

# How to Create a Grant Overview-by Faculty Report in FARS

Fall 2018



## **Contents**

This Quick Start Guide will present:

- 1- A sample grant overview-by faculty report, and
- 2- How to create a report.

## 1-A Sample Report.

FARS will produce a report based on your selection.

You can print and export it as a Word, Excel, or PDF file.

This is the sample report as a PDF file, which was exported from FARS.

### Activity Overview - By Faculty

#### Ed Leadership, Research & Tech

Summer II 2017 - Summer I 2018

Unit	General	Other Activities
	# Faculty	Funded Research and Creative Scholarship
<b>Ed Leadership, Research &amp; Tech</b>	<b>60</b>	<b>30</b>
<i>Adler, Alfred</i>		1
<i>Aronson, Elliot</i>		1
<i>Atkinson, Rowan</i>		2
<i>Bean, John</i>		2
<i>Bloom, Benjamin</i>		1
<i>Erikson, Erik</i>		2
<i>Freire, Paulo</i>		4
<i>Jerome, Bruner</i>		0
<i>Maslow, Abraham</i>		0
<i>Metzner, Bee</i>		1
<i>Papert, Seymour</i>		2
<i>Piaget, Jean</i>		3
<i>Rogers, Carl</i>		4
<i>Seidman, Alan</i>		2
<i>Sigmund, Freud</i>		0
<i>Skinner, BF</i>		1

You can also export a report that looks like this. Information is organized by faculty names.

# ^	Faculty ↕	Title ↕	Sponsor ↕	Award Date ↕	Total Funding ↕	Description ↕	Status ↕	Semester ↕
1	Adler, Alfred	Facilitating Improvement in Undergraduate STEM Instruction: Providing A Research-Based foundation for the Emerging Class of Change Initiatives Involving Instructional Development Teams.	NSF IUSE	7/5/2015	USD 25,000		Funded - In Progress	Spring 2016
2	Aronson, Elliot	Evaluation Sub-Contract: Departmental Action Teams: Sustaining improvements in undergraduate STEM education through faculty engagement.	NSF IUSE	7/13/2017	USD 25,000		Funded - In Progress	Fall 2016
3	Bean, John	Accelerating Systemic Change: A Research Coordination Network to Transform STEM Education.	NSF IUSE	8/4/2017	USD 2,400,000		Funded - In Progress	Spring 2018
4	Bean, John	Online Technical Education in ATE-Funded Programs	National Science Foundation	9/10/2015	USD 500,000		Funded - In Progress	Fall 2015
5	Bloom, Benjamin	ONLINE TECHNICAL EDUCATION IN ATE PROGRAMS	National Science Foundation		USD 125,000		Funded - In Progress	Summer II 2016
6	Erikson, Erik	Cross-cultural Adjustment and Engagement: Perceptions and Experiences of International Students in Japanese Higher Education	The College of Engineering		USD 2,000		Funded - In Progress	Spring 2018
7	Freire, Paulo	Lippit Chapter			USD 10,000		Completed	Summer II 2017

## Data Fields

General	Scholarly Activities	Other Activities
<input checked="" type="checkbox"/> # Faculty	<input type="checkbox"/> Publications - Journals	<input type="checkbox"/> Course Development Activities
<input type="checkbox"/> % Logged In	<input type="checkbox"/> Publications - Books	<input type="checkbox"/> Thesis/Dissertation/Equivalent Special Project Committees
<input type="checkbox"/> Last Login Date	<input type="checkbox"/> Publications - Book Chapters	<input type="checkbox"/> Non-Credit Research or Mentoring
<input type="checkbox"/> Credit Hours	<input type="checkbox"/> Publications - Monographs	<input type="checkbox"/> Student Supervision
<input type="checkbox"/> Lecture Hours	<input type="checkbox"/> Publications - Conference Proceedings	<input type="checkbox"/> Student Advising
<input type="checkbox"/> Lab Hours	<input type="checkbox"/> Publications - Professional Reviewer/Editor	<input type="checkbox"/> Other Professional Recognition
<input type="checkbox"/> Teaching Load	<input type="checkbox"/> Publications - Other	<input checked="" type="checkbox"/> Funded Research and Creative Scholarship
<input type="checkbox"/> Student Credit Hours	<input type="checkbox"/> Presentations - Paper	<input type="checkbox"/> Institutional Services/Committees
<input type="checkbox"/> Enrollment	<input type="checkbox"/> Presentations - Poster	<input type="checkbox"/> Professional Services
	<input type="checkbox"/> Presentations - Workshops	<input type="checkbox"/> Professional Development
	<input type="checkbox"/> Presentations - Panels	<input type="checkbox"/> Any Other Contribution
	<input type="checkbox"/> Presentations - Other	<input type="checkbox"/> Course Release, Buy-Out, Professional Leave, and Sabbatical
	<input type="checkbox"/> Creative Scholarship	
	<input type="checkbox"/> Other	

