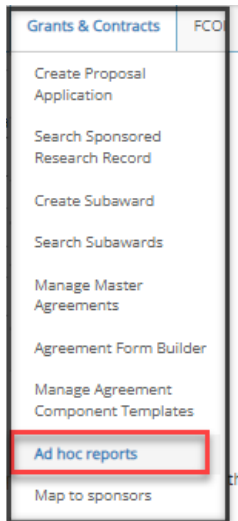


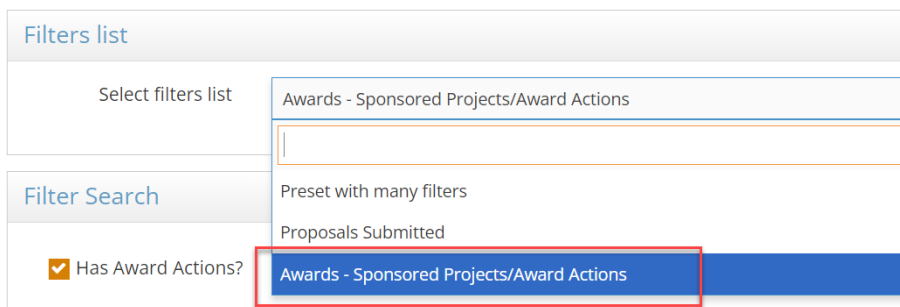
Award Report

Instructions for pulling report in Novelution

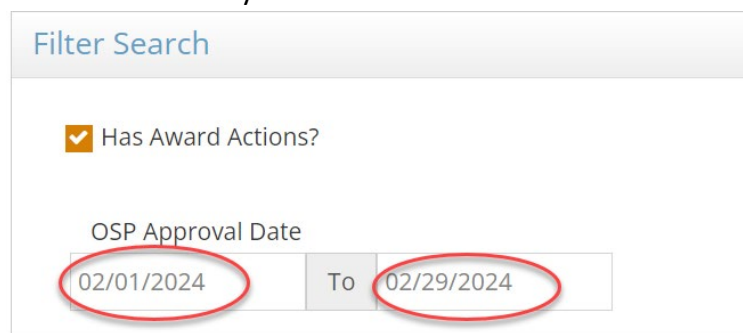
1. Under the Grants & Contracts menu, select Ad Hoc reports

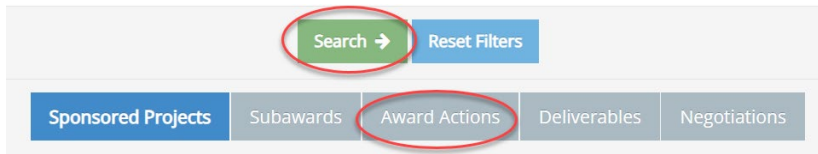


2. Select a filter list (Awards – Sponsored Projects/Award Actions) from the drop-down menu under Filters List.



3. Enter the start date and end date for the data that you want to pull. Click the green Search button followed by the Award Actions button.





