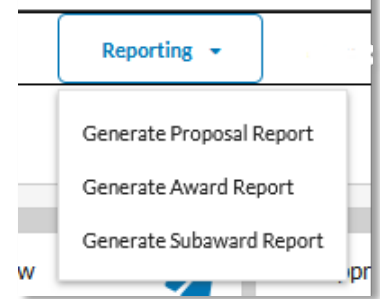


Cayuse Sponsored Projects allows you to create, save, and export Proposal, Award, and Subaward Reports.

From the dashboard, select the type of report you want. When the report is generated, **default fields** will automatically populate with data available from the fields in your form and in your specific environment.

Note: You will only be able to access data that you've been given permission to access.



PROPOSAL #	PI	PI UNIT
26-0028-P0001	Irene Investigator	Anatomy - SAMPLE

In addition to **sorting** data (by hovering your mouse on the right side of the column label) and **filtering** (using the small gear icon on the left of the column label), the default report can be modified by accessing the tools in the report dashboard.



Export – Export your data to various formats for saving or sharing (HTML, CSV, EXCEL, IMAGE, PDF)

Save – Once you have modified your report you can save it in the default .json file. The .json file will save you format only (not the data) to preserve for future use. The file will download to your device so that you can upload it when needed using the Open feature.

Open – Open saved work, format and layout using the previously downloaded .json file.

Grid – Click on Grid to return to the original view.

Restore – Click Restore to return to the default values and grid.

Format - The format tool allows limited formatting of the selected column (text alignment, decimal separator, null value, etc.). Conditional Formatting allows you to change the appearance on the basis of conditions you specify.

Fields - You can add or remove fields from the report using the Fields functionality. In addition to the default fields, you can add more fields using the Fields functionality. Rearrange the order of fields by dragging the button to the right of the column name (the 3 lines).

Full screen – Enlarge your report to the full size of your screen.