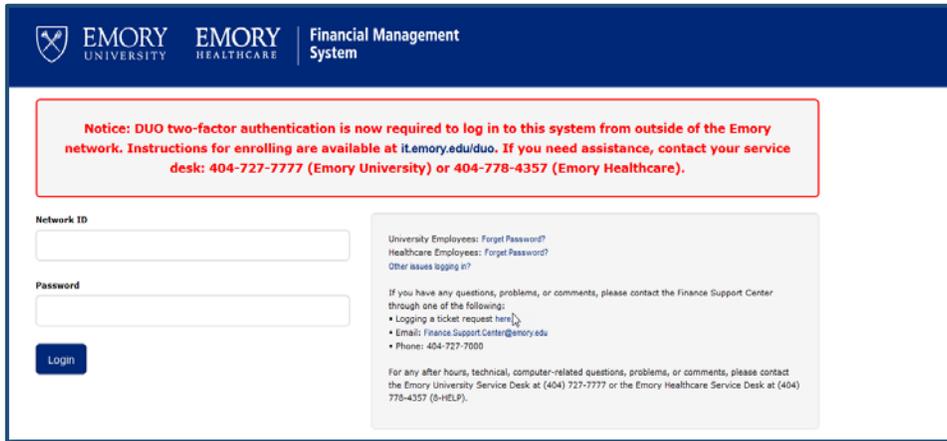


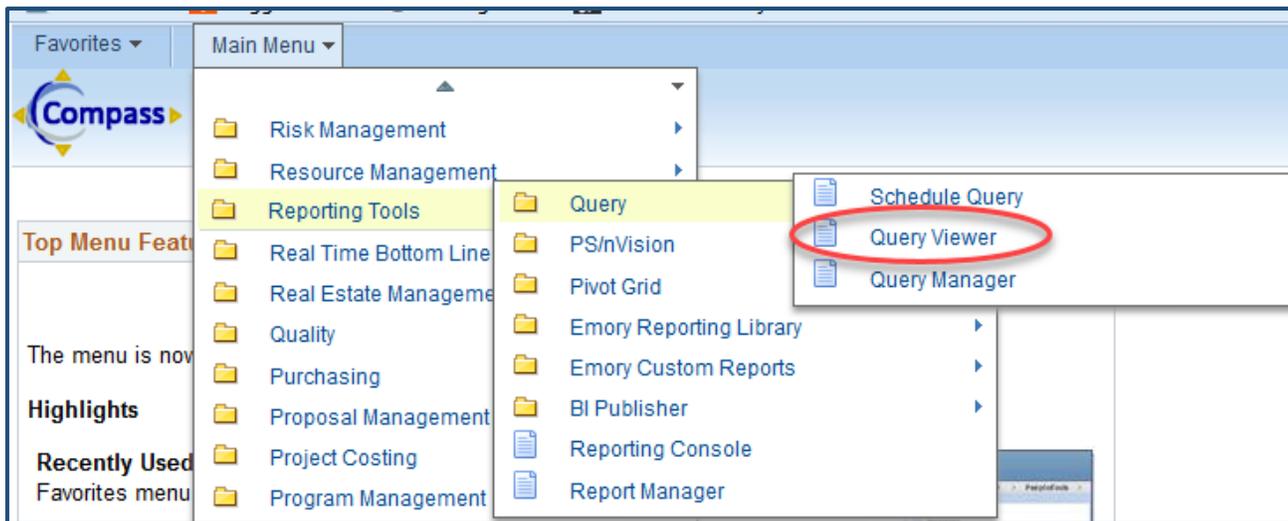
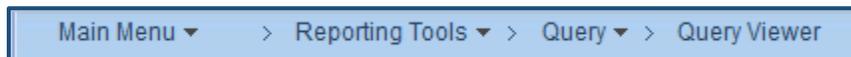
FSR Milestone Query

