



Status Checker

How it works

The Status Checker database stores information on all transactions relating to eGC1s that have been approved by OSP AND have been entered into OSP's online system (SPAERC) or modified within the past 60 days.

What you can view:

- Activity within SPAERC after the eGC1 has been approved by OSP
- New transactions that have been entered into SPAERC in the past 60 days
- Pre-existing transactions that have modified in SPAERC in the past 60 days
- The status of some activity within GCA

What you cannot view:

- New transactions that have not yet been entered into SPAERC
- Pre-existing transactions that have not been modified in SPAERC in the past 60 days
- The status of an eGC1 prior to OSP's approval

How to use it

The screenshot shows the 'Status Checker' web interface. It includes a title bar with 'Status Checker' and a 'Help' link. Below the title bar is a descriptive paragraph: 'Status Checker extracts information about the status of new awards and administrative actions from SPAERC (OSP's administrative module in SAGE). Status Checker contains information for the past 60 days, and is updated each day at 6am.' Underneath is a 'To Use:' section with three numbered instructions: 1. Select how you want the data to be filtered: No filter, PI (Principal Investigator) Name or Org Code Receiving Funding. 2. For PI or Org Code Receiving Funding enter a partial/full name or number for searching. 3. Choose your report format. (HTML can only be used in Internet Explorer.) The interface features three dropdown menus: 'Filter by:' with 'Nothing (Show All)' selected, 'Report Format:' with 'Choose One' selected, and a 'Search' button.

1 Define the scope of the information you want to view:

- **Nothing (Show All)**
Displays ALL transactions within the last 60 days
- **Organization Receiving Funding**
Enter a full or partial Org Code to limit the scope based on organization
- **PI Name**
Enter all or part of the PI's last name to limit the scope based on PI

Choose how to display the information:

- 2 • **Comma Separated Values**
Creates a text file with all the values separated by commas
- **HTML (IE Only)**
Creates a web page that can only be displayed in Internet Explorer
- **Microsoft Excel**
*Creates an Excel spreadsheet. ***recommended****

Extract the information:

- 3 • Click **Search** to run the report
The report will be saved to the location normally used for your downloads - for example, your Desktop

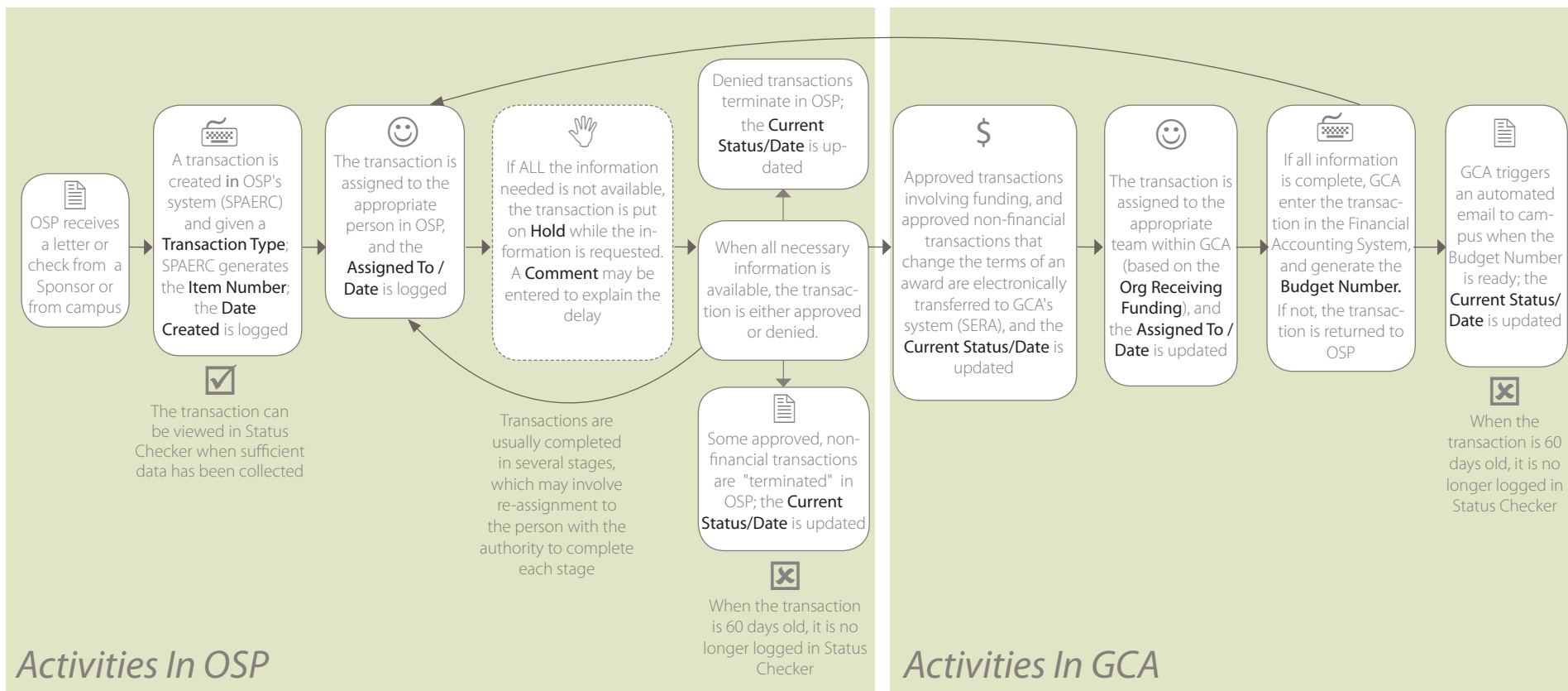


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How to interpret the information

For more detailed explanations of all the fields within the Status Checker database, see Status Checker's online Help.

*Items in black are the names of fields within Status Checker's report.



Use the following fields within Status Checker's report to verify that you are looking at the correct award:

- Sponsor Name
- Short Title
- Org Receiving Funding
- Award Amount
- PI Name