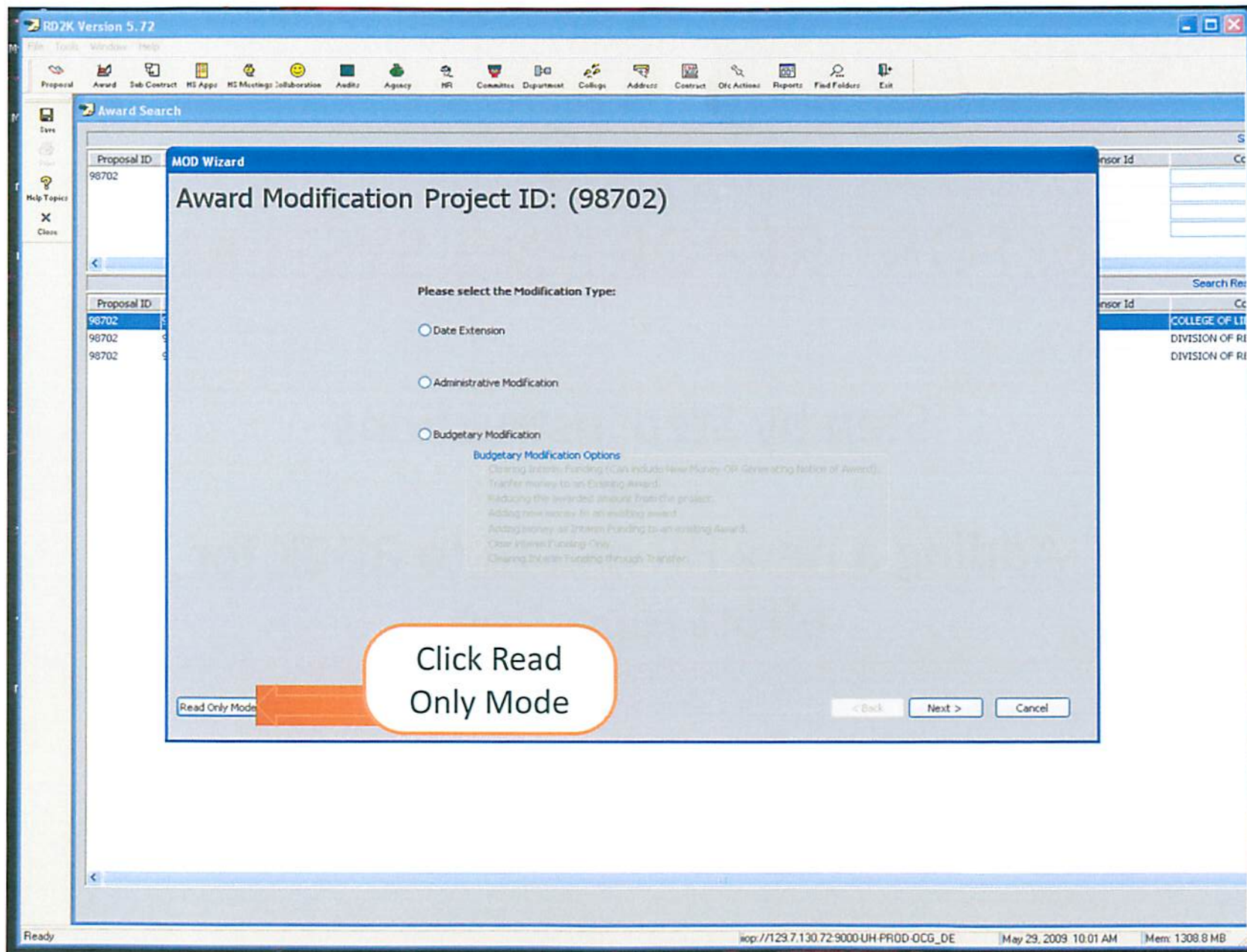


RD2K EFFORT REPORTING SYSTEM

Step by Step instructions
for
Adding a new HR record to RD2K for
effort reporting.



RD2K Version 5.72

File Tools Window Help

Proposed Award Sub Contract HS Apps HS Meetings Collaboration Audits Agency NRI Committees Department College Address Contract Off Actions Reports Find Folder Exit

Save Print Help Topics Close

Award Search

Search Criteria

Proposer Master Project ID PS Project ID Award Account Campus Speedtype Key Department PI First Name PI Last Name PI Flag Sponsor Id Cc

1559999 (98702)

General Modifications PS Data Entry PeopleSoft Cost Sharing Addresses Contacts PI Reports Financial Reports Non Fiscal Reports Wizard Regulatory Other Documents Comments Proposal Office Action Financials Closeout File Cabinet Time & Effort Contract

Refresh ☒ By checking the check box, System will discard all the existing Time and Effort records and reload with new ones. End All T&E on ... June 9, 2009

Quarter	Begin and End Date	Person	Source of Funds	Com DC	Com CS	Act DC	Act CS	Description
Qtr-2 (2009)	12/1/08 - 2/28/09	Francis, David	G098702					
Qtr-2 (2009)	12/1/08 - 2/28/09	Hoffman, Michele	G098702					

Sponsor Id College

DIVISION OF RESE
DIVISION OF RESE

If Time and Effort record does not exist for the required person OR person not listed as investigator then go to General tab

Obtaining key information for award_te

jcop://129.7.130.72:9000-UH-PROD-OCG_DE

Jun 09, 2009 12:54 PM

Mem: 1312.6 MB

Award - G096110 (96110)

