

## NAVIGATING AND SEARCHING IN THE KUALI RESEARCH CLOUD ENVIRONMENT

If you haven't already, check out the following training guides on navigating the new Kualu Research cloud environment. Both resources will help you navigate the dashboard and set up the cards most useful to you.

[Navigation in the Cloud Environment](#)  
(video)

[Kuali Research Cloud Navigation](#)  
(pdf)

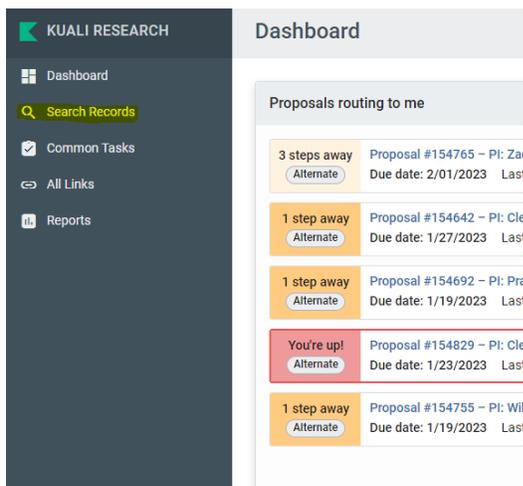
Setting up the dashboard cards is the recommended and easiest way to track Kuali Research (KR) records pertaining to your projects.

Once you have your dashboard and cards all set up, following are some additional searches to help you find what you're looking for.

*\*\*Please note: There may be slight differences from the examples below in how the dashboard and search results present based on the permissions of the user.*

## USEFUL SEARCHES IN KUALI RESEARCH

From the [Kuali Research Dashboard](#), click Search Records on the left of the screen



## SEARCH BY PROPOSAL NUMBER

**WHAT DO THESE SEARCH RESULTS SHOW?** *The status of a specific KRPD proposal record*

Click the down arrow next to Search everywhere

In the Filter Categories dialog box, enter Proposal Number and click on Proposal Number under the Popular column.

### Search Records

Search everywhere ▾ Type something...

**Narrow search by category**

proposal number ? You can narrow your search to a specific category. After searching you can add additional parameters.

**Popular** **More options**

**Proposal Number** [Development Proposal Number](#) [Institutional Proposal Number](#) [Parent Proposal Number](#)

Enter the KRPD record number (15XXXX) and hit Enter.

### Search Records

X Search Proposal Number 154422 X [Go](#)

The status of that KRPD record will be shown

### Search Records

Search everywhere ▾ Type something... [Go](#)

Proposal Number: 154422 [Clear All](#) [Saved Searches](#)

[Export as CSV](#) [Show/Hide Columns](#) [Share](#)

Negotiation Id	Sp Team	Agreement Type	Lead Unit Number	Principal Investigator	Sponsor Name	Csu Ref Num	Col Cleared	Ricro Cleared	Status	Date Create
			CO-1490	Jacobson, Peter A	DOD-ARMY-Fort A.P. Hill				Pending	11/21/2022
			CO-1490	Jacobson, Peter A	DOD-ARMY-Fort A.P. Hill				Approved and Submitted	11/08/2022

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## SEARCH BY 53 ACCOUNT NUMBER

**WHAT DO THESE SEARCH RESULTS SHOW?** All KR negotiation records for a specific 53 account, includes modifications associated with that 53.

Click the down arrow next to Search everywhere

In the Filter Categories dialog box, enter CSU Ref Num and click on CSU Ref Number under Supplemental Info.

### Search Records

Search everywhere ▾

**Narrow search by category**

? You can narrow your search to a specific category. After searching you can add additional parameters.

**Supplemental Info**

CSU Ref Num

Or click on CSU Ref Num under the Supplemental Info column

### Search Records

Search everywhere ▾

🔍

**Narrow search by category**

? You can narrow your search to a specific category. After searching you can add additional parameters.

