



WAYNE STATE
UNIVERSITY

Sponsored Program Administration

Cayuse Reports



Power BI Report Server

Power BI (Business Intelligence): Cayuse Reports

Cayuse Reports enables users to garner insights from different types of proposal and grant data. By employing a variety of tools and methods that allow for the collection of this information, users are able to see, analyze, understand, and make critical decisions related to the collected data.

Cayuse Reports is interactive, allowing users to manipulate data by selecting date parameters, specific colleges, departments, and principal investigators. Each component of Cayuse Reports, if selected, can provide users more detailed information which, in turn, allows for filterable and customizable reporting.

Information within this manual outlines

- Navigation of the system
- Collection of information
- Cultivation of reports

Cayuse Reports: Basic Navigation

1. From a browser, navigate to SPA Power BI: Cayuse Reports - <https://research.wayne.edu/spa/spapowerbiereports>
2. Use your Access ID@wayne.edu and Wayne State University password
3. You will land on the SPA Power BI Cayuse Reports page

Reports:

- [Cayuse Awards by Sponsor Type](#)
 - [Cayuse Proposals by Sponsor Type](#)
 - [Cayuse Credit Split Awards by Sponsor Type](#)
4. All three report modules share basic features
 - **Chart tabs** summarize Proposal, Award, and Credit Split Awards data that can be drilled down to specific record information
 - **Table tabs** summarize the same information as Chart Tabs but, provide another level of detail relevant to each record

Cayuse Reports features similar functionality among report tabs:



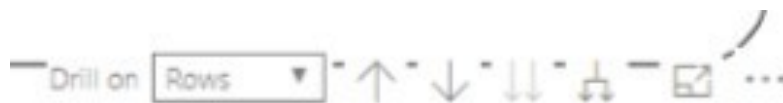
1. Select **College**
2. Select **Department**
3. Establish date parameters
4. Select **PI Name**
5. Select **Months** within date parameters

NOTE: You can select any combination of these factors in creating a report that suits your needs.

Other common features:

- Sel**Explore** enables users to see specific data within a page and allows for
 - ⇒ Showing next level of information
 - ⇒ Expansion of next level of information
 - ⇒ Drilling Up
 - ⇒ Drilling Down

NOTE: These functions are also accessible within each section of a report page on the drill-through menu.



Expand Reports:

Via the drill-down icons present within each section of the report:

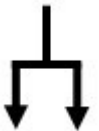


NOTE: Users can also right click next to a section to call up the detail commands.

Select Expand to Next Level to get a more detailed result:

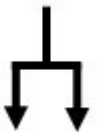
1.

Adjusted Fed NonFed	2014	2015	2016	2017	2018	2019
Federal	\$1,410,576	\$639,488	\$772,457	\$921,449.12	\$2,367,916.23	\$343,571.5
Non-Federal	\$761,420.78	\$1,145,557.4	\$3,826,225.53	\$3,508,187.48	\$1,290,339.2	\$353,025.84
Total	\$2,171,996.78	\$1,785,045.4	\$4,598,682.53	\$4,429,636.6	\$3,658,255.43	\$696,597.34



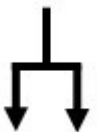
2.

Adjusted Fed NonFed	2014	2015	2016	2017	2018	2019
Federal	\$1,410,576	\$639,488	\$772,457	\$921,449.12	\$2,367,916.23	\$343,571.5
Other Federal Funding	\$1,410,576	\$610,648	\$235,136	\$734,672.12	\$797,916.23	\$257,571.5
NSF		\$28,840	\$301,988		\$1,570,000	\$86,000
NIH			\$235,333	\$186,777		
Non-Federal	\$761,420.78	\$1,145,557.4	\$3,826,225.53	\$3,508,187.48	\$1,290,339.2	\$353,025.84
State	\$595,000	\$477,807.4	\$3,640,684.53	\$3,403,127.28	\$325,585.2	\$301,025.84
Other	\$124,954.78	\$17,750	\$153,328	\$15,414.2	\$5,000	\$35,000
Foundations		\$650,000	\$32,213	\$89,646	\$959,754	\$17,000
Corporations	\$41,466					
Total	\$2,171,996.78	\$1,785,045.4	\$4,598,682.53	\$4,429,636.6	\$3,658,255.43	\$696,597.34



3.