Running the Query in Compass

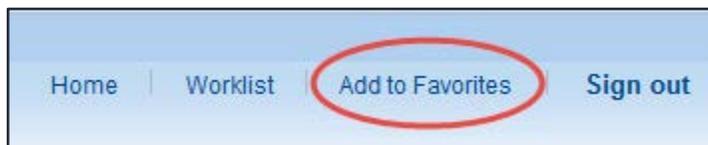
1. Navigate to the Compass Production Environment and log in: <https://compass-login.emory.edu>



2. In Compass navigate to:



3. Add **Query Viewer** to your **Favorites** by using the link at the top right of screen:



4. In Query Viewer, search for the Public FSR Query: **EU_GM_FSR_MILESTONE_FRC_FRA_A**

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By Query Name begins with %FSR_MILESTONE%

Search [Advanced Search](#)

**Using the % before and after key words will return all items with that search parameter*

5. Click the **Favorite** link associated with the Query to add it to your Favorites.

Search Results

*Folder View -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
EU_GM_FSR_MILESTONE_FRC_FRA_A	FINANCIAL MILESTONE REPORT	Public	COMPLETE	HTML	Excel	XML	Schedule	Lookup References	Favorite
EU_GM_FSR_MILESTONE_FRC_FRA_A1	FINANCIAL MILESTONE REPORT	Public	GRANTS	HTML	Excel	XML	Schedule	Lookup References	Favorite
EU_GM_FSR_MILESTONE_FRC_FRA_BL	FINANCIAL MILESTONE REPORT	Public	GRANTS	HTML	Excel	XML	Schedule	Lookup References	Favorite

6. Select Desired Results: **HTML, Excel, or Schedule.**

*a. For this job aid purpose we are using **Excel** as the output.*

7. Enter the **dates** for the FSR Milestones that you would like to review for your assigned units by using the calendar or manually typing the dates into the cells.

Enter FSR Due Date **From:** 01/01/2017

Enter FSR Due Date **To:** 03/31/2017

EU_GM_FSR_MILESTONE_FRC_FRA_A - FINANCIAL MILESTONE REPORT

FSR Due Date From (Required) 01/01/2017

FSR Due Date To (Required) 03/31/2017

FSR Status

Enter Dept From (Blank =All)

Enter Dept To (Blank =All)

RESEARCH UNIT (Blank = All)

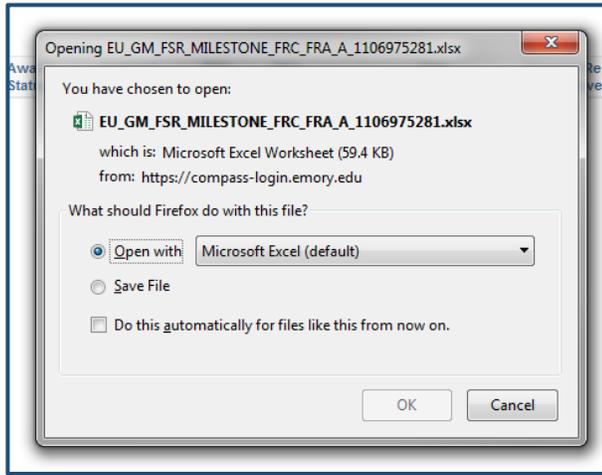
FRC Completer ID (Blank = All)

FRA Approver ID(Blank = All)

View Results 

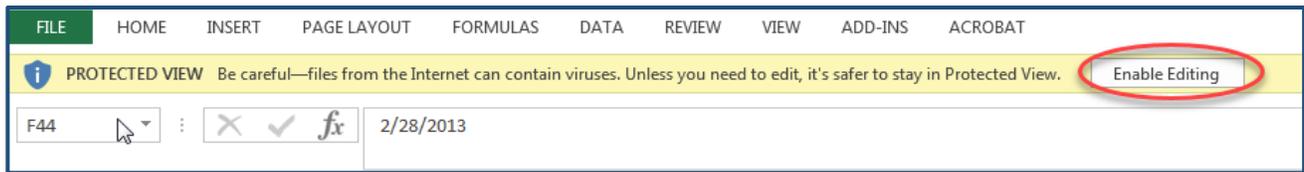
8. Click **View Results** Button.