Popular	Dates	Supplemental Info	More options	Development Proposal Number	Parent Proposal Number
<a href="#">Award Number</a>	<a href="#">Current Route Stop Date</a>	<a href="#">Abstract</a>	<a href="#">Abstract Details</a>	<a href="#">Document Number</a>	<a href="#">Personnel</a>
<a href="#">Lead Unit</a>	<a href="#">Date Created</a>	<a href="#">Act Dead Date</a>	<a href="#">Abstract Type</a>	<a href="#">Document Title</a>	<a href="#">Previous Grants.gov Tracking Id</a>
<a href="#">Personnel</a>	<a href="#">Date Last Action Taken</a>	<a href="#">Admin Clerical</a>	<a href="#">Account Id</a>	<a href="#">Document Type</a>	<a href="#">Primary Approvers</a>
<a href="#">Principal Investigator</a>	<a href="#">Deadline Date</a>	<a href="#">Basic Phone</a>	<a href="#">Activity Location</a>	<a href="#">Hierarchy Child</a>	<a href="#">Prime Sponsor</a>
<a href="#">Proposal Number</a>	<a href="#">End Date</a>	<a href="#">Brief Synopsis</a>	<a href="#">Activity Type</a>	<a href="#">Hierarchy Route Status</a>	<a href="#">Principal Investigator</a>
<a href="#">Sponsor</a>	<a href="#">Execution Date</a>	<a href="#">Budget Request</a>	<a href="#">Administrators</a>	<a href="#">Initiator</a>	<a href="#">Principal Investigator Id</a>
	<a href="#">Follow-Up Date</a>	<a href="#">Cell Phone</a>	<a href="#">Agency Routing Id</a>	<a href="#">Institutional Proposal Number</a>	<a href="#">Program Announcement</a>
	<a href="#">Last Approved Date</a>	<a href="#">Classified O 10135</a>	<a href="#">Agreement Type</a>	<a href="#">Keywords</a>	<a href="#">Proposal Number</a>
	<a href="#">Negotiation Activity Follow-Up Date</a>	<a href="#">Col Cleared</a>	<a href="#">Approval Priority Stop</a>	<a href="#">Last Action User</a>	<a href="#">Questionnaire Answers</a>
	<a href="#">Notice Date</a>	<a href="#">Como Rel Sup</a>	<a href="#">Approval Type</a>	<a href="#">Lead Unit</a>	<a href="#">Requisitioner</a>
	<a href="#">Start Date</a>	<a href="#">Computer</a>	<a href="#">Approver</a>	<a href="#">Namespace</a>	<a href="#">Route Status</a>
		<a href="#">Conflict of Interest</a>	<a href="#">Assigned Approver</a>	<a href="#">Negotiation Activity Description</a>	<a href="#">Sequence Status</a>
		<a href="#">Consultant</a>	<a href="#">Associated Document Number</a>	<a href="#">Negotiation Activity Last Modifier Name</a>	<a href="#">Site Investigator</a>
		<a href="#">Cont Proj</a>	<a href="#">Association Type</a>	<a href="#">Negotiation Activity Location</a>	<a href="#">Special Review Status</a>
		<a href="#">Contact Email</a>	<a href="#">Award Number</a>	<a href="#">Negotiation Activity Number of Days</a>	<a href="#">Special Review Type</a>
		<a href="#">Csf Job Code</a>	<a href="#">Award Transaction Type Code</a>	<a href="#">Negotiation Activity Type</a>	<a href="#">Sponsor</a>
		<a href="#">Csu Extension</a>	<a href="#">Budget Notes</a>	<a href="#">Negotiation Id</a>	<a href="#">Sponsor Number</a>
		<span style="background-color: yellow; padding: 2px;">CSU Ref Num</span>	<a href="#">CFDA Number</a>	<a href="#">Negotiator</a>	<a href="#">Status</a>
		<a href="#">Cui O 10134</a>	<a href="#">Central Admin Contact Email</a>	<a href="#">Note Comments</a>	<a href="#">Subaward Id</a>
		<a href="#">Equip Cost Share</a>	<a href="#">Central Admin Contact Name</a>	<a href="#">Note Topic</a>	<a href="#">Subrecipient</a>
		<a href="#">Equip%</a>	<a href="#">Central Admin Contact Type</a>		