Adjusted Fed NonFed	2014	2015	2016	2017	2018	2019
Federal	\$1,410,576	\$639,488	\$772,457	\$921,449.12	\$2,367,916.23	\$343,571.5
Other Federal Funding	\$1,410,576	\$610,648	\$235,136	\$734,672.12	\$797,916.23	\$257,571.5
OTHER FEDERAL					\$52,500	
US DEFENSE DEPARTMENT		\$487,180				
US DEPARTMENT OF COMMERCE	\$75,000	\$16,500	\$58,500			
US DEPARTMENT OF ENERGY	\$83,015			\$39,980	\$410,922	\$75,910
US DEPARTMENT OF LABOR	\$139,995		\$138,518	\$137,098		\$142,496
US DEPARTMENT OF TRANSPORTATION	\$1,112,566	\$106,968	\$38,118	\$557,594.12	\$314,990.23	\$39,165.5
US INDEPENDENT AGENCIES					\$19,504	
NSF		\$28,840	\$301,988		\$1,570,000	\$86,000
NSF		\$28,840	\$301,988		\$1,570,000	\$86,000
NIH			\$235,333	\$186,777		
NIH			\$235,333	\$186,777		
Non-Federal	\$761,420.78	\$1,145,557.4	\$3,826,225.53	\$3,508,187.48	\$1,290,339.2	\$353,025.84
State	\$595,000	\$477,807.4	\$3,640,684.53	\$3,403,127.28	\$325,585.2	\$301,025.84
STATE GOVERNMENT (WITHIN MICHIGAN)	\$595,000	\$477,807.4	\$3,640,684.53	\$3,403,127.28	\$325,585.2	\$301,025.84
Other	\$124,954.78	\$17,750	\$153,328	\$15,414.2	\$5,000	\$35,000
ASSOCIATIONS	\$124,954.78		\$135,000	\$8,900	\$5,000	\$5,000
HIGHER EDUCATION INSTITUTIONS		\$17,750	\$18,328	\$6,514.2		\$20,000
OTHER NON-PROFITS						\$10,000
Foundations		\$650,000	\$32,213	\$89,646	\$959,754	\$17,000
FOUNDATIONS		\$650,000	\$32,213	\$89,646	\$959,754	\$17,000
Corporations	\$41,466					
CORPORATIONS (FOR-PROFIT)	\$41,466					
Total	\$2,171,996.78	\$1,785,045.4	\$4,598,682.53	\$4,429,636.6	\$3,658,255.43	\$696,597.34

