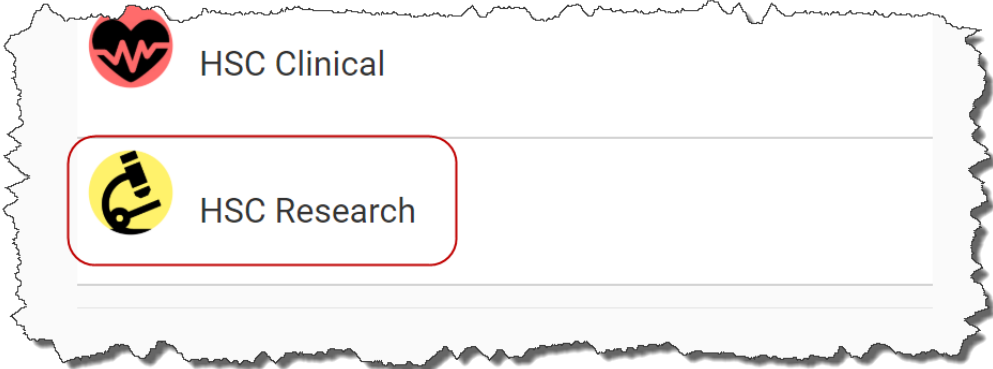


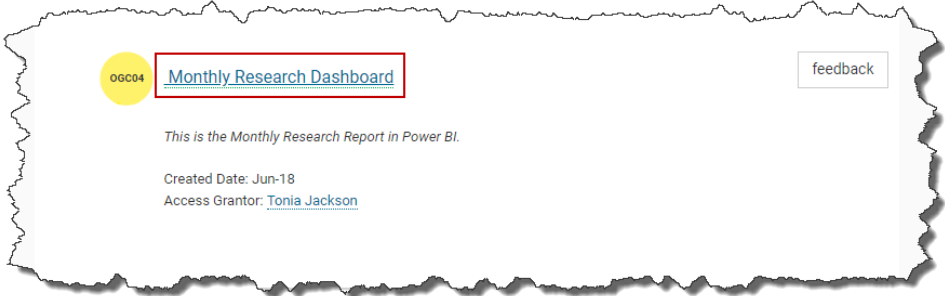
Monthly Research Dashboard

Navigation & Export

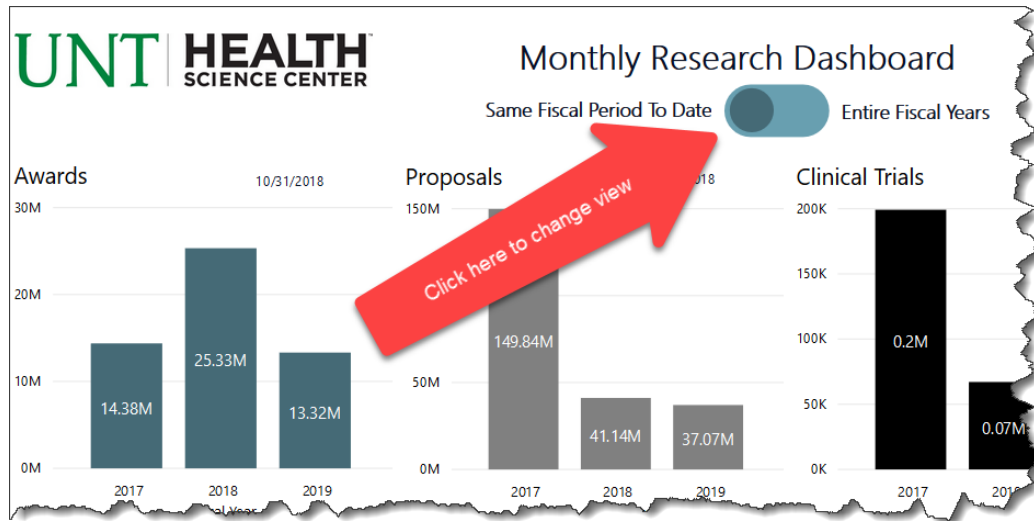
- 1. Go to the [Reporting page](#) on Insite, and scroll down to the HSC Research section and click to expand



