



Research and Innovation

# UAMS MUSE GRANTS Dashboard Reports TRAINING SOPs FOR USING GRANTS v10.5

## Muse Grants

Anna Evatt, Ph.D.  
UAMS Office Research Information Systems  
[arevatt@uams.edu](mailto:arevatt@uams.edu) or cell: (501) 249-1831



Log in to <https://muse.uams.edu/Grants>. UAMS uses Microsoft Single-Sign-On to automatically log users into the system on campus or from a company laptop. Still, users can sign in from their cell phones and tablets using their UAMS **domain ID** (not email) and password. Once logged into Muse, finding the new dashboard is as easy as clicking **1, 2, 3...**

The screenshot shows the UAMS Grants dashboard interface. At the top, there is a navigation bar with the UAMS logo and user information (Hello, Anna Eva). Below this is a secondary navigation bar with tabs for Dashboard, Admin, Grants, SF424 Center, COI, Agreements, and Animal Operations. A third navigation bar contains links for Funding Proposals, Awards, UAMS Dashboard Reports, Help Center, and Central Actions. The main content area is titled 'UAMS Dashboard Reports' and includes a search bar, a 'My Deadlines' section, and two charts: 'Proposals In-Review' and 'Pre-Award Workflow'. On the right side, there are two report sections: 'My Projects in Review' and 'All Projects in Review', both displaying tables with columns for Name, Result Type, and Description. Three yellow arrows are overlaid on the image: arrow 1 points to the 'Grants' tab in the top navigation bar; arrow 2 points to the 'UAMS Dashboard Reports' link in the secondary navigation bar; and arrow 3 points to the 'UAMS Dashboard Reports' section header in the main content area.

Users should familiarize themselves with the dashboard's layout. Notice that the top five sections have red arrows beside them. These are Grant Projects in different stages of review for submissions or awards. **My Deadlines** shows projects with upcoming deadlines (10 days). **Proposals In-Review** shows the number of Funding Proposals (FP) routing for review. **Pre-Award Workload** shows all projects in review and draft. **My Projects in Review** and **All Projects in Review** display results by type and description.

UAMS

Hello, Anna Eva

Dashboard
Admin
Grants
SF424 Center
COI
Agreements
Animal Operations

Funding Proposals
Awards
UAMS Dashboard Reports
Help Center
Central Actions

Root > Grants > UAMS Dashboard Reports Components Properties Permissions

### UAMS Dashboard Reports

#### My Deadlines -

No pending items to do.

#### Proposals In-Review -

The chart below shows all Funding Proposals currently routing internally for review.

#### Pre-Award Workflow -

The chart below shows all Funding Proposal workloads, including those in review and drafts.

#### My Projects in Review -

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

Filter by Name  + Add Filter X Clear All

Name	Result Type	Description
My Department Reviews	Funding Proposal	Results show MY Funding Proposals in the Department Review status.
My Continuations in Draft or Internal Review	Funding Proposal	The results are MY Continuations in the Draft state or routing for Department or Specialist Review.
My Proposal Status Confirmations	Funding Proposal	Results show MY Funding Proposals in the Draft state.
My FPs Pending Team Response	Funding Proposal	Results show MY Funding Proposals in these 3 states: Department Review: Response Pending from PI, Specialist Review: Pending Changes by PI, or JIT Response Required.
My FPs Pending Sponsor Response	Funding Proposal	Results show MY Funding Proposals in these 3 states: Pending Sponsor Review, SPO Status Confirmation, or Pending Sponsor Review: Award Anticipated.
My Drafts	Funding Proposal	Results show MY Funding Proposals in Draft.
My Award Notifications Received	Funding Proposal	The results show MY Funding Proposals that have received an Award Notification.
My Awards in Review	Award	Results show MY Awards in the Final Review or Pending Activation status.
My Advance Accounts	Award	The results return MY Awards in an Advanced Account status.
My Subawards in Process	Subaward	The results show MY Subawards in these 3 states: Draft: Award Setup in Progress, Draft: Active Award, and Subaward Review/Update Required.

