Office of
Institutional Research

WESTERN MICHIGAN
UNIVERSITY

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
Ed Leadership, Research & Tech	60	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
Sigmund, Freud		0
Skinner, BF		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

- ☑ # Faculty
- ☐ % Logged In
- ☐ Last Login Date

Teaching Activities

- ☐ Credit Hours
- ☐ Lecture Hours
- ☐ Lab Hours
- ☐ Teaching Load
- ☐ Student Credit Hours
- ☐ Enrollment

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 - Workshops
- ☐ 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

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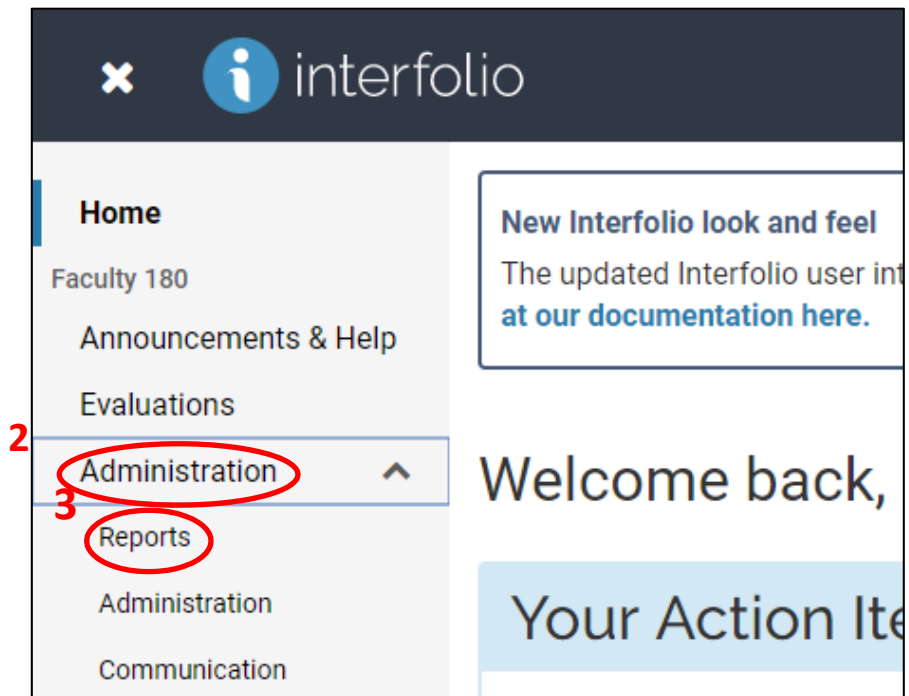
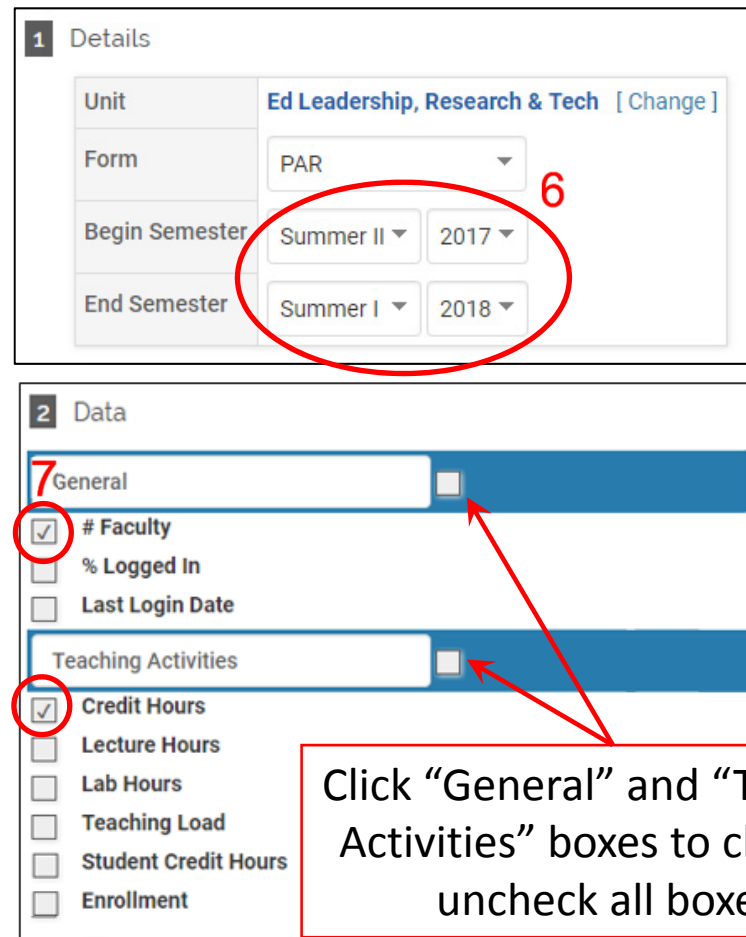4. You will see this screen, which shows the forms of reports and their descriptions.