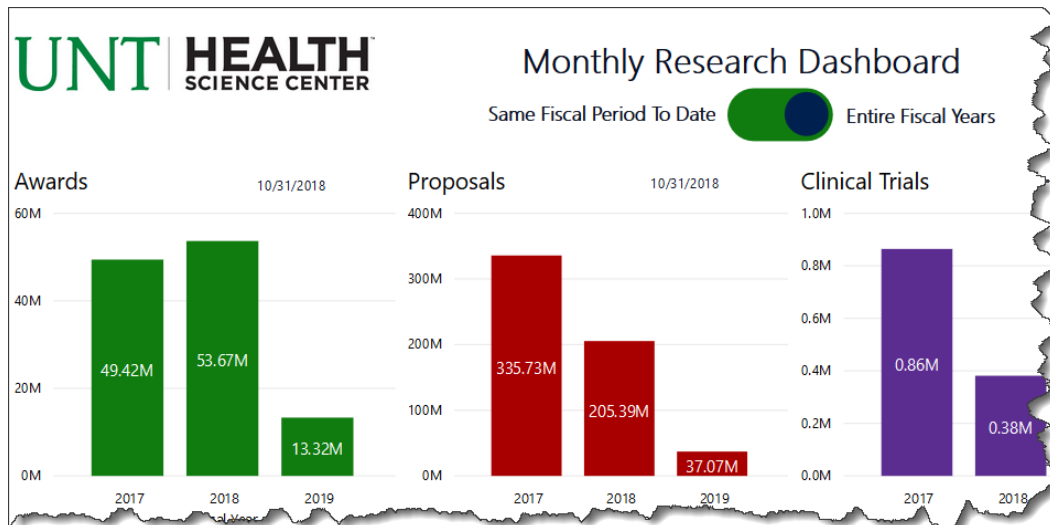
- 2. Select "Monthly Research Dashboard" to open a new tab for Power BI



- If prompted, sign in using your UNTHSC email address (ending in @unthsc.edu)
- Once signed in, you should see something like the screen below



- Clicking the toggle switch at the top will switch between the default view of showing year to date values as of the same period in the prior two fiscal years, to showing the entire prior two fiscal years' totals



- From here, you can navigate the report using the tabs at the bottom, similar to Excel

- Starting with the 5th tab called "All Monthly Report Data" you will see slicers/filters at the top that can be used to filter the report

All Monthly Report Data

College

Select to Filter by Type

Award CTCR Proposal

Select Fiscal Year to Filter

2017 2018 **2019**

Fiscal Year	Report ID	PI Name	Funding Category	Sponsor
2019	HP0000999 1001644	Acharya,Suchismita	F-All other sources	Glaucoma Research Foundation
2019	RC0007...	Al-Farooq, Sherif T	F-Business	GlaxoSmithKline

- Once the table displays the records you need, simply click the ellipsis (...) at the top right of the table and choose Export data

IDC Base	IDC%	Indirect Amount	Direct	Total Amount
MTDC	46.00	6,301.37	13,698.63	20,000.00
TDC	10.00	569,815.64	5,698,156.39	6,267,972.00
MTDC	33.00	475,328.43	2,825,794.05	3,301,122.40
MTDC	0.00	0.00	46,155.00	46,155.00
TDC	10.00	90,909.09	909,090.90	999,999.99
TDC	10.00	17,078.18	170,781.80	187,859.98
MTDC	46.00	475,464.79	381,445.21	556,910.00

- Finally, choose "Underlying Data" then click the Export button to download the data to Excel for further exploration

Export data

Which data would you like to export?

Summarized data

Underlying data

File format:

.xlsx (Excel)

Data will export with applied filters

For large data models, there are limits on the number of rows that can be exported. [Learn more](#)

At this time, we only support exporting underlying data to Excel format (.xlsx).

Export Cancel