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#### All Projects in Review -

Name	Result Type	Description
All Department Reviews	Funding Proposal	Results show ALL Funding Proposals in the Department Review state.
All Continuations in Draft or Review	Funding Proposal	The results are ALL Continuations in the Draft state or routing for Department or Specialist Review.
All Proposal Status Confirmations	Funding Proposal	Results show ALL Funding Proposals in the Draft state.
All FPs Pending Team Response	Funding Proposal	Results show ALL Funding Proposals in these 3 states: Department Review: Response Pending from PI, Specialist Review: Pending Changes by PI, or JIT Response Required.
All FPs Pending Sponsor Response	Funding Proposal	Results show ALL Funding Proposals in these 3 states for FY26: Pending Sponsor Review, SPO Status Confirmation, or Pending Sponsor Review: Award Anticipated.
All Drafts	Funding Proposal	Results show ALL Funding Proposals in Draft for FY26.
All Award Notifications Received	Funding Proposal	The results show ALL Funding Proposals that have received an Award Notification.
All Awards in Review	Award	Results show MY Awards in the Final Review or Pending Activation status.
All Advance Accounts	Award	The results return ALL Awards in an Advanced Account status.
All Subawards in Process	Subaward	The results show ALL Subawards in these 3 states: Draft: Award Setup in Progress, Draft: Active Award, and Subaward Review/Update Required.
All Mods in Review	Award Change	The results show ALL Award Mods in Final Review and Pending Approval.
All Ancillary Grants Acct Reviews	Award	The results show ALL Awards in a Draft, Final Review, or Pending Activation status.
All SF424 Applications	SF-424	Results show ALL UAMS SF-424 Applications for Fiscal Year 2026 (on or after July 1, 2025).

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Clicking on the reports causes the results to load in a slide-in view on the right side of the screen. Users can click **Pop Out** to open the view in a new window or continue working in the slide-in page.

The screenshot shows the UAMS Dashboard Reports interface. On the left, the main dashboard includes sections for 'My Deadlines', 'Proposals In-Review' (with a bar chart showing pre-award workloads for various staff members), and 'Pre-Award Workflow'. On the right, a search results slide-in view is open, displaying a table with columns for Proposal ID, Project Type, Status, College/Dept, Principal Name, Sponsor, Submitted Deadline, Internal Submission Deadline, Proposal Forms, My Actions, Proposal Title, Muse Name, Number of Periods, Date Project Starts, Date Project Ends, Primary Sponsor, Pass-Through Entity, Proposed Direct Costs, Proposed Indirect Costs, Proposed Total Costs, ORSP, Date Proposal Submitted, Submission Admin, Application Type, and Instrument Type. A search bar at the top of the slide-in view contains the text 'Enter text to search' and a magnifying glass icon. A red arrow points to the magnifying glass icon, and another red arrow points to the search results area. A third red arrow points to the 'Pop Out' button at the bottom right of the slide-in view.

Search Results

Search in Proposal ID Enter text to search Q + Add Filter X Clear All Actions

Proposal ID	Project Type	Status	College/Dept	Principal Name	Principal Name	Sponsor	Submitted Deadline	Internal Submission Deadline	Proposal Forms	My Actions	Proposal Title	Muse Name	Number of Periods	Date Project Starts	Date Project Ends	Primary Sponsor	Pass-Through Entity	Proposed Direct Costs	Proposed Indirect Costs	Proposed Total Costs	ORSP	Date Proposal Submitted	Submission Admin	Application Type	Instrument Type
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Please enter search criteria to display data, or hit Q to view all items.

Pop Out Close

This column shows where a proposal is within the review workflow:

0. Draft
1. Department Review
2. College Review
3. Research Admin Review

Users **must** click on the magnifying glass icon to view the data. The results will often not display until the system is triggered to run the search.

# HOW TO USE THE FILTERS:

Click **+ Add Filter** to use additional filters by any of the **available** columns. Click **x Remove Filter** or **x Clear All** to restart the query.