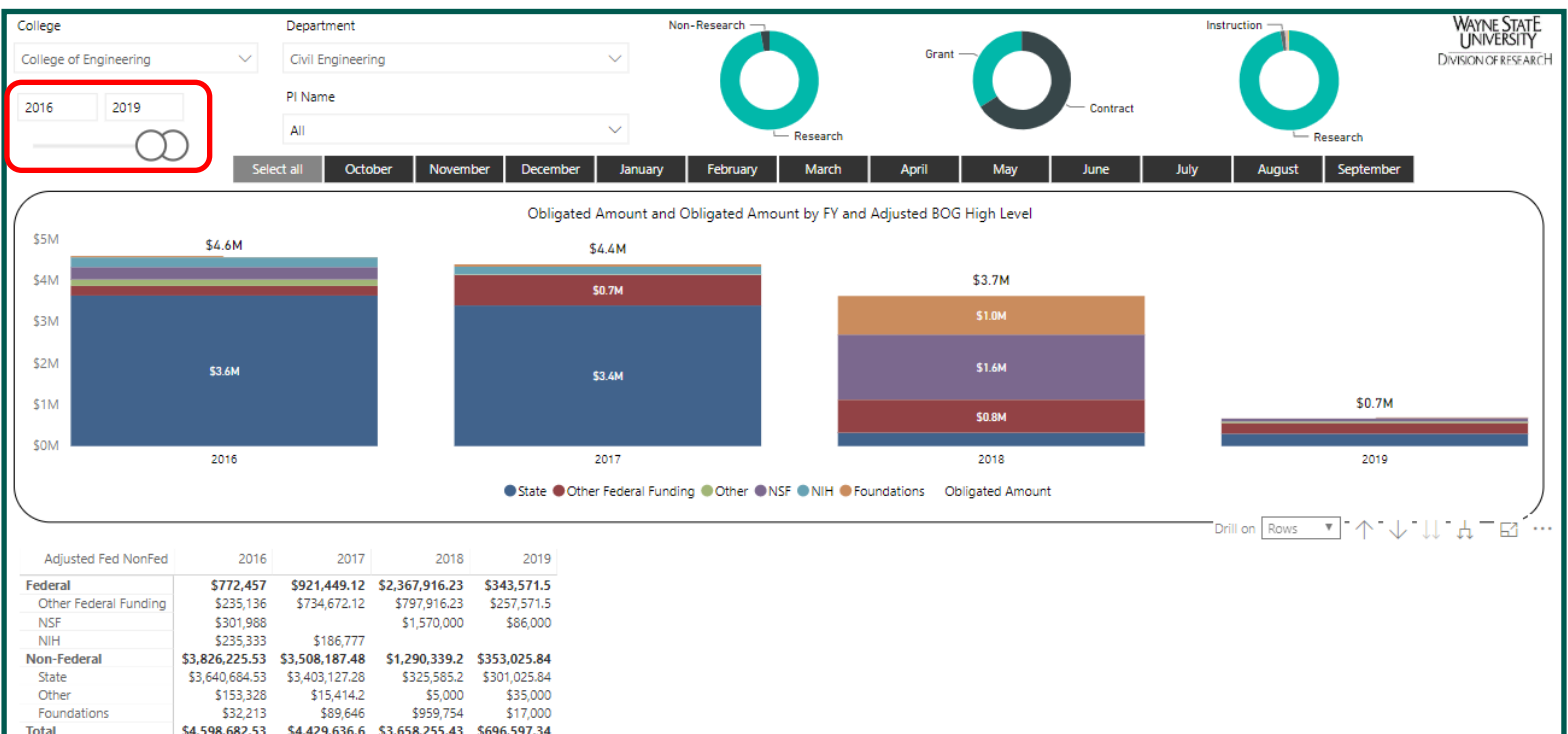
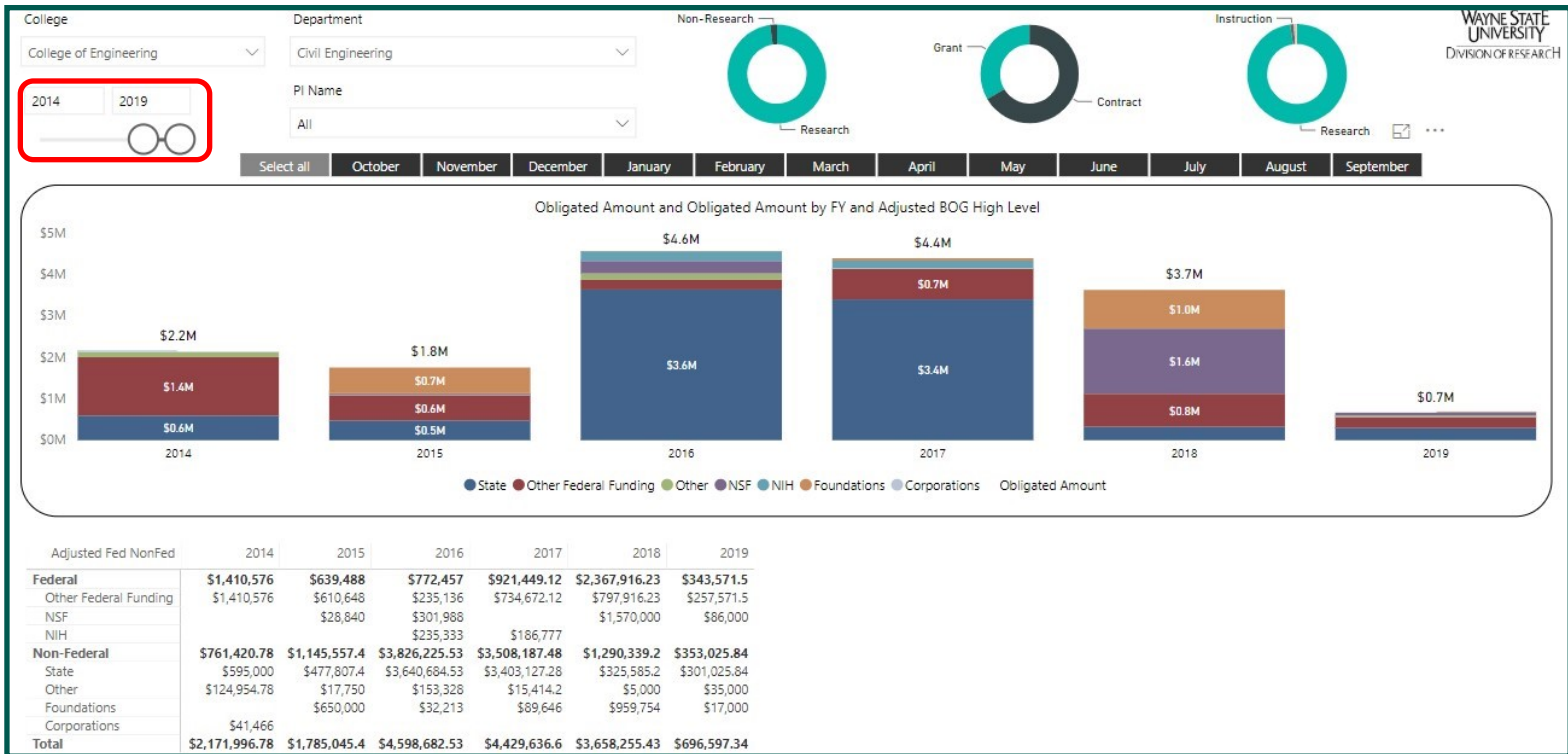