9. A pop-up window will appear to open the Excel spreadsheet.



10. Click OK.

11. Click on **Enable Editing** button.



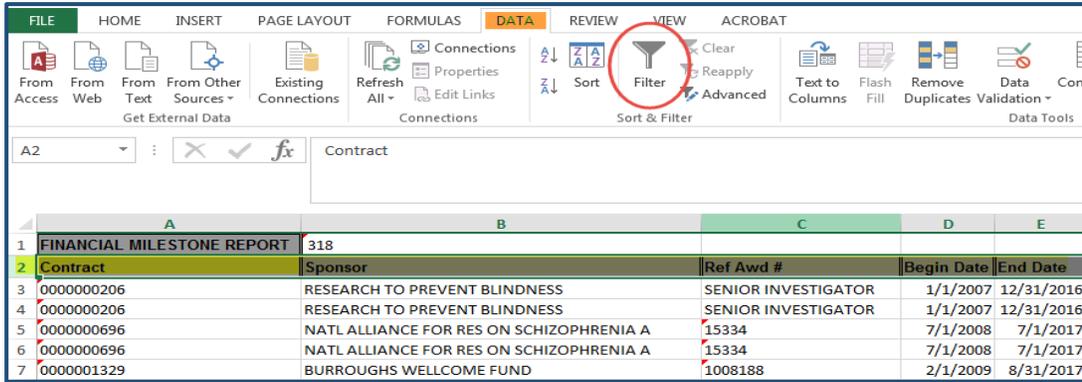
The Excel spreadsheet opens...

Contract	Sponsor	Ref Awd #	Begin Date	End Date	Due	Purpose	PI Name	Dept	Dept Name
000000206	RESEARCH TO PREVENT BLINDNESS	SENIOR INVESTIGATOR	1/1/2007	12/31/2016	1/31/2017	RSRCH	Grossniklaus,Hans Edwin	734528	SOM: Ophthal: Oculo-Pathology
000000206	RESEARCH TO PREVENT BLINDNESS	SENIOR INVESTIGATOR	1/1/2007	12/31/2016	1/31/2017	RSRCH	Grossniklaus,Hans Edwin	734528	SOM: Ophthal: Oculo-Pathology
000000696	NATL ALLIANCE FOR RES ON SCHIZOPHRENIA A	15334	7/1/2008	7/1/2017	2/28/2017	RSRCH	Ousley,Opal Y	737000	SOM: Psych: Admin
000000696	NATL ALLIANCE FOR RES ON SCHIZOPHRENIA A	15334	7/1/2008	7/1/2017	3/28/2017	RSRCH	Ousley,Opal Y	737000	SOM: Psych: Admin
000001329	BURROUGHS WELLCOME FUND	1008188	2/1/2009	8/31/2017	3/31/2017	TRAIN	McCarty,Nael A.	861900	GRS: Special Projects
000002124	RESEARCH TO PREVENT BLINDNESS	RPB UNRESTRICTED GRA	7/1/2008	6/30/2017	1/30/2017	RSRCH	Beck,Allen D	734502	SOM: Ophthal: Chairman
000002124	RESEARCH TO PREVENT BLINDNESS	RPB UNRESTRICTED GRA	7/1/2008	6/30/2017	1/31/2017	RSRCH	Beck,Allen D	734502	SOM: Ophthal: Chairman
000004837	NIH NATL INSTITUTE OF HEALTH	5R01CA143107-06	1/1/2010	12/31/2016	3/1/2017	RSRCH	Zhou,Muxiang	736542	SOM: Peds: Neuro-Oncology
000004837	NIH NATL INSTITUTE OF HEALTH	5R01CA143107-06	1/1/2010	12/31/2016	3/31/2017	RSRCH	Zhou,Muxiang	736542	SOM: Peds: Neuro-Oncology
000005917	NIH NATL INSTITUTE OF HEALTH	5P01HL101398-05 Revi	9/1/2010	2/17/2017	1/29/2017	RSRCH	Quyyumi,Arshed Ali	733005	SOM: Medicine: Cardiology
000005917	NIH NATL INSTITUTE OF HEALTH	5P01HL101398-05 Revi	9/1/2010	2/17/2017	2/28/2017	RSRCH	Quyyumi,Arshed Ali	733005	SOM: Medicine: Cardiology
000006763	NIH NATL INSTITUTE ON DEAFNESS AND OTHER	5R01DC006483-10	1/1/2011	12/31/2016	3/1/2017	RSRCH	Lin,Xi Erick	735500	SOM: Otolaryngology:Admin
000006763	NIH NATL INSTITUTE ON DEAFNESS AND OTHER	5R01DC006483-10	1/1/2011	12/31/2016	3/31/2017	RSRCH	Lin,Xi Erick	735500	SOM: Otolaryngology:Admin
000007553	US ENVIRONMENTAL PROTECTION AGENCY	83479901	1/1/2011	12/31/2016	1/31/2017	RSRCH	Tolbert,Paige E	813000	SPH: Environmental Health
000007553	US ENVIRONMENTAL PROTECTION AGENCY	83479901	1/1/2011	12/31/2016	3/31/2017	RSRCH	Tolbert,Paige E	813000	SPH: Environmental Health
000008669	ANDREW W MELLON FOUNDATION	40900667	1/1/2010	8/31/2018	1/15/2017	OTHER	Sterk,Claire Elizabeth	900000	EVP Academic Affairs & Provost
000008669	ANDREW W MELLON FOUNDATION	40900667	1/1/2010	8/31/2018	1/31/2017	OTHER	Sterk,Claire Elizabeth	900000	EVP Academic Affairs & Provost

