MyResearch PI Current Effort Distribution Report

Note: The report provides a full set of current funding sources for the selected Principal Investigator (PI). This report is also available in the Sponsored Research Reporting tab.

1. From the MyResearch Reports page, click on the MyResearch PI Current Effort Distribution Report (underlined link) to display the report’s selection screen.

On the MyResearch PI Current Effort Distribution Report Variable Entry page:

2. To run the report for a particular Principal Investigator (PI), enter the Duke Unique ID (DUID) for the PI in the Duke Unique ID – Single Value field or search by name to find the DUID per the Tips for Selecting Criteria section of this Guide:

3. After completing the desired selection fields, click Check and OK buttons.

On the resulting MyResearch PI Current Effort Distribution Report:

4. Review the columns of data as follows:
   - Employee – the Duke Unique ID (DUID) and name of the selected PI.
   - Job – the title associated with the job code.
   - Organizational Unit of Employee – the 10 digit BFR Code (Org. Unit) for the funding source (i.e., to which the Cost Object belongs).
   - Cost Object – the 7 digit Cost Object (Fund Code) and description.
   - Valid From – the beginning date from which the current funding was valid.
   - Valid To – the ending date to which the current funding will be valid (if changes are made in the funding source, then the Valid To date will have a fixed end date vs. the open ended date of 12/31/9999).
   - Cost Object Percent – The percentage funded from this Cost Object (Fund Code) for the selected PI.
5. Refer to the section of this guide titled Sponsored Research Reporting (includes MyResearch Reports for Grants Manager) to see more details regarding these types of reports, such as:
   - Tips for Selecting Criteria for Reports Labeled as “MyResearch”
   - Other MyResearch Report Functions.