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

5

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.

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**

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 - Worksho
- [ ] 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
- [x] 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.

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

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.

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

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 |

▶ Faculty Titles
▶ Login Status
▶ Teaching
▶ Faculty Classifications

▼ Teaching **18**

Taught Courses No

N/A
Yes
No

▼ Faculty Classifications

Select **19**

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

▼ Faculty Classifications

Select

IS **20**

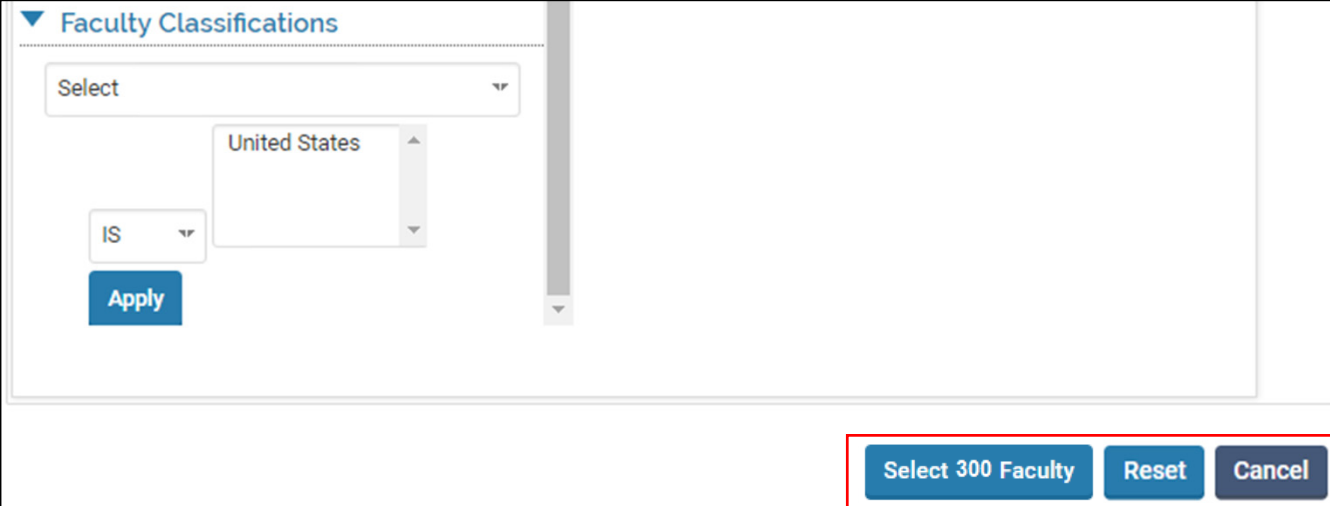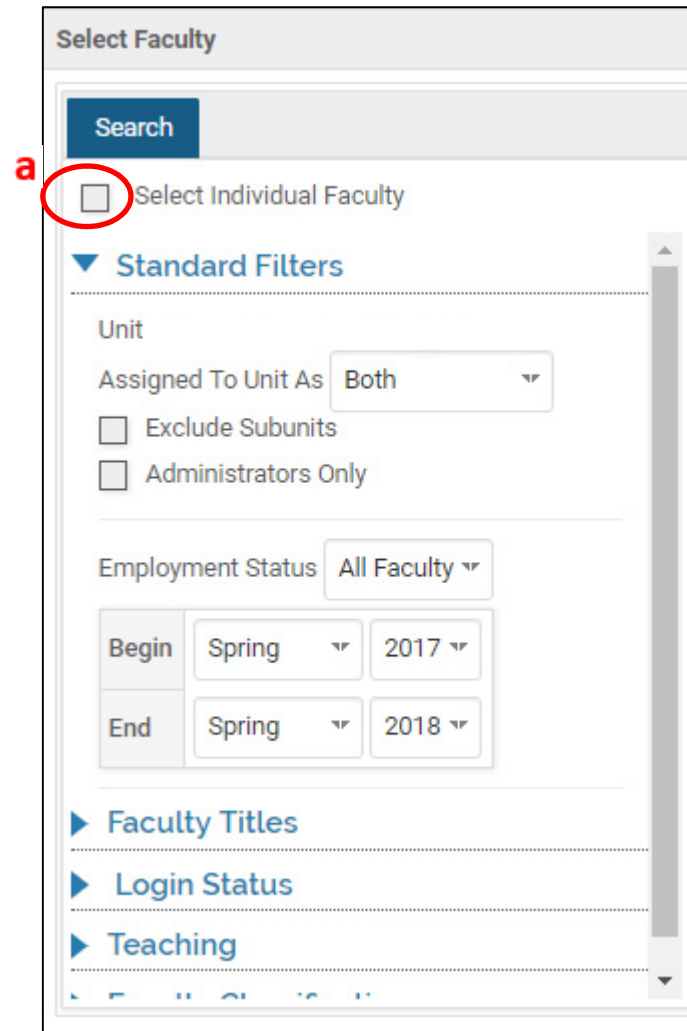**IS**
IS NOT