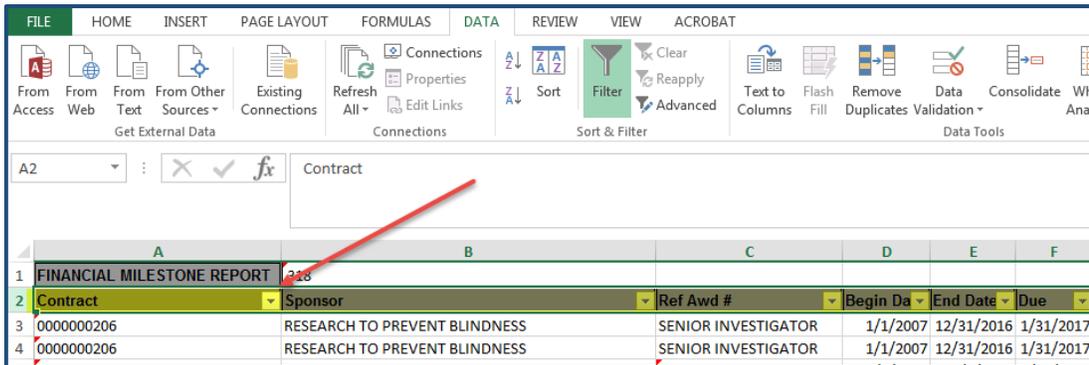
Sorting & Filtering the Data:

Note: You must sort the entire population of data to look at the specific awards pertaining to your unit.

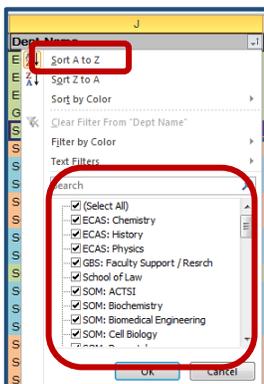
12. Highlight Row 2, and select the Filter Option under the Data tab in Excel.



**Drop down tabs will now appear on the column headers in row two so that you can sort/filter.*



13. On Column J, 'Dept Name', select the drop down tab, and select Sort A to Z. To filter, select the appropriate, individual departments and click OK.

