

Faculty Activity Reporting (FAR) Guide

GRANTS

Grants information is automatically imported from Sparta via the Data Lake. Information is included for those projects on which a faculty member is Principal Investigator, Co-PI, Senior/Key Personnel, or Other Significant Contributor.

The **Grants** section has separate tabs for proposals, awards, and archive data. Please note that:

- In the [Proposals](#) tab, investigator roles come from the project budget in the financial system and may be different from the research team on an award.
- [Award](#) data come from the effort reporting system and are reported for each effort cycle (e.g., Spring, Summer, Fall).
- Data in the proposal and award tabs are from July 2022 and later. Records from the original integration (through July 2022) have been archived and are available to view but not edit in the [Archived](#) tab.

The FIS does not track expenditures from grants. Please contact your school's finance department for expenditure information.

Records imported from Sparta cannot be edited except:

- 1) to add, edit or delete investigators (instructions below)
- 2) to complete the AACSB classification field (Weatherhead School of Management only)
- 3) to enter text in the Description field

To request a review of possible errors in the imported information, please contact farsupport@case.edu.

Either **Start Date** or **Proposal Date** are required because only grants that fall within the reporting period will appear in the Annual Review.

How to Update Grants

Select **FAR Step 1: Enter Activities** → **Research and Scholarship** → **Grants** under **My Information** on the top menu to review, edit, add, and copy proposals and awards, and to view archived data. The edit action is only available for faculty-entered grants in the proposal and award tabs. Edits to grants imported from Sparta must be made in Sparta.

Proposals

- To add a proposal, select the [Proposals](#) tab at the top left and click the [\[+ Add Proposal\]](#) button. Use the drop-down menus and open text fields to complete the activity. Click [\[Save\]](#) to save the information.
- To edit a faculty-entered proposal, click the pencil icon under the **Actions** column on the far right. If you edit the amount of a grant, you must click [\[Calculate\]](#) for the revised total to be displayed.
- To copy a proposal, click the copy icon under the **Actions** column on the far right. Use the drop-down menus and open text fields to edit the entry. Click [\[Save\]](#) to save the information.
- To delete a faculty-entered proposal, click the trash can icon under the **Actions** column on the far right. *Note: An entry that has been used in an activity report cannot be deleted.*

Awards

- To add an award, select the [Awards](#) tab at the top and click the [\[+ Add Award\]](#) button. Use the drop-down menus and open text fields to complete the activity. Click [\[Save\]](#) to save the information.
- To edit a faculty-entered award, click the pencil icon under the **Actions** column on the far right. If you edit the amount of a grant, you must click [\[Calculate\]](#) for the revised total to be displayed.
- To copy an award, click the copy icon under the **Actions** column on the far right. Use the drop-down menus and open text fields to edit the entry. Click [\[Save\]](#) to save the information.
- To delete a faculty-entered award, click the trash can icon under the **Actions** column on the far right. *Note: An entry that has been used in an activity report cannot be deleted.*

Archived

- To view archived data, click the [Archived](#) tab.

Adding, Editing, and Deleting Investigators

- To add an investigator, click the triangle next to the title of the grant and **[+ Add Other Investigator]**. Add the Name and Role on Grant. Click the save icon to save the information.
- Only manually entered investigators can be edited and deleted. To edit or delete investigators coming from SPARTA via the Data Lake, you will need to revise the information in SPARTA.

Key Definitions for Grants

Amount (including direct and indirect cost values):

- For proposals, the amount is from the proposed budget.
- For funded projects, amounts are from the awarded grant in Sparta.
- For multi-year awards, the amount should be the total project amount.

Contract (CON) Number - This number represents an entire award. Most contract numbers will represent an award for one competitive cycle.

Funding Proposal (FP) ID - Unique ID for proposals.

International: Granting agency is an international (non-U.S.) organization, or the grant has international collaborators.

Project ID - The SpeedType representing either the entire award or a portion of it. A single award can be broken up into smaller projects, each with its own PI and Project ID.

Sponsor Name - Immediate sponsor.

Sponsor Project Number - A number assigned by the sponsor to identify the award, project year, or grant program; not available for all awards.

Status: Under Administrative Review - Proposal is undergoing department revision or review by OSPA before submission to sponsor.