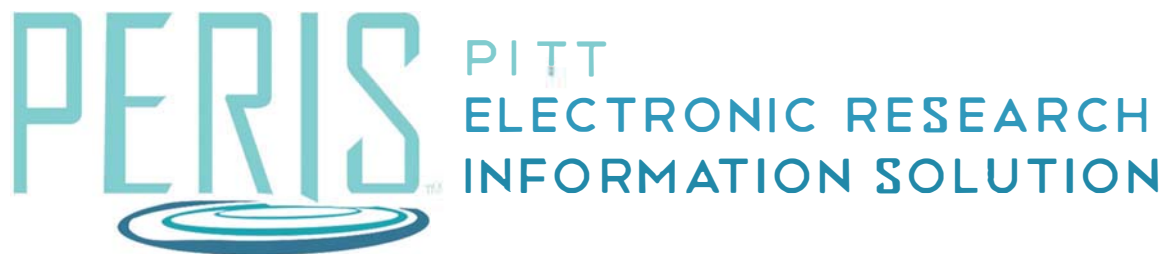




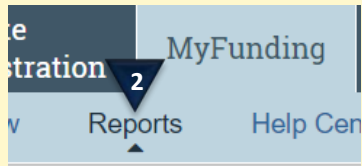
University of Pittsburgh



Quick Reference

**HOW TO ACCESS AND RUN
DEPARTMENT REPORTS**

How to Access and Run Department Reports



Department Reports

▲ Name

Reports: Continuation
Reports: Foreign Sites
Reports: Subawards
Reports: Total Award Transaction Report
Reports: Total Funding Proposal Transaction Report
Reports: Total Modification Transaction Report

Reports: Total Funding Proposal Transaction Report

Filter by [?] PI (Last Name) ▼ l Larson + Add Filter ✕ Clear All

and by Direct Sponsor (▼) %foundation ✕ Remove Filter

and by Project Start Dat (▼) = 1/8/2019 ✕ Remove Filter

ID	Project Title	PI (Last Name)	PI (First Name)	Submitting Department (Name)	Submitting Department (ID)	Responsibility Center	Direct Sponsor (Name)	Prime Sponsor (Name)	Project Start Date (Overall)	Project End Date (Overall)
FP00004664	springboard	Larson	Eric				Pittsburgh Foundation		1/8/2019	1/7/2024

Where to start?

1. After logging in to MyFunding, click the MyFunding tab.

How do I access Reports?

2. Select Reports.
3. Select Standard Reports.
4. Select the name of the report that you would like to run.
5. Allow the reporting tool to load.

Tips:

1. Use the Export function to move your data to excel. Once selecting Export always allow the export to complete before exporting again.
2. Use the % sign as a wild-card to assist with filtering.
3. Use >, <, and = to further refine results.
4. For proposals add FP as an ID filter to remove CNVP records.
5. If you have access to more than one department use the Submitting Department filter to narrow your results.