The checked data fields are needed in order to create the report as shown

## **As a side note:**

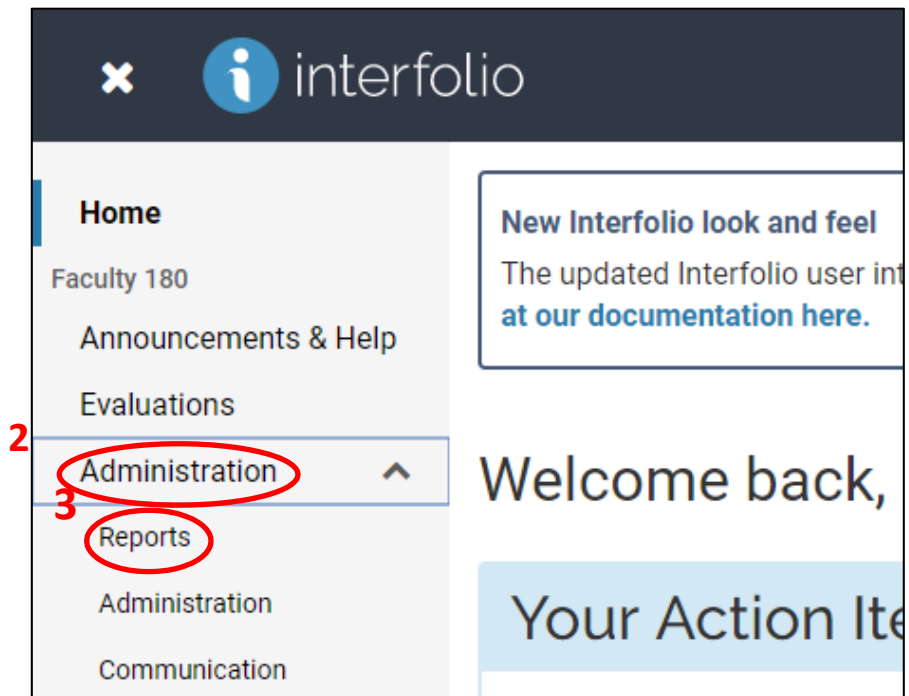
Once you have created a report you needed, you can create a quick link in FARS. A quick link may save you time from doing the same work and reduce errors in creating a report.

You can find instructions on how to create a quick link at:

<https://wmich.edu/institutionalresearch/fars/administrativereports>

## 2-How to Create the Report.

1. Log into FARS
2. Click **Administration**
3. Click **Reports**.



4. You will see this screen, which shows the forms of reports and their descriptions.

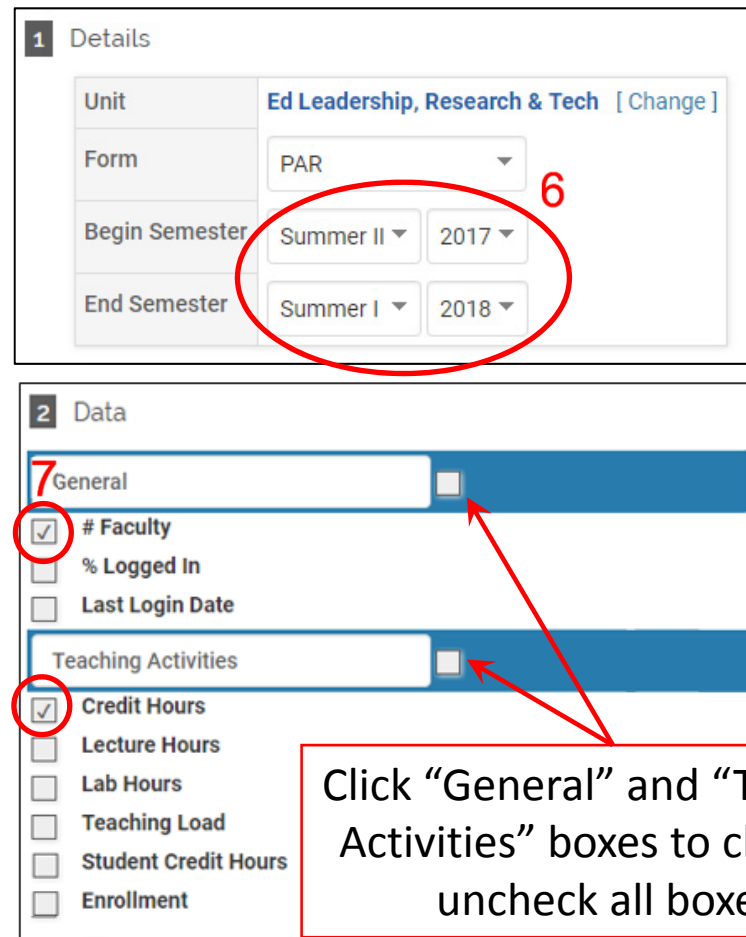
5. Click on **Activity Overview-By Faculty**.

Reports	
▼ Activity Reports	
Profile Report	Personal information, work experience, degrees, licenses, memberships, honors, interests, biographies, and more
Activity Input Report	Teaching (e.g. enrollment, credit hours), grants, service, professional development, consulting, and more
Scholarly Activities	Research, publications, and creative productions
Grants	Grant activities and funding data
Courses Taught	Enrollment, credit hours, teaching load, and course sections
Activities By Activity Classification	Activities grouped by classifications
▼ Administrative Reports	
Ad Hoc Reports	Report building by selecting data to represent each column: faculty information, faculty classifications, activity input counts, and profile activity counts
Activity Overview - By Faculty	Activities by units and faculty members within those units
Activity Overview - By Semester	Activities by units and the semesters within those units
Faculty Classifications	Faculty members organized by classification rank, tenure status, and other faculty classifications
Scholarly Citations	Publications and creative productions by faculty members within units
Grant Citations	Grant activities and funding data by faculty members within units
Standard Vitas	Vitas for selected faculty members
Course Attachments	Courses based on types and status of supporting documentation (such as syllabus, course evaluations, peer evaluations, and more)
Prior Activity Input Forms	Submitted activity input forms
Evaluations	Status and results of faculty performance reviews



6. Select a semester and year for  
Begin Semester and End  
Semester

7. Uncheck the box you don't want  
to include in your report.



**1 Details**

Unit	Ed Leadership, Research & Tech [ Change ]	
Form	PAR	
Begin Semester	Summer II	2017
End Semester	Summer I	2018

**2 Data**

**7 General** ☐

☒ # Faculty

☐ % Logged In

☐ Last Login Date

**Teaching Activities** ☐

☒ Credit Hours

☐ Lecture Hours

☐ Lab Hours

☐ Teaching Load

☐ Student Credit Hours

☐ Enrollment

Click "General" and "Teaching Activities" boxes to check or uncheck all boxes.

Please note that this is just an example. You can include and exclude any data fields.

8. Then click **Generate Report**

The screenshot shows a web form titled 'Scholarly Activities'. It features a search bar at the top with the text 'Scholarly Activities' and a magnifying glass icon. Below the search bar is a list of checkboxes for various activities. The first column of checkboxes includes: Publications - Journals, Publications - Books, Publications - Book Chapters, Publications - Monographs, Publications - Conference Proceedings, Publications - Professional Reviewer/Editor, Publications - Other, Presentations - Paper, Presentations - Poster, Presentations - Workshop, Presentations - Panels, Presentations - Other, Creative Scholarship, and Other. The second column of checkboxes includes: Course Development Activities, Thesis/Dissertation/Equivalent Special Project Committees, Non-Credit Research or Mentoring, Student Supervision, Student Advising, Other Professional Recognition, Funded Research and Creative Scholarship (which is checked and circled in red), Institutional Services/Committees, Professional Services, Professional Development, Any Other Contribution, and Course Release, Buy-Out, Professional Leave, and Sabbatical. At the bottom of the form, the 'Generate Report' button is circled in red, with a red number '8' above it. A 'Go Back' link is located below the button.