View Report: Chart: Sponsor Type

Scenario: User from Civil Engineering is seeking totals of obligated award amounts by Fiscal Year from 2014 to 2019.

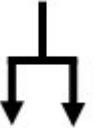
1. Select College
2. Select Department
3. Set fiscal year periods and select months

As the parameters are set, the data changes accordingly - example: 6 years vs. 4 years:



4.

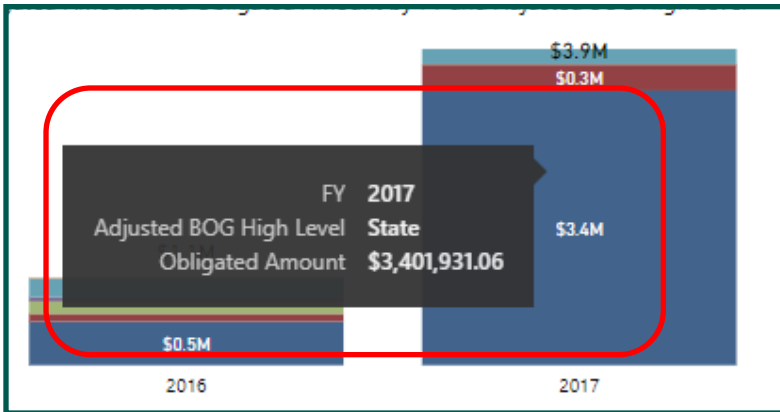
	Adjusted Fed	NonFed	2014	2015	2016	2017	2018	2019
Federal			\$1,410,576	\$639,488	\$772,457	\$921,449.12	\$2,367,916.23	\$343,571.5
Other Federal Funding			\$1,410,576	\$610,648	\$235,136	\$734,672.12	\$797,916.23	\$257,571.5
OTHER FEDERAL							\$52,500	
Federal Emergency Management Agency							\$52,500	
US DEFENSE DEPARTMENT				\$487,180				
U.S. Army Corps of Engineers				\$487,180				
US DEPARTMENT OF COMMERCE			\$75,000	\$16,500	\$58,500			
U.S. DEPARTMENT OF COMMERCE			\$75,000	\$16,500	\$58,500			
US DEPARTMENT OF ENERGY			\$83,015			\$39,980	\$410,922	\$75,910
U.S. DEPARTMENT OF ENERGY			\$83,015			\$39,980	\$410,922	\$75,910
U.S. Department of Energy - DOE								
US DEPARTMENT OF LABOR			\$139,995		\$138,518	\$137,098		\$142,496
U.S. DEPARTMENT OF LABOR			\$139,995		\$138,518			
U.S. Department of Labor - DOL								
US DEPARTMENT OF TRANSPORTATION			\$1,112,566	\$106,968	\$38,118	\$557,594.12	\$314,990.23	\$39,165.5
FEDERAL HIGHWAY ADMINISTRATION			\$794,946	\$106,968				
Federal Highway Administration - FHA						\$257,595.12	\$243,176.42	\$39,165.5
NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION					\$38,118			
U.S. DEPARTMENT OF TRANSPORTATION			\$317,620		\$0			
U.S. Department of Transportation - USDOT						\$299,999	\$71,813.81	
US INDEPENDENT AGENCIES							\$19,504	
U.S. Environmental Protection Agency - EPA							\$19,504	
NSF				\$28,840	\$301,988		\$1,570,000	\$86,000
NSF				\$28,840	\$301,988		\$1,570,000	\$86,000
NATIONAL SCIENCE FOUNDATION				\$28,840	\$301,988		\$1,570,000	\$86,000
National Science Foundation - NSF								
NIH					\$235,333	\$186,777		
NIH					\$235,333	\$186,777		
National Institute of Environmental Health Sciences - NIEHS						\$186,777		
NATIONAL INSTITUTES OF HEALTH					\$235,333			
Non-Federal			\$761,420.78	\$1,145,557.4	\$3,826,225.53	\$3,508,187.48	\$1,290,339.2	\$353,025.84
State			\$595,000	\$477,807.4	\$3,640,684.53	\$3,403,127.28	\$325,585.2	\$301,025.84
STATE GOVERNMENT (WITHIN MICHIGAN)			\$595,000	\$477,807.4	\$3,640,684.53	\$3,403,127.28	\$325,585.2	\$301,025.84
Michigan Department of Licensing and Regulatory Affairs							\$39,590	
Michigan Occupational Safety and Health Administration							\$19,996	
STATE OF MI. STATE POLICE OFFICE OF HIGHWAY SAFETY PLN.			\$145,000	\$268,014				
State of Mi. State Police office of Highway Safety Pln. - OHSP						\$50,000	\$20,000	
STATE OF MICHIGAN							\$16,000	
STATE OF MICHIGAN DEPARTMENT OF TRANSPORTATION			\$450,000	\$209,793.4	\$415,160.53			
State of Michigan Department of Transportation - MDOT						\$228,651.28	\$229,999.2	\$301,025.84
State of Michigan Dept. of Health & Human Services - MDHHS					\$3,225,524	\$3,124,476		
Other			\$124,954.78	\$17,750	\$153,328	\$15,414.2	\$5,000	\$35,000
ASSOCIATIONS			\$124,954.78		\$135,000	\$8,900	\$5,000	\$5,000
American Water Works Association					\$135,000	\$8,900		
Total			\$2,171,996.78	\$1,785,045.4	\$4,598,682.53	\$4,429,636.6	\$3,658,255.43	\$696,597.34