4. Results of the search will be listed below under Search Results

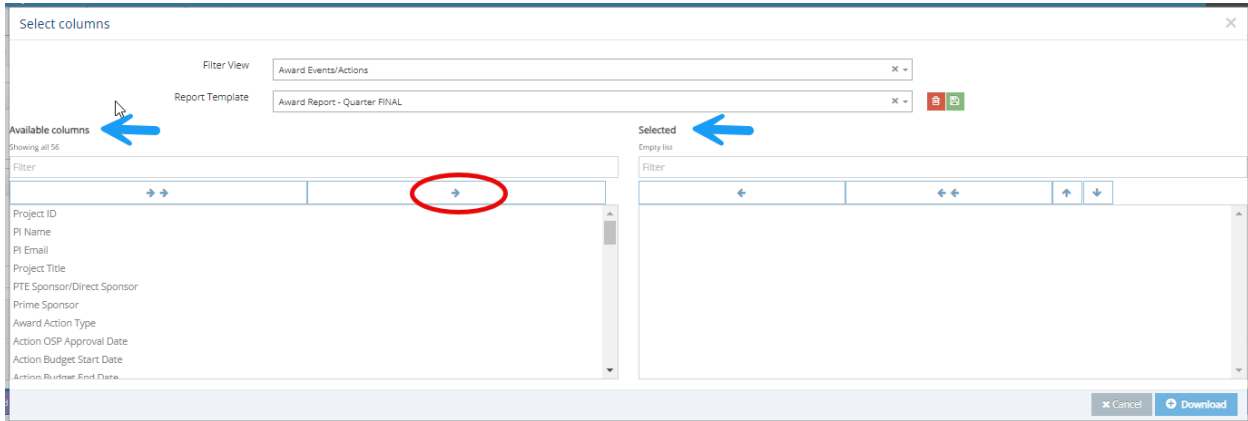
5. Select the Download CSV

The image shows a search results page. At the top, there is a blue header with 'Search Results' and a 'Download CSV' button with a download icon, which is pointed to by a red arrow. Below the header, it says 'Showing 1 to 10 of 183 search results.' The main content is a table with the following data:

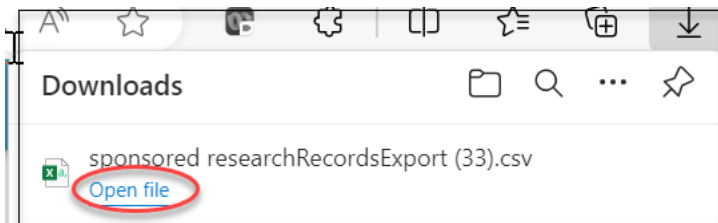
Project ID	PI Name	Project Title	Stage	Status
005842	Dimitrios Pados	Connected Unmanned Aerial Systems for Distributed Synthetic Aperture Radar Imaging	Proposal	Ready to Submit to Sponsor
005840	Adam Wyatt	Visualizing Competency-Based Medical Education: A Narrative Review	Proposal	Proposal Submitted to Sponsor
005837	Reza Azarderakhsh	Collaborative Research: SaTC: TTP: Medium: Accelerating the Transition to Post-Quantum Cryptography in Hardware and Software/Hardware Co-design with Side-Channel Countermeasures	Proposal	Proposal Submitted to Sponsor
005836	Jordan Beckler	Sediment and Coastal Darkening: Connecting organic carbon, iron and optics from the Indian River Lagoon to the Florida Bay	Proposal	Ready to Submit to Sponsor
005835	Edoardo Persichetti	Collaborative Research: SaTC: CORE: Small: Designing, Implementing, and Optimizing Practical Code-Based Post-Quantum Signature Schemes	Proposal	Proposal Submitted to Sponsor
005834	Daniela Nikolova	Collaborative Research: REU Site: AMRPU @ SF (Applied Math Research Program for Undergraduates in South Florida)	Proposal	Proposal Submitted to Sponsor

6. Select the following filters from the *Available columns* list and move to the *Selected columns* list.

- Project ID (Novelution #)
- PI Last Name
- PI First Name
- Investigator List
- PI Lead Department (Full Path)
- Project Lead Department (Unit) Full Path
- PTE Sponsor/Direct Sponsor
- Prime Sponsor
- Project Title
- Award Action Type
- Project Start Date
- Project End Date
- Obligated Action Direct
- Obligated Action Indirect
- Obligated Action Amount
- Sponsor Award Number
- Action Type
- Action OSP Approval Date



- Once filters are selected, download the report. A CSV report link will be available on the computer screen.



- Open the file, save the download as an excel document, rename, and save to your computer.

Note: When pulling award information in Novelution, all award actions including No-cost Extensions, Administrative changes, and Redistributions are included for the specific time period selected. If you want a report that shows the funding received, then you should sort the excel file by the Award Action column and remove the NCE, Admin Changes, and Redistributions from your report.

Also, the Novelution system allows you to create report templates which will help if you plan on pulling the same report each month. This saves time by eliminating the need to select the columns each time.

After selecting the columns and before downloading the CSV report, you can create a report template by clicking the green “save” button and naming the template.