Enter the 53-account number and click Enter

Search Records

X Search Csu Ref Num 5309934 X Go

The results show all the KR negotiation records associated with that 53 account

Search Records

Search everywhere - |Type something... Go

Csu Ref Num: 5309934 Clear All Saved Searches

Export as CSV Show/Hide Columns Share

Negotiation ID	Sp Team	Agreement Type	Lead Unit Number	Principal Investigator	Sponsor Name	Csu Ref Num
17387	T4	Amendment/Modification	CD-1490	Burns, Charles R	DOD-ARMY-Corps of Engineers Fort Worth	5309934
24850	T4	Amendment/Modification	CD-1490	Burns, Charles R	DOD-ARMY-Corps of Engineers Fort Worth	5309934
22933	T4	Amendment/Modification	CD-1490	Burns, Charles R	DOD-ARMY-Corps of Engineers Fort Worth	5309934 17060595 143598
21509	T4	Amendment/Modification	CD-1490	Burns, Charles R	DOD-ARMY-Corps of Engineers Fort Worth	5317192 5316029 5309934
24874	T4	Amendment/Modification	CD-1490	Burns, Charles R	DOD-ARMY-Corps of Engineers Fort Worth	5309934 17060595 143598 5370374
23379	T4	Amendment/Modification	CD-1490	Burns, Charles R	DOD-ARMY-Corps of Engineers Fort Worth	5309934 5320043 17060595 143598
25026	T4	Amendment/Modification	CD-1490	Burns, Charles R	DOD-ARMY-Corps of Engineers Fort Worth	5309934 17060595 143598 5320159
22624	T4	Amendment/Modification	CD-1490	Burns, Charles R	DOD-ARMY-Corps of Engineers Fort Worth	5310201 5309934 5344521 17060595 143598
22412	T3	Amendment/Modification	CD-1490	Burns, Charles R	DOD-ARMY-Corps of Engineers Fort Worth	5310187 5310188 5310189 5309934 17060595 143598
13787	T4	Amendment/Modification	CD-1490	Burns, Charles R	DOD-ARMY-Corps of Engineers Fort Worth	5310572/5310573/5310574/5309934/5309935/5309936/5309937/5309938

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To get more information about a specific negotiation record, click on the Negotiation ID number.

## VIEWING NEGOTIATION ACTIVITIES

Once the Negotiation opens, click on Activities and Attachments ► Show

Negotiation 29421

\* Negotiation Status: Complete Negotiation Dates: Start: 07/24/2023 End: 09/25/2023

\* Negotiator: jharding@colostate.edu Jenny L Harding Negotiation Age in Days: 63

\* Agreement Type: Amendment/Modification Anticipated Award Date:

Document Folder:

**Negotiation Attributes:**

\* Negotiation Association Type: Award Award: 009035-00007

Title: CESU-CP: OY2 ITAM Support, Fort Johnson - Task 10 CLIN 2011 Lead Unit: CEMML

Principal Investigator Employee: Charles R Burns Principal Investigator Non-Employee:

Admin Person:

Sponsor: DOD-ARMY-Corps of Engineers Fort Worth Prime Sponsor:

Sponsor Award ID: W9126G-20-2-0013 W9126G-14-2-0018 Subaward Organization:

Proposal Type:

Requisitioner Name: Requisitioner Unit:

Supplemental Info show

Activities & Attachments show

Medusa show

Now click on ► Show Activities (#)



You will now see all the Activities associated with this Negotiation record.