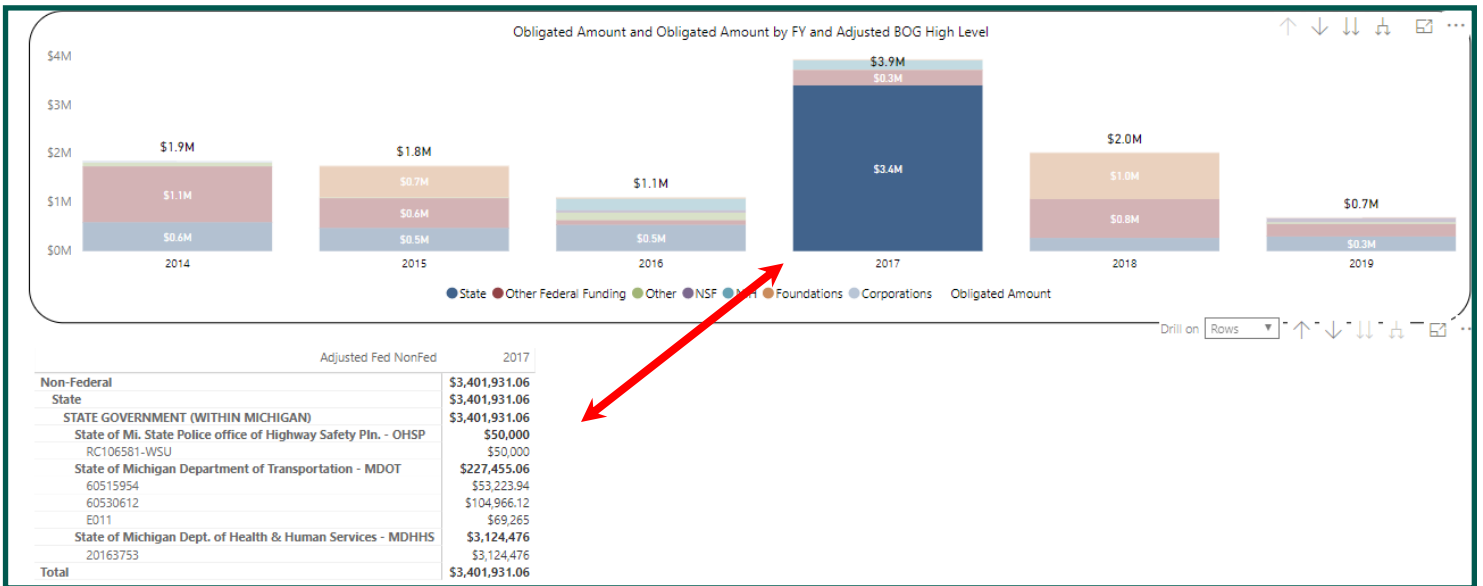
5.