Filter by **Muse ID** Enter text to search **+ Add Filter** **x Clear All**

and by **Project Type** Enter text to search **x Remove Filter**

and by **Status** Enter text to search **x Remove Filter**

and by **College/Dept/Div** Enter text to search **x Remove Filter**

and by **Principal Investigator** Enter text to search **x Remove Filter**

and by **Primary Sponsor** Enter text to search **x Remove Filter**

Filter by **Principal Investigator** %eva **+ Add Filter** **x Clear All**

and by **Sponsor Deadline** >=7/1/2023 **x Remove Filter**

and by **Primary Sponsor** %NIH **x Remove Filter**

Muse ID	Project Type	Status	College/Dept/Div	Principal Investigator Name	Principal Investigator Last Name	Sponsor Deadline	Proposal Forms	My Activities	Proposal Title	Muse Name	Primary Sponsor	Pass-Through of Entity	Number of Periods	Date Project Starts	Date Project Ends	Grants Tags	Proposed Direct Costs	Proposed Indirect Costs	Proposed Grand Total	Date ORSP Submitted	Submission Admin	Submission Type	Instrument Type	Proposal Purpose	Affiliated Personnel	Affiliated Personnel Role	Is Key?
FP00058005	Funding Proposal	Draft	RESH Office of Research Info Systems	Anna	Evatt	10/31/2023	SmartForm	My Activities	TEST ONLY - TEST ONLY - TEST ONLY	do not reply - test only - ae 9.27.23	NIH/Nat. Inst. of Arthritis & Musculoskeletal & Skin Diseases		5	1/1/2024	12/31/2028		\$1,505,000	\$797,650	\$2,302,650	Anna Evatt	Anna Evatt	New	Grant	Research	Sarah Phillips	Other (Specify)	no
FP00058773	Funding Proposal	Draft	RESH Office of Research Info Systems	Anna	Evatt	9/30/2023	SmartForm	My Activities	TEST ONLY - TEST ONLY - TEST ONLY	TEST ONLY - TEST ONLY - TEST ONLY	NIH/Nat. Inst. of Arthritis & Musculoskeletal & Skin Diseases		5	1/1/2024	12/31/2028		\$1,529,900	\$0	\$1,529,900	Anna Evatt	Anna Evatt	New	Grant	Research	Sarah Phillips	Other (Specify)	no
FP00057866	Funding Proposal	Draft	RESH Office of Research Info Systems	Anna	Evatt	8/31/2023	SmartForm	My Activities	test only. not for submission!	beep boop	NIH/Nat. Heart, Lung & Blood Institute		5	1/1/2024	12/31/2028		\$1,750,000	\$927,500	\$2,677,500	Anna Evatt	Anna Evatt	New	Grant	Research			
FP00058372	Funding Proposal	Draft	RESH Office of Research Info Systems	Anna	Evatt	3/31/2024	SmartForm	My Activities	Valentine's Test - do not reply -	Valentine's Test - do not reply -	NIH/Nat. Heart, Lung & Blood Institute		5	7/1/2024	6/30/2029		\$1,499,000	\$794,470	\$2,293,470	Anna Evatt	Anna Evatt	New	Grant	Research			
FP00058380	Funding Proposal	Draft	RESH Office of Research Info Systems	Anna	Evatt	3/31/2024	SmartForm	My Activities	Feb. 20 test only - do not reply -	Feb. 20 test only - do not reply -	NIH/Nat. Heart, Lung & Blood Institute		5	1/1/2025	12/31/2029		\$1,244,600	\$606,640	\$1,851,240	Anna Evatt	Anna Evatt	New	Grant	Research			

5 items **Note: Results appear at the bottom of the reports**

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## Filter by Text

Type the first part of the text you want to find. Use **%** as a wild card. Typing *Gre* finds “great,” “Green,” and “Greetings.” Typing *%ack* finds “tack” and “Blackwell.”

## Filter by Dates

Type the date, such as 6/30/2024. Filter to the minute by including the time, such as 6-30-24 1:42 PM.

## Filter by Comparison

**!=, >, >=, <, <=**  
Filter a date field with **>** 5/23/2015 to find all values after that date. Filter a numeric field with **!= 0** to find non-zero values.

## Filter with Boolean

**-or, -and**  
Find any of several text values, such as filtering a name column with Shawn -OR Shaun. Find everything between two numbers, such as filtering a numeric column with **> 10000 -and <= 50,000**.