For an even deeper dive, click on ► Show by each activity

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## COMMON NEGOTIATION ACTIVITIES

**Add'l review/Info Needed:** OSP is missing information needed to process the award or modification

**Correspondence:** An OSP team member has sent an email regarding the award or modification; usually either to the Sponsor or the Dept/PI

**Draft Document:** a draft document has either been received by OSP or sent to a Sponsor

**Fully Executed Document:** a fully executed agreement has either been received by OSP or sent to a Sponsor

**KFS Account + Budget Verified:** this activity will often show up twice in the Activities list. It indicates the award or modification has been processed by the OSP Award Set Up team and/or the award or modification information has been verified by the Financial Research Administrator

**Other:** this activity is used to capture any number of actions that are not specifically listed as an Activity Type

**Partially Executed Document:** a partially executed agreement has either been received by OSP or sent to a Sponsor

**Ready for KC Award Transaction:** an OSP SRA or RA has sent an award or modification to the OSP Award Setup Team for the next step in the process

## SEARCH BY KR NEGOTIATION RECORD

**WHAT DO THESE SEARCH RESULTS SHOW?** *The status of a specific KR negotiation record.*

Click the down arrow next to Search everywhere

In the Filter Categories dialog box, enter Negotiation Id and click on Negotiation Id under More options.

**Search Records**

Search everywhere ▾  Go

**Narrow search by category** Saved Searches

You can narrow your search to a specific category. After searching you can add additional parameters.

More options

- Negotiation Id

Or click on Negotiation Id under the More Options heading

**Search Records**

Search everywhere ▾  Go

**Narrow search by category**

You can narrow your search to a specific category. After searching you can add additional parameters.

Popular	Dates	Supplemental Info	More options
<a href="#">Award Number</a>	<a href="#">Current Route Stop Date</a>	<a href="#">Abstract</a>	<a href="#">Abstract Details</a>
<a href="#">Lead Unit</a>	<a href="#">Date Created</a>	<a href="#">Act Dead Date</a>	<a href="#">Abstract Type</a>
<a href="#">Personnel</a>	<a href="#">Date Last Action Taken</a>	<a href="#">Admin Clerical</a>	<a href="#">Account Id</a>
<a href="#">Principal Investigator</a>	<a href="#">Deadline Date</a>	<a href="#">Basic Phone</a>	<a href="#">Activity Location</a>
<a href="#">Proposal Number</a>	<a href="#">End Date</a>	<a href="#">Brief Synopsis</a>	<a href="#">Activity Type</a>
<a href="#">Sponsor</a>	<a href="#">Execution Date</a>	<a href="#">Budget Request</a>	<a href="#">Administrators</a>
	<a href="#">Follow-Up Date</a>	<a href="#">Cell Phone</a>	<a href="#">Agency Routing Id</a>
	<a href="#">Last Approved Date</a>	<a href="#">Classified O 10135</a>	<a href="#">Agreement Type</a>
	<a href="#">Negotiation Activity Follow-Up Date</a>	<a href="#">CoI Cleared</a>	<a href="#">Approval Priority Stop</a>
	<a href="#">Notice Date</a>	<a href="#">Comp Rel Sup</a>	<a href="#">Approval Type</a>
	<a href="#">Start Date</a>	<a href="#">Computer</a>	<a href="#">Approver</a>
		<a href="#">Conflict of Interest</a>	<a href="#">Assigned Approver</a>
		<a href="#">Consultant</a>	<a href="#">Associated Document Number</a>
		<a href="#">Cont Proj</a>	<a href="#">Association Type</a>
		<a href="#">Contact Email</a>	<a href="#">Award Number</a>
		<a href="#">Csfs Job Code</a>	<a href="#">Award Transaction Type Code</a>
		<a href="#">Csu Extension</a>	<a href="#">Budget Notes</a>
		<a href="#">Csu Ref Num</a>	<a href="#">CFDA Number</a>
		<a href="#">Cui O 10134</a>	<a href="#">Central Admin Contact Email</a>
		<a href="#">Equip Cost Share</a>	<a href="#">Central Admin Contact Name</a>
		<a href="#">Equip5k</a>	<a href="#">Central Admin Contact Type</a>
		<a href="#">Equipment</a>	<a href="#">Development Proposal Number</a>
			<a href="#">Document Number</a>
			<a href="#">Document Title</a>
			<a href="#">Document Type</a>
			<a href="#">Hierarchy Child</a>
			<a href="#">Hierarchy Route Status</a>
			<a href="#">Initiator</a>
			<a href="#">Institutional Proposal Number</a>
			<a href="#">Keywords</a>
			<a href="#">Last Action User</a>
			<a href="#">Lead Unit</a>
			<a href="#">Namespace</a>
			<a href="#">Negotiation Activity Description</a>
			<a href="#">Negotiation Activity Last Modifier Name</a>
			<a href="#">Negotiation Activity Location</a>
			<a href="#">Negotiation Activity Number of Days</a>
			<a href="#">Negotiation Activity Type</a>
			<a href="#">Negotiation Id</a>
			<a href="#">Negotiator</a>
			<a href="#">Note Comments</a>
			<a href="#">Note Topic</a>
			<a href="#">Parent Proposal Number</a>
			<a href="#">Personnel</a>
			<a href="#">Previous Grants.gov Tracking Id</a>
			<a href="#">Primary Approvers</a>
			<a href="#">Prime Sponsor</a>
			<a href="#">Principal Investigator</a>
			<a href="#">Principal Investigator Id</a>
			<a href="#">Program Announcement</a>
			<a href="#">Proposal Number</a>
			<a href="#">Questionnaire Answers</a>
			<a href="#">Requisitioner</a>
			<a href="#">Route Status</a>
			<a href="#">Sequence Status</a>
			<a href="#">Site Investigator</a>
			<a href="#">Special Review Status</a>
			<a href="#">Special Review Type</a>
			<a href="#">Sponsor</a>
			<a href="#">Sponsor Number</a>
			<a href="#">Status</a>
			<a href="#">Subaward Id</a>
			<a href="#">Subrecipient</a>