	Adjusted Fed	NonFed	2014	2015	2016	2017	2018	2019
Federal			\$1,410,576	\$639,488	\$772,457	\$921,449.12	\$2,367,916.23	\$343,571.5
Other Federal Funding			\$1,410,576	\$610,648	\$235,136	\$734,672.12	\$797,916.23	\$257,571.5
OTHER FEDERAL							\$52,500	
Federal Emergency Management Agency							\$52,500	
3362-1701							\$52,500	
US DEFENSE DEPARTMENT				\$487,180				
U.S. Army Corps of Engineers				\$487,180				
W911XK-14-C-0023				\$487,180				
US DEPARTMENT OF COMMERCE			\$75,000	\$16,500	\$58,500			
U.S. DEPARTMENT OF COMMERCE			\$75,000	\$16,500	\$58,500			
3003002940			\$75,000	\$16,500	\$58,500			
US DEPARTMENT OF ENERGY			\$83,015			\$39,980	\$410,922	\$75,910
U.S. DEPARTMENT OF ENERGY			\$83,015			\$39,980	\$410,922	\$75,910
DE-FE0009927			\$83,015					
U.S. Department of Energy - DOE						\$39,980	\$410,922	\$75,910
AGZ-9-92105-01							\$410,922	
DE-FE0031565								
MEO-17-009						\$39,980		
US DEPARTMENT OF LABOR			\$139,995		\$138,518	\$137,098		\$142,496
U.S. DEPARTMENT OF LABOR			\$139,995		\$138,518			
SH-26321-14-60-F-26			\$139,995					
SH-29666-16-60-F-26					\$138,518			
U.S. Department of Labor - DOL						\$137,098		\$142,496
SH050395H8								\$142,496
SH-31218-17-60-F-26						\$137,098		
US DEPARTMENT OF TRANSPORTATION			\$1,112,566	\$106,968	\$38,118	\$557,594.12	\$314,990.23	\$39,165.5
FEDERAL HIGHWAY ADMINISTRATION			\$794,946	\$106,968				
2015-0831-01				\$25,000				
451251-19178			\$44,946					
DTFH6114H00012			\$750,000					
TS-15-04				\$81,968				
Federal Highway Administration - FHA						\$257,595.12	\$243,176.42	\$39,165.5
2016-0070 Z5							\$243,176.42	
2016-0070 Z5/R1								\$39,165.5
2016-0070Z3						\$257,595.12		
NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION					\$38,118			
RC105694					\$38,118			
U.S. DEPARTMENT OF TRANSPORTATION			\$317,620		\$0			
8090-WSU-1			\$100,000		\$0			
8224-001			\$217,620					
U.S. Department of Transportation - USDOT						\$299,999	\$71,813.81	
2016-0070-Z4							\$71,813.81	
693J31750007						\$299,999		
US INDEPENDENT AGENCIES							\$19,504	
Total			\$2,171,996.78	\$1,785,045.4	\$4,598,682.53	\$4,429,636.6	\$3,658,255.43	\$696,597.34

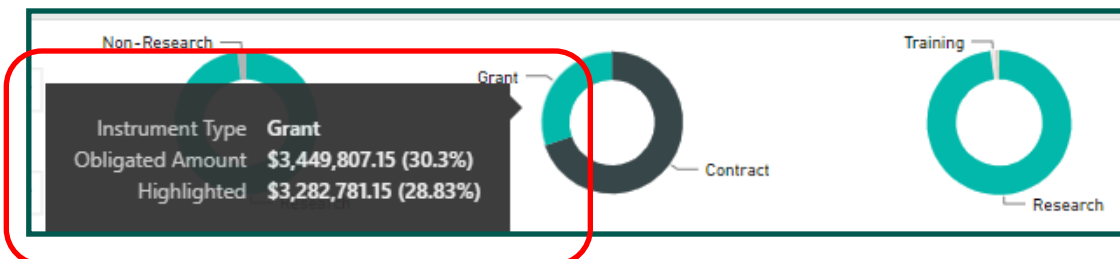
Each level provides more detail than the last. All tabs within Cayuse Reports can be drilled down for detail.



