

**UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES | RESEARCH AND INNOVATION  
RESH | OFFICE OF RESEARCH AND SPONSORED PROGRAMS**

***STANDARD OPERATING PROCEDURES FOR THE UAMS RESEARCH SUITE “MUSE”  
MUSE GRANTS DEANS AND CHAIRS REPORTS***

**PURPOSE**

[Muse Grants](#) provides UAMS users with a secure online submission portal and award management system for internal and external sponsored projects. The procedures outlined in this SOP aim to help UAMS College Deans and Department Chairs retrieve and review proposal and award activities for their respective faculty and research personnel. Multiple reports are available in the new ***UAMS Deans and Chairs Reports*** section that provide project details submitted to and/or awarded by a sponsor.

**UAMS PROPOSAL REPORTS INCLUDE THE FOLLOWING DETAILS:**

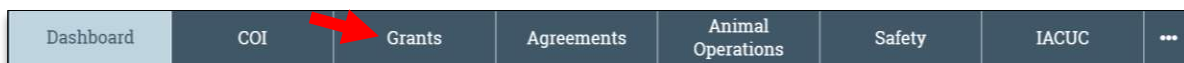
Muse ID	SF-424 link (if available)	Project Type	Internal Review Status
Project State	State Entry Date	Principal Investigator	Submitting Department
Project Title	Prime Sponsor	Pass-Through Entity	Date Project Start
Has Human Subjects?	Laboratory Animals?	Hazardous Materials?	Date Project Ends
Total Direct Costs	Created By	Radioactive Materials?	Budget URL
Total Indirect Costs	Created Date	Recombinant DNA?	Cost Share Budget URL (if any)
Project Grand Total	Grant Tags	Radioisotopes?	Foreign Sponsor, Travel, Key Personnel?

**UAMS AWARD REPORTS INCLUDE THE FOLLOWING DETAILS:**

Muse ID	Project State	Sponsors Award ID	Responsible College/Dept/Div
Principal Investigator	Prime Sponsor	Sponsor Type	Total Authorized or Advanced Amount
Advanced Account?	Start Date	End Date	Grant Tags
Compliance	IRB   IACUC   IBC Statuses	Export Control (if any)	Foreign Sponsor, Travel, Key Personnel?
Cancer-related?	TRI-related?	Submitted to CLARA?	Fund and Grant Name


## PROCEDURES

Open and bookmark the URL <https://muse.uams.edu/Grants> and click on the Grants tab.




Users can access **Funding Proposals, Awards,** and **UAMS Dashboard Reports** on the sub-navigator. The **Reports** page has three tabs: the **Standard Reports, Advanced Reports,** and **Custom Reports.** The information displayed in the *Standard* and *Advanced Reports* tab comes from the vendor. It has a security setting that prohibits UAMS customizations. Click on the *Custom Reports* tab to view and download UAMS Grants information. A description of the conditions set for the results is available on each report.



Help text is located throughout the Muse Research Suite. Click on the icon: 










It may include instructions for filtering by different comparative operators, i.e., date modified  **$\geq$  1/1/2024**.

- Filter by Text – Type the first part of the text you want to find. Use **%** as a wild card.
- Filter by Dates – Type the date, such as **1/1/2025**. Filter to the minute by including the time, such as **5-23-15 1:42 PM**.
- Filter by using comparison operators. It makes searches and results more efficient. Valid Operators: **!=, >,  $\geq$ , <,  $\leq$**
- Filter by using Boolean operators for complex text and numeric searches. Valid Operators: **-or, -and**

The **UAMS Deans and Chairs Reports** are specific to the individual logged-on user. These reports are filtered to show results without requiring the user to add or remove other departments and their respective project types. Reports open in a slide-in screen from the right when users click on the report name or the  icon.

**UAMS Deans and Chairs Reports** -

NOTE: Open the report and click "Actions" in the top-right corner to Export to CSV.

Name	Result Type	Description	
All Proposals RPT for UAMS Deans and Chairs	Funding Proposal	Dean and Chair RPT for reviewing UAMS proposals	
Continuations RPT for UAMS Deans and Chairs	Funding Proposal	FY26 (July 1, 2025 - June 30, 2026) Continuations	
New Proposals RPT for UAMS Deans and Chairs	Funding Proposal	FY26 (July 1, 2025 - June 30, 2026) New Funding Proposals	
Resubmissions RPT for UAMS Deans and Chairs (FY26)	Funding Proposal	FY26 (July 1, 2025 - June 30, 2026) Resubmissions	
Revisions RPT for UAMS Deans and Chairs (FY26)	Funding Proposal	FY26 (July 1, 2025 - June 30, 2026) Revisions	
Advanced Accounts RPT for UAMS Deans and Chairs	Award	Dean and Chair RPT for reviewing current Advanced Accounts only	
Draft Awards RPT for UAMS Deans and Chairs	Award	Dean and Chair RPT for reviewing Awards in the Draft, Final Review, and Pending Activation states	
Active Awards RPT for UAMS Deans and Chairs	Award	Dean and Chair RPT for reviewing Awards in the Active state only	
All Awards RPT for UAMS Deans and Chairs	Award	Dean and Chair RPT for reviewing awards in various states	

9 items      < page 1 of 1 >      10 / page

When the results appear in the slide-in view, users can click the **Pop Out** button. To download the results, scroll to the far right, click **Actions** in the top corner, and **Export to CSV**. Users can filter within the search results or export to *CSV* to work in *Microsoft Excel*.

