

Checking Grants and Contracts Content

Almost all records in the **Contracts, Grants, and Sponsored Research/Creative Activity** section will be data imported from the NUGrant system. Updated grant data is uploaded nightly into the Activity Insight system. You cannot edit this content. If there is an error in the grant information, IANR faculty should contact the ARD office and CEHS faculty should contact the college dean’s office to correct the record.

NOTE: Please delete any “manual” entry that matches a NUGrant record as there should only be one Activity Insight record for each grant.

If you have submitted a grant proposal late in the year and there is no record in your Activity Insight “Contracts, Grants, and Sponsored Research/Creative Activity” section from the NUGrant system by the report due date, do NOT add the grant record in Activity Insight. Make note of the grant submission in the appropriate Goal screen in the Other Accomplishments text box.

Grant records will be displayed in three Status sections in the Annual Report: Active, Submitted but Declined, and Pending.

Grants NOT recorded in NUGrant system

If you have information on a grant, contract, or other sponsored research that is NOT reported in the NUGrant system, you may enter that in Activity Insight. Simply click on the *Add New Item* button in the summary screen and add the pertinent content.

NOTE: You will need to add the names of all **Investigators** to create the correct grant record.

Investigators
Please either select a person from the drop-down list or enter their name in the input fields.

Investigator

H	People at University of Nebraska-Lincoln	First Name	Middle Name/Initial	Last Name	Role	Faculty Member's Percentage Credit	If a student, what is his/her level?
NUInvestigatorID	Peters, Pamela K: ppeters1					%	

College: [dropdown] Department: [dropdown]

Investigator

H	People at University of Nebraska-Lincoln	First Name	Middle Name/Initial	Last Name	Role	Faculty Member's Percentage Credit	If a student, what is his/her level?
NUInvestigatorID	Select or type a name...					%	

College: [dropdown] Department: [dropdown]

Select the number of investigator rows to add: 1 [dropdown] **+Add** **+Add a List of Names**

Select the number of rows to add and click on the **Add** button.

- To add another UNL faculty member, start typing the name in the “Select or type a name” search field and then select the name from a list of matching names (matches first and last names and Account ID).
- To add graduate assistants or investigators from outside of UNL, enter the name(s) and other information in the appropriate fields.

jack [dropdown]

- Bacon, Jacklyn: jbacon3
- Beard, Jack: jack.beard
- Botts, Jack: jbotts1
- Campbell, John: jack.campbell
- Farrell, Jackie: jackie.farrell
- IANR, Test Faculty: djackson1
- Jackson-Ziems, Tamra: tjackson3
- Jackson, David S: david.s.jackson