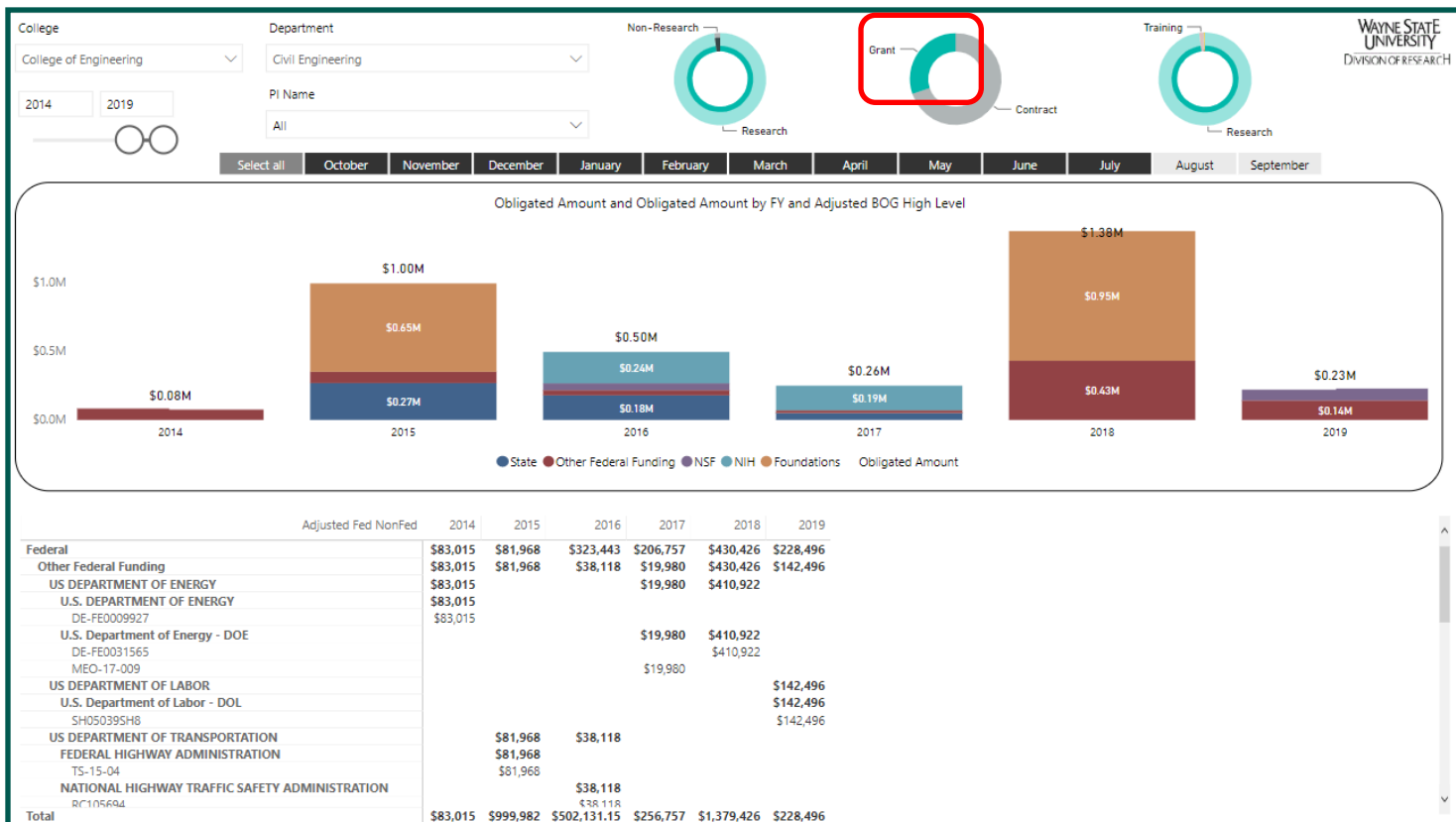
- Hovering over a column section with the mouse populates a high-level pop-up of related information
- Likewise, if you click on the column, more detailed information will be highlighted for population:



- To go back to inclusive view, click the highlighted portion
- The same steps are utilized for the "donut charts"
 - ⇒ Highlight a section and the specific information will populate for viewing:



- Hovering over a donut chart section with the mouse populates a high-level pop-up of related information



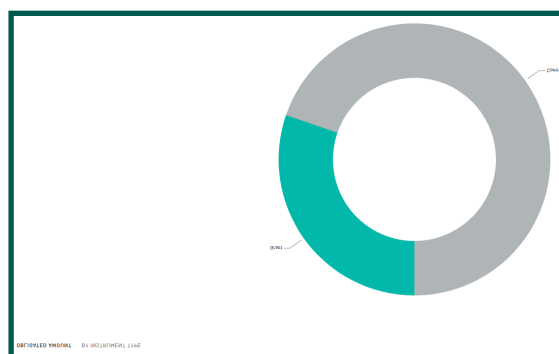
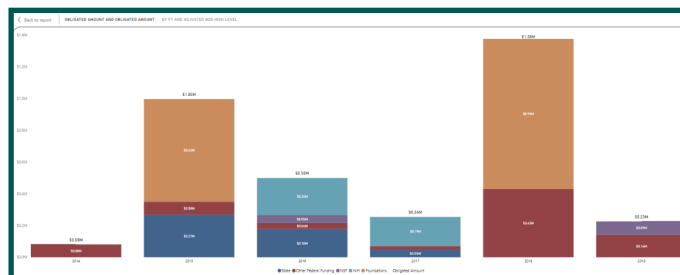
- Clicking on a specific portion of the donut graph will populate specific information within both the color graph and the rows of, in this example, grant information. To de-select, click on the highlighted area again.