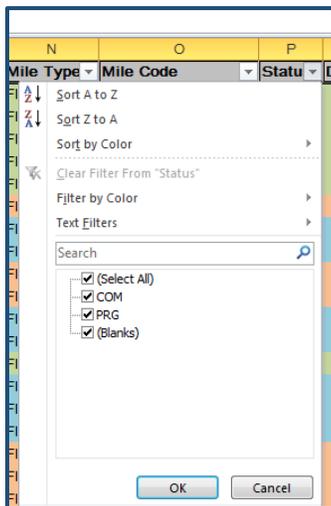


14. If sorting, start by deleting any Awards that do not pertain to your unit.

- a) *i.e. If you are only working on ECAS (for job aid purposes), delete all other Awards.*
- b) *By deleting those that do not pertain, instead of the 318 delivered in the original report, you are left with only 30. But, you are not yet done sorting/filtering.*

Contract	Sponsor	Ref Awd #	Begin Da	End Date	Duo	Purpo	PI Name	Dept	Dept Name
0000029266	LILLY ENDOWMENT	2014 0605-000	12/1/2014	12/31/2019	1/31/2017	OTHER	Long,Thomas G	885520	Candler School Of Theology
0000033858	LILLY ENDOWMENT	2015 1038	11/1/2015	12/31/2018	2/28/2017	OTHER	Strom,Jonathan N.	885520	Candler School Of Theology
0000035998	LILLY ENDOWMENT	2016 0095	3/1/2016	12/31/2019	1/31/2017	RSRCH	Smith,Theodore A	885520	Candler School Of Theology
0000035998	LILLY ENDOWMENT	2016 0095	3/1/2016	12/31/2019	1/31/2017	RSRCH	Smith,Theodore A	885520	Candler School Of Theology
0000018089	COMMUNITY FOUNDATION FOR GREATER J/MOU		7/1/2011	12/31/2016	3/31/2017	OTHER	Rich,Michael	903500	CenterforCommunityPartnerships
0000036302	ST LOUIS UNIVERSITY	00031846-1	7/1/2016	6/30/2018	1/31/2017	RSRCH	Little,Peter Deal	832000	ECAS: Anthropology
0000021914	UNIVERSITY OF GEORGIA	RR166 501/4708616	7/1/2014	2/28/2017	3/30/2017	RSRCH	Corces,Victor G.	831000	ECAS: Biology
0000033473	NATL SCIENCE FOUNDATION	1557724	3/1/2016	2/28/2019	3/31/2017	RSRCH	De Rooede,Jacobus Cornel	831000	ECAS: Biology
0000036649	ATLANTA RESEARCH AND EDUCATION FDTI	KMR187	1/17/2016	6/30/2017	1/15/2017	IPA	De Rooede,Jacobus Cornel	831000	ECAS: Biology
0000009100	US DEPARTMENT OF ENERGY	DE FG02 01ER15153	8/15/2010	1/14/2017	3/13/2017	RSRCH	Heaven,Michael C	831010	ECAS: Chemistry
0000009205	US DEPARTMENT OF ENERGY	DE FG02 07ER15906/ 9	9/1/2010	8/31/2017	1/31/2017	RSRCH	Hill,Craig Livingston	831010	ECAS: Chemistry
0000018119	US AIR FORCE	FA9550-13-1-0002	11/1/2012	10/31/2017	1/30/2017	RSRCH	Heaven,Michael C	831010	ECAS: Chemistry
0000018918	US DEPARTMENT OF ENERGY	DE FG02 97ER14782	11/1/2012	10/31/2016	1/29/2017	RSRCH	Bowman,Joel M	831010	ECAS: Chemistry
0000026694	US ARMY	W911NF-14-1-0208 P000	5/15/2014	11/14/2017	1/30/2017	RSRCH	Bowman,Joel M	831010	ECAS: Chemistry
0000027950	NASA	NNX15AH74G-001	3/31/2015	2/28/2018	1/31/2017	RSRCH	Widicus Weaver,Susanne	831010	ECAS: Chemistry
0000035537	Gilead Foundation		12/15/2015	12/31/2016	3/1/2017	OTHER	Liotta,Dennis C	831010	ECAS: Chemistry
0000035537	Gilead Foundation		12/15/2015	12/31/2016	3/1/2017	OTHER	Liotta,Dennis C	831010	ECAS: Chemistry
0000027072	JOHN TEMPLETON FOUNDATION	51436	1/1/2015	6/30/2017	1/31/2017	OTHER	McCauley,Robert Neil	837020	ECAS: Ctr Mind Brain & Culture
0000027127	JOHN TEMPLETON FOUNDATION	54555	4/1/2014	3/31/2020	1/31/2017	OTHER	Negi,Satya Dev	837060	ECAS: Emory Tibet Partnership