The results show the status of that KR negotiation record

Search Records

Search everywhere [Type something...] **Go**

Negotiation Id: 26370 **Clear All** **Saved Searches**

[Export as CSV](#) [Show/Hide Columns](#) [Share](#)

Negotiation Id	Sp Team	Agreement Type	Lead Unit Number	Principal Investigator	Sponsor Name	Cau Ref Num	Coi Cleared	Ricro Cleared	Status	Date Cre
<a href="#">26370</a>	T4	NCE Request	CO-1490	Voggeser, Shannon M	DOD-ARMY-Corps of Engineers Alaska	5320053	Yes		In Progress	01/20/20

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Follow the steps laid out in [Viewing Negotiation Activities](#) for greater detail into the activities of that negotiation. Also see [Common Negotiation Activities](#).

## SEARCH BY PRINCIPAL INVESTIGATOR AND STATUS

**WHAT DO THESE SEARCH RESULTS SHOW?** *All KR negotiation records with a status of In Progress for a particular Principal Investigator (PI).*

Click the down arrow next to Search everywhere

In the Filter Categories dialog box, enter PI and click on PI under Popular or More Options.

Search Records

Search everywhere [Type something...] **Go**

**Narrow search by category** **Saved Searches**

principal investigator **You can narrow your search to a specific category. After searching you can add additional parameters.**

Popular **Principal Investigator** More options [Principal Investigator](#) [Principal Investigator.Id](#)

Enter PI last name and hit Enter

Search Records

**Search Principal Investigator** Bagley **Go**

This will give you a list of all KR actions for that PI – KRPD and KR negotiations.

**Search Records**

Search everywhere ▾ | Type something... Go

Principal Investigator: Bagley ✕ [Clear All](#) Saved Searches

[Export as CSV](#) [Show/Hide Columns](#) [Share](#)

Negotiation Id	Sp Team	Agreement Type	Lead Unit Number	Principal Investigator	Sponsor Name	Csu Ref Num	Col Cleared	Ricro Cleared	Stat
			CO-1490	Bagley, Calvin F	DOD-ARMY-Corps of Engineers Alaska				Clos
			CO-1490	Bagley, Calvin F	DOD-ARMY-Corps of Engineers Alaska				Clos
			CO-1490	Bagley, Calvin F	DOD-ARMY-Corps of Engineers Alaska				Clos
			CO-1490	Bagley, Calvin F	DOD-ARMY-Corps of Engineers Alaska				Clos
			CO-1490	Bagley, Calvin F	DOD-ARMY-Corps of Engineers Savannah				Func
			CO-1490	Bagley, Calvin F	DOD-ARMY-Corps of Engineers Fort Worth				Clos
			CO-1490	Bagley, Calvin F	DOD-ARMY-Corps of Engineers Savannah				Acth
			CO-1490	Bagley, Calvin F	DOD-ARMY-Corps of Engineers Alaska				Appr
<a href="#">16413</a>	T4	Amendment/Modification	CO-1490	Bagley, Calvin F	DOD-ARMY-Corps of Engineers Alaska	5309319 128904			Com
<a href="#">16401</a>	T4	Cooperative Agreement	CO-1490	Bagley, Calvin F	DOD-ARMY-Corps of Engineers Savannah	5316048 17083689 147205			Com