Scholarly Activities

☐ Publications - Journals

☐ Publications - Books

☐ Publications - Book Chapters

☐ Publications - Monographs

☐ Publications - Conference Proceedings

☐ Publications - Professional Reviewer/Editor

☐ Publications - Other

☐ Presentations - Paper

☐ Presentations - Poster

☐ Presentations - Workshop

☐ Presentations - Panels

☐ Presentations - Other

☐ Creative Scholarship

☐ Other

Other Activities

☐ Course Development Activities

☐ Thesis/Dissertation/Equivalent Special Project Committees

☐ Non-Credit Research or Mentoring

☐ Student Supervision

☐ Student Advising

☐ Other Professional Recognition

☒ Funded Research and Creative Scholarship

☐ Institutional Services/Committees

☐ Professional Services

☐ Professional Development

☐ Any Other Contribution

☐ Course Release, Buy-Out, Professional Leave, and Sabbatical

8

**Generate Report**

[Go Back](#)

9. To filter by course level (**Undergraduate, Graduate, and Professional**), click the drop down arrow and select your desired option.
10. “**Grant Status**” refers to status of the grants. Click **Change** if you wish to include or exclude options in the report.
11. You can still change the report period by clicking on the semester and year.

General

Unit Ed Leadership, Research & Tech [Change](#)

Course Level All 9

Grant Status

Completed
Funded - In Progress

[Change](#) 10

Begin Summer II 2017

End Summer I 2018 11

Refresh Report

Faculty

Unit Ed Leadership Research & Tech

Employment Status All Faculty

Begin Summer II 2017

End Summer I 2018

Select Faculty

Details

Activity Classifications

Select

IS

[Apply](#)

Unit	General	Other Activities
	# Faculty	Funded Research and Creative Sc
Ed Leadership, Research & Tech	300	30

[Go Back](#)

13. You can run a report by faculty rank by clicking **Select Faculty**. Another screen will pop up for you to select the criteria.

General

Unit
Ed Leadership, Research & Tech
Change

Course Level
All

Grant Status
Completed  
Funded - In Progress
Change

Begin
Summer II
2017

End
Summer I
2018

Refresh Report

Faculty

Unit
Ed Leadership  
Research & Tech

Employment Status
All Faculty

Begin
Summer II 2017

End
Summer I 2018

Faculty Titles

13

300 Faculty Selected

Details

Activity Classifications

Select

IS

Apply

Unit	General	Other Activities
	# Faculty	Funded Research and Creative Scholarship
Ed Leadership, Research & Tech	300	30

14. Be sure to change the date to match your reporting period.
15. You can select faculty members by a title, login status, teaching, and faculty classifications.
16. In the Faculty Title box, type the a title (i.e., Professor) and select a title you want from the popup list. Or leave it blank if you want all faculty titles.
17. Select an option of Login Status. If the login status is “**Active**,” the faculty members who have access to FARS will be included in the report.

Search

☐ Select Individual Faculty

Standard Filters

Unit **Ed Leadership, Research & Tech** [ Change ]

Assigned To Unit As Both

☐ Exclude Subunits

☐ Administrators Only

Employment Status All Faculty

Begin Summer II 2017

End Summer I 2018

14

15

Faculty Titles

Login Status

Teaching

Faculty Classifications

16

Faculty Title

17

Login Status All Faculty

☒ Don't Filter On Last Login

☐ Has Never Logged In

☐ Has Logged In Since

If “Has Logged In Since” is selected, a date is required.

18. Select **Yes** because you want to include faculty members who taught a course during the reporting period. However, if you don't want the report to be filtered by course taught status, select **N/A**. Select **No** if you only want the faculty members who did not teach a course during the reporting period.

