

Workday Grant Functions Quick Reference Guide

How do I find a summary and the status of all of my proposals?

- The **Proposals** report enables the PI to view award proposals by status and by principal investigator. This report is linked to the Principal Investigator Summary Dashboard and can be run independently.

Search Parameters:

- Required: None.
- Recommended: PI/Co-PI, Award Proposal Lifecycle Status.
- Others: Company, Award Proposal.

Search Results:

- Returns a list of award proposals based on the search parameters included.
- Includes the fields: Award Proposal, Proposal Number, Proposal Name, PI/Co-PI, Award Proposal Lifecycle Status, Sponsor, Prime Sponsor, Sponsor Total, Award Proposal Start Date, Award Proposal End Date, Award Proposal Allocation, Worktags.

Proposals

Instructions Displays proposals by status and by principal investigator. It is linked to the Principal Investigator summary dashboard and can be run independently.

PI/Co-PI

Company

Award Proposal

Award Proposal Lifecycle Status

Filter Name

Manage Filters

0 Saved Filters