

May 8, 2018

TO: Deans, Department Chairs, and School Directors

FROM: Theodore H. Curry II, Associate Provost and Associate Vice President for Academic Human Resources

SUBJECT: Form D: Grant Proposals and Awards Reports

As a follow up to the Reappointment, Promotion, and Tenure Bi-Annual Memorandum sent by Provost Youatt on April 17, 2018, I write to announce the availability of a set of reports available to your faculty through the Business Intelligence & Analytics Portal of the EBS System.

Sponsored Programs Administration (SPA) and Analytics and Data Solutions have developed a set of four (4) reports to assist in the development of the grant proposals section of Form D: FORM D – IV E GRANT PROPOSALS. The reports pull data directly from the proposal/award system for ease of populating this section of Form D.

The reports are as follows:

- **Proposal Form D Official:** Summarized university proposal information by PI
- **Proposal Form D Detailed:** University proposal information by PI which lists additional details for each proposal
- **Award Form D Official:** Summarized university award information by PI
- **Award Form D Detailed:** University award information by PI which lists additional details for each award transaction

All existing faculty have access to these reports. The reports may be accessed through the BI portal: bi.itservices.msu.edu.

Instructions and FAQs for navigating the new reports can be found on the SPA website by clicking on the links below:

- [Proposal Form D \(RA028\) Instructions](#)
- [Award Form D \(RA026\) Instructions](#)
- [Frequently Asked Questions](#)

Please share this information broadly with your faculty who are entering the promotion and tenure process this upcoming academic year.

For assistance accessing BI or the contents in BI, please contact the IT Services Helpdesk at <https://tech.msu.edu/support/help/>.