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

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.

a

Select Faculty

Search

☐ Select Individual Faculty

▼ 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

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.

Select Faculty

Search

☑ Select Individual Faculty   Search...   🔍

▼ Standard Filters   Available   Selected

Unit   **b** (241)

Assigned To Unit As Both ▾

☐ Exclude Subunits
☐ Administrators Only

Employment Status All Faculty ▾

Begin Spring ▾ 2017 ▾

End   Sp

▶ Faculty T
▶ Login St
▶ Teaching

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.)

c   **d**

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.

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

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

21. Click **Refresh Report**.

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

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).

Refresh Report

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

23

23

24. To print or export your report, click **Actions** in the top right hand corner.

25. Select the option you want.

Quicklinks ∨   Actions ∨

24

Quicklinks ∨   Actions ∨

25

Print Page

Export to Word

Export to Excel

Export to PDF

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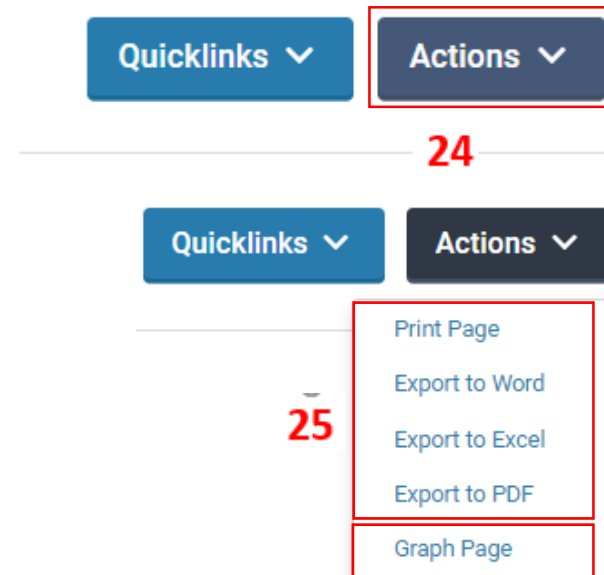
You can also export a report broken down by names of the faculty.

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*
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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

26

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
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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