Regulatory | Other | Documents | Comments | Proposal | Office Action | Financials | Closeout | File Cabinet | Time & Effort | Contract | General | Modifications | PS Data Entry | PeopleSoft | Cost Sharing | Addresses | Contacts | PI Reports | Financial Reports | Non Fiscal Reports | Wizard

Project Information

Project Id: 96110 Project Title: Oxidative Stress, Mitochondrial Dysfunction and Aging

Master Project: 88795

Miscellaneous

Account: 1550677 (96110) Docs:

Account Type: Regular

Award Type: Grant

Status Code: Closed

Designation: Restricted Research

Begin Date: August 15, 2007

End Date: July 31, 2008

Audits

Created 11/07/2007 - jjmorris
Modified 02/05/2009 - bogea

Review

IP Review: Complete

Flags

Hold TAILS: ☐ Federal Flow Thru: ☒
FDP: ☒ RRO: ☐ A21 Rules: ☒

IDC

IDC Type: MTDC

IDC Note:

Project Summary

Proj End Date: July 31, 2008

Proj Funding:

Parent Child Projects

Parent Child Project Tree

	Project ID
- G093930	(93930)
- G088795	(88795)
- G092285	(92285)
- G096110	(96110)

Template

Investigators

Investigator	Benefitting Department	Primary	%	Support
6501 Widger, William R.	Biology/Biochemistry	☒	100.0	☐
			% 100.00	

Cut
Copy
Paste
Select All
Insert
Add
Delete
Export...

Right Click in this area and select Add. It will open HR search window.

On this Human Resource search window, try to search for the person you would like to add on this project.

The screenshot shows a software window titled "Human Resource Search". It contains two main sections: "Search Criteria" and "Search Results - No Rows Found.".

Search Criteria Section:

Hr Code	EmplID	First Name	Last Name	Department	Agency Name
		Muhammad	soonasra		

Search Results Section:

Search Results - No Rows Found.

Hr Code	EmplID	First Name	Last Name	Department
---------	--------	------------	-----------	------------

Buttons: Search, New, Print, Clear, OK, Cancel.

Callouts:

- An orange arrow points from the "New" button to the "Search Results" section, with a text box stating: "IF no record found then click New to add the person."

Award Search

Award - G096110 (96110)

Human Resource - (New)

General Investments Addresses Conflicts of Interest Documents Communication IDC Exceptions

Personal Information

HR Code: 16613

Salutation: [v]

First Name: Muhammad

Middle Initial: []

Last Name: Soonasra

EmplID: []

Contact Information

Work Phone: (000)000-0000 Ext.: []

Work Fax: (000)000-0000 Pager: (000)000-0000

Email Address: []

Web Address: []

Assistant Name: []

Room #: []

Other Information

Status: Active

Position: Non Employee

Verified: ☐ Tenured: ☐ Tenured Track: ☐ Agency: []

Department: Unknown Department

Job Description: []

Area of Interest Cluster Assignment

Right Click to Add Right Click to Add

OK Cancel

On this HR screen
enter all the
required information
of the new person
and click OK.



Award - G096110 (96110)

Regulatory | Other | Documents | Comments | Proposal | Office Action | Financials | Closeout | File Cabinet | Time & Effort | Contract

General | Modifications | PS Data Entry | PeopleSoft | Cost Sharing | Addresses | Contacts | PI Reports | Financial Reports | Fiscal Reports | Wizard

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Created 11/07/2007 - jjmorris

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Review

IP Review: Complete

Flags

Hold TAILS: ☐ Federal Flow Thru: ☒

FDP: ☒ RRO: ☐ A21 Rules: ☒

IDC

IDC Type: MTDC

IDC Note:

Project Summary

Proj End Date: July 31, 2008

Proj Funding:

Parent Child Projects

Parent Child Project Tree

- G093930
- G088795
- G092285
- **G096110**

Project ID

- (93930)
- (88795)
- (92285)
- (96110)**

Investigators

Investigator	Benefitting Department	Primary	%	Support
6501 Widger, William R.	Biology/Biochemistry	☒	100.0	☐
14507 Soonasra, Muhammad	Research Information Center	☐	.0	☒
			% 100.00	

Template

Non Fiscal Reporting Details

New person is added as investigator in a support capacity. Please save and go to Time & Effort Tab.

Award - G096110 (96110)

General Modifications PS Data Entry PeopleSoft Cost Sharing Addresses Contacts PI Reports Financial Reports Non Fiscal Reports Wizard

Regulatory Other Documents Comments Proposal Office Action Financials Closeout File Cabinet Time & Effort Contract

Refresh

Quarter Begin and End Date				Person	Source of Funds
☐	Qtr-4 (2007)	6/1/07	8/31/07	Widger, William R.	G096110
☐	Qtr-1 (2008)	9/1/07	11/30/07	Widger, William R.	G096110
☐	Qtr-2 (2008)	12/1/07	2/29/08	Widger, William R.	G096110
☐	Qtr-3 (2008)	3/1/08	5/31/08	Widger, William R.	G096110
☐	Qtr-4 (2008)	6/1/08	8/31/08	Widger, William R.	G096110
☐	Qtr-4 (2007)	6/1/07	8/31/07	Soonasra, Muhammad	G096110
☐	Qtr-1 (2008)	9/1/07	11/30/07	Soonasra, Muhammad	G096110
☐	Qtr-2 (2008)	12/1/07	2/29/08	Soonasra, Muhammad	G096110
☐	Qtr-3 (2008)	3/1/08	5/31/08	Soonasra, Muhammad	G096110
☒	Qtr-4 (2008)	6/1/08	8/31/08	Soonasra, Muhammad	G096110

Click Refresh button in order to add the TE records for newly added investigator.