Filter by Principal Investigator  + Add Filter ✕ Clear All

and by Sponsor Deadline  ✕ Remove Filter

and by Primary Sponsor  ✕ Remove Filter

Actions

Print  
Change Parameters  
Export to CSV

Muse ID	Project Type	Status	College/Dept/Div	Principal Investigator First Name	Principal Investigator Last Name	Sponsor Deadline	Proposal Forms	My Actions	Proposal Title	Muse Name	Primary Sponsor	Pass-Through of Entity	Number of Periods	Date Project Starts	Date Project Ends	Grants Tags	Proposed Direct Costs	Proposed Indirect Costs	Proposed Grand Total	ORSP	Date Proposal Submitted	Submission Admin	Submission Type	Instrument Type	Proposal Purpose	Affiliated Personnel	Affiliated Personnel Role	Is Personnel Key?
FP00058005	Funding Proposal	Draft	RESH Office of Research Info Systems	Anna	Evatt	10/31/2023	SmartForm	My Activities	TEST ONLY - TEST ONLY - TEST ONLY - TEST ONLY	do not reply - test only - ae 9.27.23	NIH/Nat. Inst. of Arthritis & Musculoskeletal & Skin Diseases		5	1/1/2024	12/31/2028		\$1,505,000	\$797,650	\$2,302,650	Anna Evatt	Anna Evatt	New	Grant	Research	Sarah Phillips	Other (Specify)	no	
FP00057873	Funding Proposal	Draft	RESH Office of Research Info Systems	Anna	Evatt	9/30/2023	SmartForm	My Activities	TEST ONLY - TEST ONLY - TEST ONLY - TEST ONLY	TEST ONLY - TEST ONLY - TEST ONLY	NIH/Nat. Inst. of Arthritis & Musculoskeletal & Skin Diseases		5	1/1/2024	12/31/2028		\$1,529,900	\$0	\$1,529,900	Anna Evatt	Anna Evatt	New	Grant	Research	Sarah Phillips	Other (Specify)	no	
FP00057866	Funding Proposal	Draft	RESH Office of Research Info Systems	Anna	Evatt	8/31/2023	SmartForm	My Activities	test only. not for submission!	beep boop	NIH/Nat. Heart, Lung & Blood Institute		5	1/1/2024	12/31/2028		\$1,750,000	\$927,500	\$2,677,500	Anna Evatt	Anna Evatt	New	Grant	Research				
FP00058373	Funding Proposal	Draft	RESH Office of Research Info Systems	Anna	Evatt	3/31/2024	SmartForm	My Activities	Valentine's Test - do not reply -	Valentine's Test - do not reply -	NIH/Nat. Heart, Lung & Blood Institute		5	7/1/2024	6/30/2029		\$1,499,000	\$794,470	\$2,293,470	Anna Evatt	Anna Evatt	New	Grant	Research				
FP00058386	Funding Proposal	Draft	RESH Office of Research Info Systems	Anna	Evatt	3/31/2024	SmartForm	My Activities	Feb. 20 test only - do not reply -	Feb. 20 test only - do not reply -	NIH/Nat. Heart, Lung & Blood Institute		5	1/1/2025	12/31/2029		\$1,244,600	\$606,640	\$1,851,240	Anna Evatt	Anna Evatt	New	Grant	Research				

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**!** Users can filter data within the report or click **Actions** on the far right-hand side of the report to **Print** or **Export to CSV**. Depending on the purpose of the search, some may choose to work directly in Muse, which will download and export as users filter the data. This means that more information filtered or removed from the query will not appear when exporting to CSV.

**!** Each report contains the types of **Forms** and **Actions** available for viewing or editing. When users click on **SmartForm**, a drop-down menu appears showing all the electronic forms in an **Award** or **Funding Proposal**, allowing users to go directly to the desired page in a separate tab. Clicking **My Activities** shows the actions available for the user. These will vary based on the **Status** because the forms are editable in the **Draft** state, but not in **Department Review**.

### 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

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### UAMS College | Department Reports

NOTE: Use the wildcard (%) to search for sequential alphanumeric characters. Click "+Add Filter" to search Awards or Funding Proposals by Name. Click "Actions" in the top-right corner to Export to CSV. Increase the number of results per page by maximizing to 100 in the bottom-right corner.

Filter by ?    Name ▼               


Name	Result Type	Description
UAMS COM Submissions (FY26)	Funding Proposal	Results show all COM Funding Proposals created after July 1, 2025 (FY26).
College of Medicine Awards	Award	Results show Active Awards where the project End Date is greater than or equal to today minus 90 days. Use this report to prepare for annual and final closeouts.
COM Anesthesiology	Award	Active Anesthesiology Awards
COM Biochemistry and Molecular Biology	Award	Active Biochemistry & Molecular Biology Awards
COM Biomedical Informatics	Award	Active DBMI Awards
COM Biostatistics	Award	Active COM Biostatistics Awards
COM Dermatology	Award	Active Dermatology Awards
COM Emergency Medicine	Award	Active Emergency Med Awards
COM Geriatrics	Award	Active Geriatrics Awards
COM Institute for Digital Health and Innovation	Award	Active IDHI Awards

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### 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.

### The new UAMS College and Department Reports

section includes all reports that were previously shown as tiles, along with their counts and project types. Each report displays the active awards for all UAMS colleges and departments. Users can scroll through multiple pages or choose to view up to 100 results per page. The names match the UAMS Workday hierarchy IDs for searching purposes. For example, users can search for the College of Pharmacy awards with “%COP” or “COP Pharmacy Practice.”

Check back for new reports and updates. Also, please contact [ORISTasks@uams.edu](mailto:ORISTasks@uams.edu) if you have a custom report request.

**NEXT:**

Dashboards for [COI](#), [IACUC](#), [Safety](#), and [Animal Operations](#)

*Thank you!*