Rows per page: 10 ▾ 1-10 of 1724 < >

Now click the Search Everywhere down arrow again and in the categories filter dialog box, enter Status. Click on Status under More Options.

**Search Records**

Search everywhere ▾ | Type something...

**Narrow search by category**

? You can narrow your search to a specific category. After searching you can add additional parameters.

**More options**

[Hierarchy Route](#) [Sequence Status](#) **[Status](#)**  
[Status](#) [Special Review](#)  
[Route Status](#) [Status](#)

Enter In Progress into the search box and hit enter

**Search Records**

✕ Search Status  ✕ Go

Principal Investigator: Bagley ✕ [Clear All](#) Saved Searches

You will now see a list of all KR negotiation records that are currently In Progress for that PI.

Search Records

Search everywhere  Go

Principal Investigator: Bagley ✕ Status: In Progress ✕ [Clear All](#) Saved Searches

[Export as CSV](#) [Show/Hide Columns](#) [Share](#)

Negotiation Id	Sp Team	Agreement Type	Lead Unit Number	Principal Investigator	Sponsor Name	Csu Ref Num	Col Cleared	Ricro Cleared	Status	D
<a href="#">26234</a>	T4	NCE Request	CO-1490	Bagley, Calvin F	DOD-ARMY-Corps of Engineers Alaska	5310081 5317104			In Progress	0
			CO-2002	Bagley, Calvin F	DOD-ARMY-Army National Guard				In Progress	1
<a href="#">25955</a>	T4	Grant		Bagley, Calvin F	DOD-ARMY-Army National Guard	154577			In Progress	1
<a href="#">26232</a>	T4	NCE Request	CO-1490	Bagley, Calvin F	DOD-ARMY-Corps of Engineers Alaska	5344532 5317103			In Progress	0
			CO-1490	Bagley, Calvin F	USDA-USFS-Rocky Mtn. Rsrch Station - CO				In Progress	0

Rows per page: 10 1-5 of 5

To get more information about a specific negotiation record, click on the Negotiation ID number.

Follow the steps laid out in [Viewing Negotiation Activities](#) for greater detail into the activities of that negotiation. Also see [Common Negotiation Activities](#).

## SHOW/HIDE COLUMNS

You can manipulate the results of a search to show only the information/columns you want to see.

Once you've got search results, click Show/Hide Columns

## Search Records

Search everywhere  Go

Csu Ref Num: 5309934 Clear All Saved Searches

[Export as CSV](#) [Show/Hide Columns](#) [Share](#)