19. Ignore it if you want all faculty classifications. Select a criterion you want to include or exclude in the report.

20. Select **"IS"** if you want to include that criterion or **"IS NOT"** if you want to exclude it. Then click **Apply**.

Search

☐ Select Individual Faculty

Unit **Ed Leadership, Research & Tech** [Change]

Assigned To Unit As **Both**

☐ Exclude Subunits

☐ Administrators Only

Employment Status **All Faculty**

Begin **Summer II** **2017**

End **Summer I** **2018**

▶ Faculty Titles  
 ▶ Login Status  
 ▶ Teaching  
 ▶ Faculty Classifications

▼ Teaching

Taught Courses **No**

▼ Faculty Classifications

Select

Yes

No

▼ Faculty Classifications

Select

Select

Faculty Filters

- Country of Origin
- Faculty Rank
- Languages

Faculty Classifications

- AACSB: Faculty Qualification Group
- AACSB: Faculty Sufficiency
- AACSB: Professional Responsibilities
- AACSB Publication Type
- ABET: Level of Activity - Consulting
- ABET: Level of Activity - Professional Development

▼ Faculty Classifications

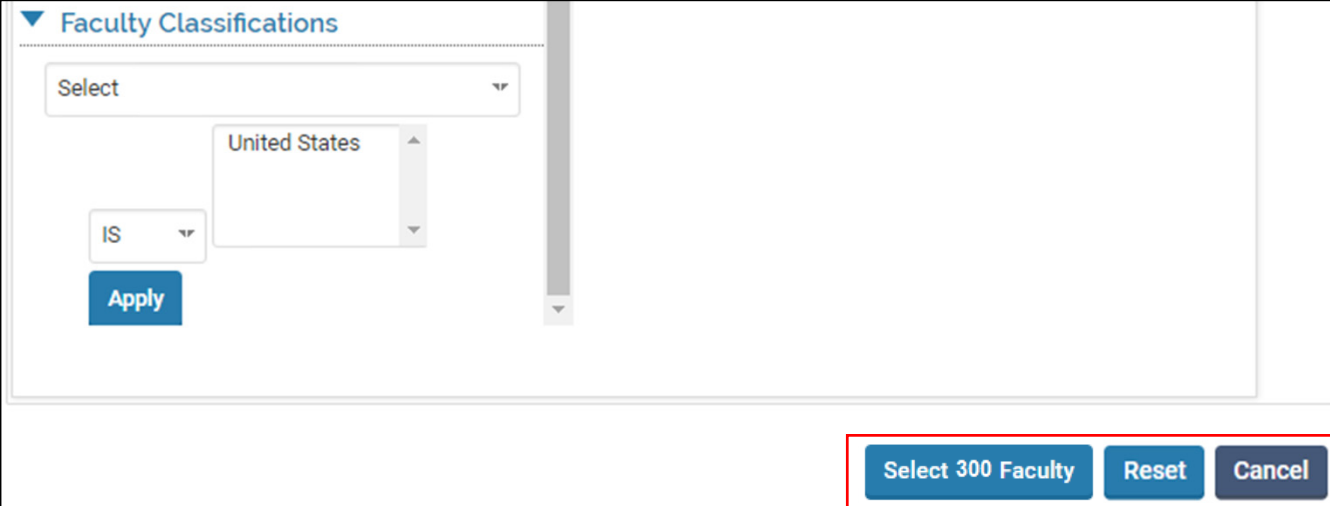
Select

IS

IS

IS NOT

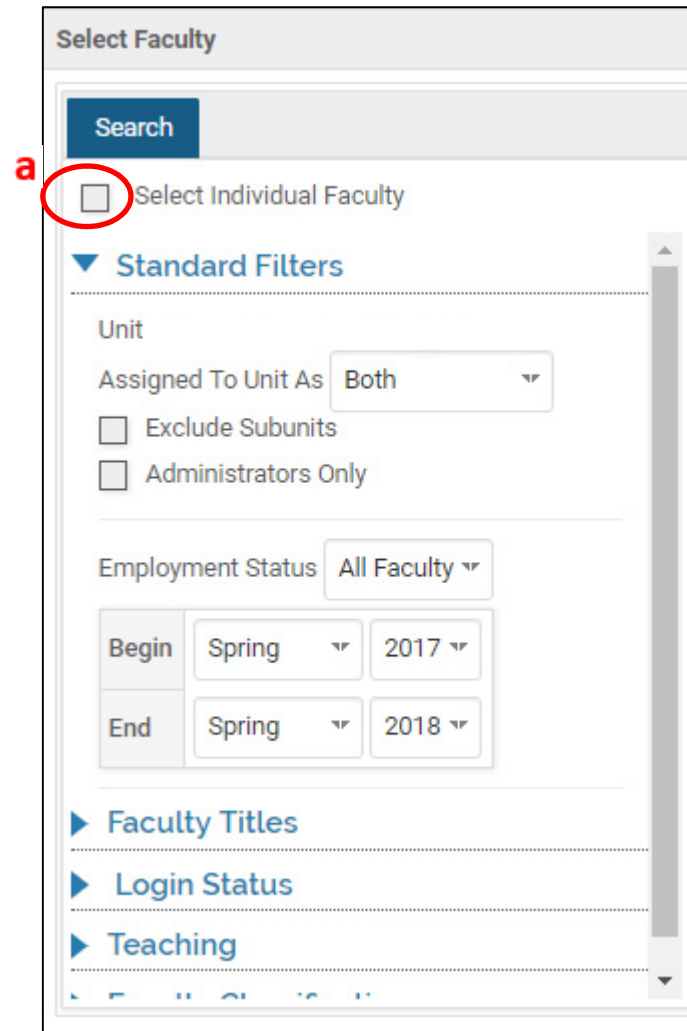
Click the **select faculty** button. Click **Reset** if you want to restart the process on the popped up screen. Click **Cancel** to go back.



The image shows a dialog box titled "Faculty Classifications" with a blue header and a downward arrow. Inside the dialog, there is a large white area with a vertical scrollbar. On the left side of this area, there is a "Select" dropdown menu, a "United States" dropdown menu, and an "IS" dropdown menu. Below these is a blue "Apply" button. At the bottom right of the dialog, outside the main white area, are three buttons: "Select 300 Faculty", "Reset", and "Cancel". These three buttons are highlighted with a red rectangular border.

Another way of faculty selection is to select faculty from a list of names.

- a. To use this feature, check the box **“Select Individual Faculty.”** Otherwise, skip to # 19.