0000030686	US DEPARTMENT OF COMMERCE	NA15NMF4270347	9/1/2015	8/31/2017	3/31/2017	RSRCH	Yandle,Tracy Jane	832030	ECAS: Environmental Science
0000011897	ANDREW W MELLON FOUNDATION	41000726	5/1/2011	12/31/2017	3/31/2017	OTHER	Forman,Robin	836150	ECAS: J W Johnson Institute
0000035558	Qatar University	NPRP-8-992-5-133	2/10/2016	2/10/2017	3/4/2017	OTHER	Margariti,Roxani Eleni	833090	ECAS: MESAS
0000035558	Qatar University	NPRP-8-992-5-133	2/10/2016	2/10/2017	3/27/2017	OTHER	Margariti,Roxani Eleni	833090	ECAS: MESAS
0000036078	AMER COUNCIL OF LEARNED SOCIETY		8/1/2016	7/31/2017	2/28/2017	FLWSH	Karnes,Kevin C	833100	ECAS: Music
0000036011	AMER COUNCIL OF LEARNED SOCIETY		8/1/2016	7/31/2017	2/28/2017	FLWSH	Mitchell,Andrew John	833110	ECAS: Philosophy
0000028820	UNIVERSITY OF GOTHENBURG	M13-0559:1	7/1/2014	12/31/2016	3/1/2017	RSRCH	Glynn,Adam N	832060	ECAS: Political Science
0000028820	UNIVERSITY OF GOTHENBURG	M13-0559:1	7/1/2014	12/31/2016	3/1/2017	RSRCH	Glynn,Adam N	832060	ECAS: Political Science
0000030099	UNIVERSITY OF GOTHENBURG	F2014/69	10/1/2014	10/30/2016	2/28/2017	RSRCH	Staton,Jeffrey	832060	ECAS: Political Science
0000030099	UNIVERSITY OF GOTHENBURG	F2014/69	10/1/2014	10/30/2016	3/31/2017	RSRCH	Staton,Jeffrey	832060	ECAS: Political Science
0000031184	NATL ENDOWMENT FOR HUMANITIES	FV-280920-15	10/1/2015	12/31/2016	2/28/2017	OTHER	Klehr,Harvey	832060	ECAS: Political Science
0000031184	NATL ENDOWMENT FOR HUMANITIES	FV-280920-15	10/1/2015	12/31/2016	3/31/2017	OTHER	Klehr,Harvey	832060	ECAS: Political Science
0000022878	BRAIN & BEHAVIOR RSCH FDTN	21614	1/15/2014	1/4/2017	3/15/2017	RSRCH	Trotman,Hanan	832070	ECAS: Psychology
0000030562	NIH NATL INSTITUTE OF MENTAL HEALTH	5R00MH102355-05	2/9/2015	12/31/2017	3/30/2017	RSRCH	Treadway,Michael Tilghn	832070	ECAS: Psychology
0000031108	BRAIN & BEHAVIOR RSCH FDTN	20547	1/15/2014	1/4/2017	3/14/2017	RSRCH	Treadway,Michael T	832070	ECAS: Psychology
0000034855	AMER PSYCHOLOGICAL ASSOCIATION		11/4/2015	11/4/2016	1/3/2017	FLWSH	Marx,Lauren S	832070	ECAS: Psychology
0000008669	ANDREW W MELLON FOUNDATION	40900667	1/1/2010	8/31/2018	1/15/2017	OTHER	Sterk,Claire Elizabeth	900000	FVP Academic Affairs & Provost
0000008669	ANDREW W MELLON FOUNDATION	40900667	1/1/2010	8/31/2018	1/15/2017	OTHER	Sterk,Claire Elizabeth	900000	FVP Academic Affairs & Provost
0000034600	ASPEN INSTITUTE	AID-00AA-A-15-0038	8/1/2015	4/30/2018	1/24/2017	OTHER	Roberts,Peter William	872090	GBS: Faculty Support / Resrch
0000034603	ASPEN INSTITUTE	AID-00AA-A-15-0038	8/1/2015	4/30/2018	1/24/2017	OTHER	Roberts,Peter William	872090	GBS: Faculty Support / Resrch
0000001329	BURROUGHS WELLCOME FUND	1008188	2/1/2009	8/31/2017	3/31/2017	TRAIN	McCarty,Nael A.	861900	GRS: Special Projects

