WHAT IS THE SUBMITTED ACTIVITY REPORT?

- A report that captures proposal submission information.
- It is intended for use by Departments and Colleges for internal purposes.
- The amounts on the reports are based on the investigator’s project credit share of the proposed amount.
- The reports are “point in time” based on the current information and status in SPS.
HOW TO ACCESS THE REPORT?

- Users can access the reports through the Reporting Tools link under Financial Services in myLSU. Under Reporting Tools, select the Research Reporting, Sponsored Programs Submitted Activity report.
- Access to the report is based upon a user’s SPS authorization.
- Only individuals with approval, coordinator or special (OSP, SPA) access to SPS can access the report.
- PIs will not have access to the report unless PI has approval authority (e.g. Dept. Head or Dean).

REPORT CRITERIA

- The report pulls the “approved by OSP” date in SPS.
- It pulls transaction types of new, supplemental and continuation. (New money is being requested.)
- It does not pull modifications, revisions, preproposals or non-compete continuations.
- It does not pull proposals with a status of pending, routing, withdrawn, withdrawn by PI or deleted.
**LIMITATIONS TO THE REPORT?**

- The report includes submitted proposal information beginning 9/1/06.
- The report relies on accurate information being entered into SPS by users.
- It is a point in time report so individual reports cannot be recreated. As updates and revisions are made in SPS, the data in the report changes.
- Tasks are counted as separate proposals in order to capture the correct dollar amount requested.

**SORTING FOR PROPOSAL COUNT BY DEPT.**

Note: before sorting delete report heading (first 10 rows)

- Custom Sort by:
  - Department
  - Proposal Number
  - Transaction Number
  - Task

Select “Add level” to sort by multiple fields.

If data has headers, make sure this box is checked.
SUBTOTAL FOR PROPOSAL COUNT BY DEPT.
Note: data must first be sorted

Under “Data” tab, select “Subtotal”

Select “OK”

SUBTOTAL FOR PROPOSAL COUNT BY DEPT.
Note: data must first be sorted

Subtotal at each change in “Dept”
Use function “Sum”
Add subtotal to:
“% Credit”
“Investigator Proposal Amount”
Select Summary below data
Hit “OK”
**SPS ISSUES**

- A proposal should not have 2 transactions with the transaction type of “new”. Otherwise, the proposal would be double counted in report.
- A proposal should not have more than one transaction type of “supplement” unless we are requesting multiple supplements. Otherwise, the supplement would be double counted in the report.
- Preproposals should be given the transaction type of “preproposal/NOI”. This is especially important for Board of Regents proposals.
- Ag, PBRC or any campus other than “1” should not be in SPS. If other campuses are included in SPS, the project credit will not sum to 1 and proposal count will be short.
- Future reports might include sponsor information. Make sure original sponsor is listed if LSU is receiving a subcontract.

**Reminders:**

- The status of a proposal will affect the report.
- Status “revised” should only be for proposals or supplements, not modifications.
- All proposals should have a PI listed in SPS.
- Review all information and make any updates before routing a proposal.
ANY QUESTIONS?