Date
  - Award Title and Status (for all reports meeting the select and search criteria).

- 1. Click on the column title to sort the reports by category.
- 2. *Status* can either be submitted or not submitted. If it is submitted, click on the award number to bring up the submitted annual progress report. An example of a progress report can be found in Figure 3.
- 3. Click Cancel to go back to the Project Reports Main (Figure 1).

<i>lick on "Award Num</i> 4 Awards found, dis	ber" link to view Si playing 1 to 4	ubmitted Annual Progress Reports. Sort results by clickii	ng column titles.	1
Award Number	PI Name	Award Title	Report Due Date	<u>Status</u>
<u>0000417</u>	Roysam, Badrinath	Experimental Partnership - Real-Time Computer Vision Based Spatial Mapping and Referencing for Minimally Invasive Surgery	06/30/2003	Submitted
9109287	Roysam, Badrinath	Parallel Algorithms For Intelligent Imaging And Vision At Low SNR	09/30/1993	Report not Submitted via FastLane
9412500	Roysam, Badrinath	Real-Time Algorithms for Automatic Vasculature Map Generation and Feature-Based Location Determination From Intra-Ocular Image Sequences	01/30/1995	Report not Submitted via FastLane
9634206	Roysam, Badrinath	Real-Time Processing and Multi-Spectral Imaging Equipment for Intraocular Image Processing	11/28/1996	Report not Submitted via FastLane
Transfer Data to: E	cel			

Figure 2. Annual Progress Reports Search Results



Figure 3. Annual Progress Report

- Final Project Reports. If you chose to view Final Project Reports in the Search for Reports section of the Project Reports Main Screen page (Figure 1), the Final Project Reports Search Results page (Figure 4) will appear. Final Project Reports are arranged by categories:
  - Award Number
  - o PI Name
  - o Award Title
  - Report Due Date
  - o Status
  - 1. Click on the column title to sort the reports by category.
  - 2. Click on the specific Award Number (when a link is available) to view the Final Project Reports for all documents that have been submitted.
  - 3. Click Cancel to go back to the Project Reports Main (Figure 1).

Project Repo	rts   MAIN 🕨	1	nstitution: Rensselae	r Polytechnic Institute
Final Project Re	ports Search F	Results		
Click on "Award Numb	per" link to view the	e Final Project Reports. Sort results by clicking column	titles.	
4 Awards found, disp	playing 1 to 4			1
Award Number	PI Name	Award Title	Report Due Date	Status
0000417	Roysam, Badrinath	Experimental Partnership - Real-Time Computer Vision Based Spatial Mapping and Referencing for Minimally Invasive Surgery	12/29/2003	Not Submitted
9109287	Roysam, Badrinath	Parallel Algorithms For Intelligent Imaging And Vision At Low SNR	03/31/1994	Report not Submitted via FastLane
9412500	Roysam, Badrinath	Real-Time Algorithms for Automatic Vasculature Map Generation and Feature-Based Location Determination From Intra-Ocular Image Sequences	07/29/1995	Report not Submitted via FastLane
9634206	Roysam, Badrinath	Real-Time Processing and Multi-Spectral Imaging Equipment for Intraocular Image Processing	05/29/1997	Report not Submitted via FastLane
Transfer Data to: Ex	cel			
		Cancel		
				🌍 Internet

Figure 4. Final Project Reports Search Results screen

- Interim Reports. If you chose to view Interim Reports in the *Search for Reports* section of the *Project Reports Main Screen* page (Figure 1), the *Interim Reports Search Results* page (Figure 5) will appear. Interim reports are not required and therefore do not have due dates. They cannot be searched based on a due date. Interim Reports are arranged by categories:
  - o Award Number
  - o PI Name
  - o Award Title
  - 1. Click on the column title to sort the reports by category.

- 2. Click on the award number link to view the reports.
- 3. Click Cancel to go back to the Project Reports Main (Figure 1).

Project Repo	orts   MAIN 🕨	Institution: Rensselaer Polytechnic Institute		
Interim Project	t Reports Search	n Results		
Click on "Award Nun	nber" link to view Inte	rim Project Reports. Sort results by clicking column titles.		
5 Awards found, di	splaying 1 to 5	1		
Award Number	PI Name	Award Title		
0086555	Dobry, Ricardo	Upgrading, Development and Integration of Next Generation Earthquake Engineering Experimental Capability at Rensselaer's 100 g-ton Geotechnical Centrifuge		
<u>9256302</u>	McLaughlin, Joyce	Mathematical Sciences: Applied Mathematics Graduate ResearchTraineeship		
<u>9354913</u>	Li, C. James	Mechatronics in Machine Tool Research. (Focus Area-Machine Tool Research)		
<u>9554597</u>	Bopp, Richard	Collaborative Graduate Research Traineeships in Hydrology		
9805338	Ji, Chuanyi	Heterogeneous Network Traffic Modeling and Analysis in Wavelet Domain		
Transfer Data to: E	xcel			
		Cancel		
		🜍 Internet		

Figure 5. Interim Project Reports Search Results

- Submitted Report. If you chose to view Submitted Reports in the *Reports which are:* section of the *Project Reports Main Screen* page (Figure 1), the *Submitted Search Results* page for your selected reports (Annual Progress, Final Progress, and Interim Progress) will appear. Figure 6 is an example of a Submitted Annual Reports Search Results page. The following reports can be viewed when an award number has a submitted report associated with it:
  - o Submitted Annual Progress Report
  - Submitted Final Project Report
  - o Submitted Interim Project Report Search Result

Submitted Reports are arranged by categories:

- Report Number
- Report Period Start
- Report Period End
- Submission Date
- o Approval Date
- 1. Click on the column title to sort the reports by category.
- 2. Click on the specific report number link to view the report in PDF form.
- 3. Click **Cancel** to go back to the Project Reports Main (Figure 1).

Project Reports	MAIN 🕨		Institution: Ren	isselaer Polytechnic Institute
Submitted Annual Pr	ogress Reports Sea	ch Results		
Click on "Report Number" lii	nk to view the Submitted Ar	nual Progress Reports in PL	DF form. Sort results by click	king column titles.
1 Report found.				1
Report Number	Report Period Start	Report Period End	Submission Date	Approval Date
1752511	May 01, 2000	Apr 01, 2002	Jan 30, 2001	Feb 05, 2001
Transfer Data to: Excel				
		Cancel		
				💙 Internet

Figure 6. Submitted Annual Progress Reports Search Results