The screenshot shows a web form titled "Select Faculty". At the top is a "Search" button. Below it is a checkbox labeled "Select Individual Faculty", which is circled in red with a red letter "a" to its left. Underneath is a section titled "Standard Filters" with a downward arrow. This section contains several filter options: "Unit" with a dropdown set to "Both", "Assigned To Unit As" with a dropdown set to "Both", "Exclude Subunits" with an unchecked checkbox, and "Administrators Only" with an unchecked checkbox. Below these are "Employment Status" with a dropdown set to "All Faculty", and a date range section with "Begin" (Spring 2017) and "End" (Spring 2018) dropdowns. At the bottom are expandable sections for "Faculty Titles", "Login Status", and "Teaching", each with a right-pointing triangle icon.



- b. Click the number that appear in the Available column.
- c. Click **Select** to select all faculty.
- d. Click **List** to select faculty members from the list.

The screenshot shows a 'Select Faculty' dialog box with a search bar, filters, and two columns: 'Available' and 'Selected'. The 'Available' column contains the number '241', which is circled in red and labeled with a red 'b'. An overlay dialog titled 'Select Faculty Options' is in the foreground, containing instructions and two buttons: 'Select' (labeled with a red 'c') and 'List' (labeled with a red 'd'). Both buttons are circled in red. The 'List' button is highlighted in blue. At the bottom right of the main dialog, there are buttons for 'ty', 'Reset', and 'Cancel'.

**Select Faculty**

Search

☒ Select Individual Faculty

Search...

**Standard Filters**

Unit

Assigned To Unit As: Both

☐ Exclude Subunits

☐ Administrators Only

Employment Status: All Faculty

Begin: Spring 2017

End: Sp

Available: 241

Selected

**Select Faculty Options**

- **Select** adds all faculty to the "Selected Faculty" list.
- **List** shows "Unselected Faculty" names. (However, loading 241 faculty may cause browser slow down.)