↑ Negotiation Id	Sp Team	Agreement Type	Lead Unit Number	Principal Investigator	Sponsor Name	Csu Ref Num
<a href="#">13282</a>	T4	Amendment/Modification	CO-1490	Burns, Charles R	DOD-ARMY-Corps of Engineers Fort Worth	5310572/5310573/5310574/5309934/5309935/5309936/5309937/5309938
<a href="#">16169</a>	T4	Amendment/Modification	CO-1490	Burns, Charles R	DOD-ARMY-Corps of Engineers Fort Worth	5316002/5316003/5316004/5316005/5316006/5309934/5309935/5309936/5309937
<a href="#">17287</a>	T4	Amendment/Modification	CO-1490	Burns, Charles R	DOD-ARMY-Corps of Engineers Fort Worth	5309934
<a href="#">21509</a>	T4	Amendment/Modification	CO-1490	Burns, Charles R	DOD-ARMY-Corps of Engineers Fort Worth	5317192 5316029 5309934
<a href="#">22412</a>	T3	Amendment/Modification	CO-1490	Burns, Charles R	DOD-ARMY-Corps of Engineers Fort Worth	5310187 5310188 5310189 5309934 17060595 143598
<a href="#">22624</a>	T4	Amendment/Modification	CO-1490	Burns, Charles R	DOD-ARMY-Corps of Engineers Fort Worth	5310201 5309934 5344521 17060595 143598
<a href="#">23175</a>	T4	Amendment/Modification	CO-1490	Burns, Charles R	DOD-ARMY-Corps of Engineers Fort Worth	5309934 5320043 17060595 143598
<a href="#">23939</a>	T4	Amendment/Modification	CO-1490	Burns, Charles R	DOD-ARMY-Corps of Engineers Fort Worth	5309934 17060595 143598
<a href="#">24850</a>	T4	Amendment/Modification	CO-1490	Burns, Charles R	DOD-ARMY-Corps of Engineers Fort Worth	5309934
<a href="#">24874</a>	T4	Amendment/Modification	CO-1490	Burns, Charles R	DOD-ARMY-Corps of Engineers Fort Worth	5309934 17060595 143598 5370374

Rows per page: 10 1-10 of 11

From here, select the columns you want to show. To order them click and drag the six dots on the left. If those are the columns you want to see for every search, click Remember my choices.

### Show/Hide Columns

NOTE: Moving something up in the list means that it moves to the left in the table.

Quick Actions

- Negotiation Id
- Sp Team
- Agreement Type
- Lead Unit Number
- Principal Investigator
- Sponsor Name
- Csu Ref Num
- Coi Cleared
- Rico Cleared
- Status
- Negotiation Activity Number of Days
- Document Number
- Document Type
- Title
- Abstract
- Abstract Details
- Abstract Type
- Account Id
- Act Dead Date
- Activity Location
- Activity Type
- Admin Clerical
- Administrators

Remember my choices

The column options are a long list so you'll have to play around with it a bit to find the exact right column title.

Click Save when done.

## SAVING SEARCHES

You can save searches by clicking on Saved Searches

Search Records

Search everywhere ▾ Type something... Go

Principal Investigator: Bagley ✕ Status: In Progress ✕ [Clear All](#) Saved Searches

Then filling out the dialog box with a search name

**Saved Searches** ✕

**?** To save the current search, enter a name for it below and click Save. To run a previously saved search, click on the name of the search in the table below.

Save the current search:  Save

## EXPORTING SEARCH RESULTS TO EXCEL

You can export search results to Microsoft Excel by clicking on the Export as CSV link at the top of a search.

Search everywhere ▾ Type something... Go

Record Resides With: Reifstenzel ✕ Status: In Progress ✕ [Clear All](#) Saved Searches

[Export as CSV](#) [Show/Hide Columns](#) [Share](#)

Negotiation Id	Agreement Type	Lead Unit Number	Principal Investigator	Sponsor Name	Csu Ref Num	Mod Num
<a href="#">26685</a>	Amendment/Modification	CO-1490	Anderson, Jennie Adale	DOD-ARMY-Corps of Engineers Fort Worth	5316024 17126590 153254	02
<a href="#">26684</a>	Amendment/Modification	CO-5060	Beveridge, Daniel T	USDA-USFS-Forest Research	5370508 17129448 153535	01
<a href="#">26647</a>	Contract	CO-1475	Sovell, John Raymond	Town of Vail	154694 17139636	
<a href="#">26643</a>	Amendment/Modification	CO-1472	Redmond, Miranda D	USDA-USFS-Rocky Mtn. Rsrch Station - CO	5392986 17111693 150209	02
<a href="#">26572</a>	Cooperative Agreement	CO-1472	Havilla, Caroline	USDA-ARS-Agricultural Research Service	154433 17138997	

Once the file is open, you can format as desired. *Remember to Save As an Excel file, rather than a .csv.*