15. On Column P, **Status**, Sort A to Z, to see FSR Milestone Status:



COM - Completed
PRG - In progress
(Blanks) - Not started

16. Review the following columns to further identify your workload:

- On Column **O, MileCode**, Sort 'A to Z', to differentiate between Quarterly (QFSR), Interim (IFSR), Annual (AFSR), and Final (FFSR)
- On Column **V, Action**, Sort 'A to Z', to differentiate between RAS and FGC Workload
- On Column **F, Due**, Sort 'Oldest to Newest' to see what is due now
- On Column **A, Contract**, Sort 'A to Z' to identify duplicate milestones

14	0000028820	UNIVERSITY OF GOTHENBURG	M13-0559:1	7/1/2014	12/31/2016	3/1/2017	RSRCH	Glynn,Adam N	832060	ECAS: Political Science
15	0000028820	UNIVERSITY OF GOTHENBURG	M13-0559:1	7/1/2014	12/31/2016	3/31/2017	RSRCH	Glynn,Adam N	832060	ECAS: Political Science

Note: Some milestones may not be assigned appropriately so use caution before deleting lines.

Note: See RAS Launch Date for responsibilities related to **Q and I FSRs**.

***The example results in the image below and for job aid purposes assumes that you are in a RAS Unit and only working on Q and I FSRs at this time.**

You've deleted all other rows and find that you have 6 FSRs due in the next few months:

Contract	Sponsor	Ref Awd #	Begin Da	End Date	Due	Purpo	PI Name	Dept	Dept Name	Type	Awa	Contri	Mile	Mile t
0000018119	US AIR FORCE	FA9550-13-1-0002	11/1/2012	10/31/2017	1/30/2017	RSRCH	Heaven,Michael C	831010	ECAS: Chemistry	PREPAID_TO_CR	ACP	ACTIVE	FINRE	QFSR
0000036302	ST LOUIS UNIVERSITY	00031846-1	7/1/2016	6/30/2018	1/31/2017	RSRCH	Little,Peter Deal	832000	ECAS: Anthropology	CR_NON_LOC	ACP	ACTIVE	FINRE	IFSR
0000009205	US DEPARTMENT OF ENERGY	DE-FG02-07ER15906/9	9/1/2010	8/31/2017	1/31/2017	RSRCH	Hill,Craig Livingston	831010	ECAS: Chemistry	PREPAID_TO_CR	ACP	ACTIVE	FINRE	QFSR
0000027950	NASA	NNX15AH74G-001	3/31/2015	2/28/2018	1/31/2017	RSRCH	Widicus Weaver,Susanna	831010	ECAS: Chemistry	CR_LOC	ACP	ACTIVE	FINRE	QFSR
0000036011	AMER COUNCIL OF LEARNED SOCIETY		8/1/2016	7/31/2017	2/28/2017	FLWSH	Mitchell,Andrew John	833110	ECAS: Philosophy	AUTO_SCHED_PAY	ACP	ACTIVE	FINRE	IFSR
0000036078	AMER COUNCIL OF LEARNED SOCIETY		8/1/2016	7/31/2017	2/28/2017	FLWSH	Karnes,Kevin C	833100	ECAS: Music	AUTO_SCHED_PAY	ACP	ACTIVE	FINRE	IFSR