**Select** **List** Cancel

ty Reset Cancel

In case **List** was chosen, a list of names would appear. Click on names to select names. Click a selected name to deselect it.

The screenshot shows a web-based interface for selecting faculty. On the left, there are filters: 'Select Individual Faculty' (checked), 'Standard Filters' (expanded), 'Unit' (Assigned To Unit As: Both), 'Exclude Subunits' (unchecked), 'Administrators Only' (unchecked), 'Employment Status' (All Faculty), and date pickers for 'Begin' (Spring 2017) and 'End' (Spring 2018). Below these are sections for 'Faculty Titles', 'Login Status', and 'Teaching'. The main area has two columns: 'Available' and 'Selected'. The 'Available' column lists names: Allen, Berry; Clarkson, Kelly; Cowell, Simon; Crowder, David; Denver, John; Gipson, Mel; Jones, Amanda; Klauth, Khemara; Lau, Andy; Malkavich, John; Rock, Kid; Rose, Sereysothea; Sanatra, Frank; Sin, Sisamuth; Tomlin, Chris; Wayne, John; West, Iris; Willis, Bruce. A red box highlights four action buttons between the columns: a double right arrow (»), a single right arrow (→), a single left arrow (←), and a double left arrow («). A red arrow points from this box to a legend on the right. The legend, enclosed in a red border, lists the following actions: » Adding all faculty to the selected list. → Adding the selected faculty to the selected list. ← Removing the selected faculty from the selected list. « Removing all faculty from the selected list. At the bottom of the interface are buttons for 'Select 0 Faculty', 'Reset', and 'Cancel'.

Search

☒ Select Individual Faculty

Search...

▼ Standard Filters

Unit  
Assigned To Unit As: Both

☐ Exclude Subunits  
☐ Administrators Only

Employment Status: All Faculty

Begin: Spring 2017  
End: Spring 2018

► Faculty Titles  
► Login Status  
► Teaching

Available

Selected

Allen, Berry  
Clarkson, Kelly  
Cowell, Simon  
Crowder, David  
Denver, John  
Gipson, Mel  
Jones, Amanda  
Klauth, Khemara  
Lau, Andy  
Malkavich, John  
Rock, Kid  
Rose, Sereysothea  
Sanatra, Frank  
Sin, Sisamuth  
Tomlin, Chris  
Wayne, John  
West, Iris  
Willis, Bruce

»  
→  
←  
«

» Adding all faculty to the selected list.  
→ Adding the selected faculty to the selected list.  
← Removing the selected faculty from the selected list.  
« Removing all faculty from the selected list.

Select 0 Faculty Reset Cancel

You can search for a faculty name in the search box.

e. After names have been selected, click the **select faculty** button.

**Search**

☒ Select Individual Faculty

Search...

**Standard Filters**

Unit **School of Music** [Change]

Assigned To Unit As **Both**

☐ Exclude Subunits

☐ Administrators Only

Employment Status **All Faculty**

Begin Summer II 2017

End Summer I 2018

**Faculty Titles**

**Login Status**

**Teaching**

**Available**

- Allen, Berry
- Clarkson, Kelly
- Cowell, Simon
- Crowder, David
- Denver, John
- Jones, Amanda
- Klauth, Khemara
- Lau, Andy
- Malkavich, John
- Rose, Sereysothea
- Tomlin, Chris
- Wayne, John
- West, Iris
- Willis, Bruce
- Wyne, Matthew
- Xavier, Luka
- Zoe, Michael
- Zoe, Michello

**Selected**

- Gipson, Mel
- Rock, Kid
- Sanatra, Frank
- Sin, Sisamuth

**Select 4 Faculty** **Reset** **Cancel**

21. Click **Refresh Report**.

22. If you wish to see the name of faculty members, click the drop down arrow.

Activity Overview - By Faculty

General

UnitEd Leadership, Research & Tech [Change]

Course LevelAll

Grant StatusCompleted  
Funded - In Progress

BeginSummer II2017

EndSummer I2018

Change

Faculty

UnitEd Leadership  
Research & Tech

Employment StatusAll Faculty

BeginSummer II 2017

EndSummer I 2018

Faculty Titles

300 Faculty Selected

Details

Activity Classifications

Select

IS

Apply

Refresh Report

Unit	General	Other Activities
	# Faculty	Funded Research and Creative Scholarship
Ed Leadership, Research & Tech	300	30

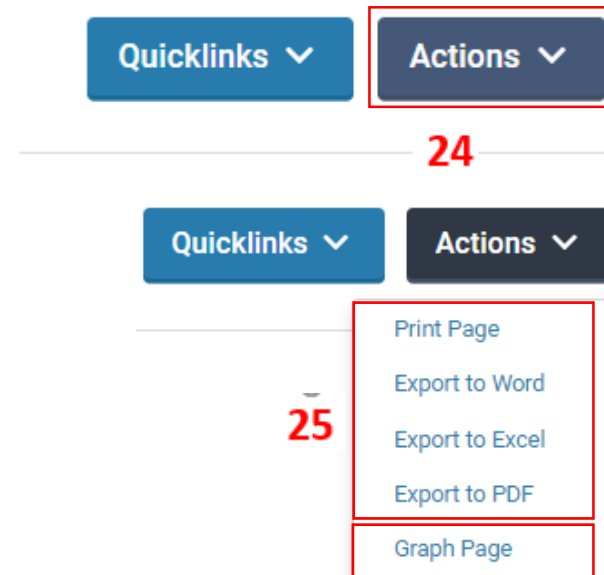
The names of faculty members and their activities appears.

23. Click a name or number that appears in blue to see more details.

The screen shown here can be exported as a report in three formats (Word, Excel, and PDF).

Administration	Refresh Report		
Communication	Unit	General	Other Activities
	▼ # Faculty	Funded Research and Creative Scholarship	
	Ed Leadership, Research & Tech	300	23 30
	Adler, Alfred		1
	Aronson, Elliot		1
	Atkinson, Rowan		2
	Bean, John		2
	Bloom, Benjamin		1
	Erikson, Erik		2
	Freire, Paulo		4
	Jerome, Bruner		0
	Maslow, Abraham		0
	Metzner, Bee		1
	Papert, Seymour		2
	Piaget, Jean		3
	Rogers, Carl		4
	Seidman, Alan		2

24. To print or export your report, click **Actions** in the top right hand corner.
25. Select the option you want.



You can also export a report broken down by names of the faculty.

26. Select a blue number (hyperlinked number) that is located in the row “Ed Leadership, Research & Tech.” This will give a detail report about each grant.

Refresh Report		
Unit	General	Other Activities
	# Faculty	Funded Research and Creative Scholarship
Ed Leadership, Research & Tech	300	30
Adler, Alfred	26	1
Aronson, Elliot		1
Atkinson, Rowan		2
Bean, John		2
Bloom, Benjamin		1
Erikson, Erik		2
Freire, Paulo		4
Jerome, Bruner		0
Maslow, Abraham		0
Metzner, Bee		1
Papert, Seymour		2
Piaget, Jean		3
Rogers, Carl		4
Seidman, Alan		2

A list that looks like this will appear. Note that the report lists information by faculty names. When you export the report, you will get this layout. To export the report, see #25).

# ▲	Faculty	Title	Sponsor	Award Date	Total Funding	Description	Status	Semester
1	Adler, Alfred	Facilitating Improvement in Undergraduate STEM Instruction: Providing A Research-Based foundation for the Emerging Class of Change Initiatives Involving Instructional Development Teams.	NSF IUSE	7/5/2015	USD 25,000		Funded - In Progress	Spring 2016
2	Aronson, Elliot	Evaluation Sub-Contract: Departmental Action Teams: Sustaining improvements in undergraduate STEM education through faculty engagement.	NSF IUSE	7/13/2017	USD 25,000		Funded - In Progress	Fall 2016
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7	Freire, Paulo	Lippit Chapter			USD 10,000		Completed	Summer II 2017



For instructions on how to make a graph in FARS, please see “How to Create a Graph in FARS.”

**Thank You**