Pull certain pieces of report queries into an isolated view called **Focus Mode**.

- This feature can be utilized for the Donut Graph, Color Charts, or Information Rows.
- Select the Focus Mode Icon (within the drill-through section) to populate the isolated view.

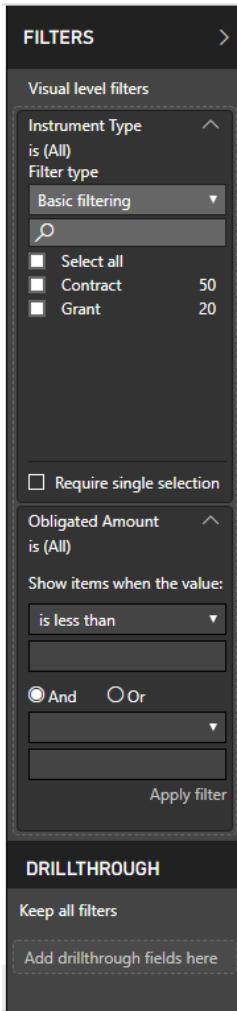
Back to report

Adjusted Fed NonFed	2014	2015	2016	2017	2018	2019
Federal	\$83,015	\$81,968	\$323,443	\$206,757	\$430,426	\$228,496
Other Federal Funding	\$83,015	\$81,968	\$38,118	\$19,980	\$430,426	\$142,496
US DEPARTMENT OF ENERGY	\$83,015			\$19,980	\$410,922	
U.S. DEPARTMENT OF ENERGY	\$83,015					
DE-FE0009927	\$83,015					
U.S. Department of Energy - DOE				\$19,980	\$410,922	
DE-FE0031565					\$410,922	
MEO-17-009				\$19,980		
US DEPARTMENT OF LABOR						\$142,496
U.S. Department of Labor - DOL						\$142,496
SH050395H8						\$142,496
US DEPARTMENT OF TRANSPORTATION		\$81,968	\$38,118			
FEDERAL HIGHWAY ADMINISTRATION		\$81,968				
TS-15-04		\$81,968				
NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION			\$38,118			
RC105694			\$38,118			
US INDEPENDENT AGENCIES				\$19,504		
U.S. Environmental Protection Agency - EPA				\$19,504		
1604013Z1				\$4,550		
83929501				\$14,954		
NSF			\$49,992			\$86,000
NSF			\$49,992			\$86,000
NATIONAL SCIENCE FOUNDATION			\$49,992			
CBET-1633013			\$49,992			
National Science Foundation - NSF						\$86,000
CBET-1903329						\$86,000
NIH		\$235,333	\$186,777			
NIH		\$235,333	\$186,777			
National Institute of Environmental Health Sciences - NIEHS				\$186,777		
5 R21 ES027199-02				\$186,777		
NATIONAL INSTITUTES OF HEALTH		\$235,333				
R21 ES027199-01		\$235,333				
Non-Federal	\$918,014	\$178,688.15	\$50,000	\$949,000		
State	\$268,014	\$178,688.15	\$50,000			
STATE GOVERNMENT (WITHIN MICHIGAN)	\$268,014	\$178,688.15	\$50,000			
STATE OF MI. STATE POLICE OFFICE OF HIGHWAY SAFETY PLN.	\$268,014					
OP-15-03	\$149,651					
OP-15-05	\$118,363					
State of Mi. State Police office of Highway Safety Pin. - OHSP			\$50,000			
RC106581-WSU			\$50,000			
STATE OF MICHIGAN DEPARTMENT OF TRANSPORTATION		\$178,688.15				
OR 14-023 216-0070		\$178,688.15				
Foundations	\$650,000			\$949,000		
FOUNDATIONS	\$650,000			\$949,000		
Total	\$83,015	\$999,982	\$502,131.15	\$256,757	\$1,379,426	\$228,496



Filters

User can apply filters in the Filters pane by making selections on the reports. The Filters pane shows the tables and fields used in the report and the filters that have been applied, if any.



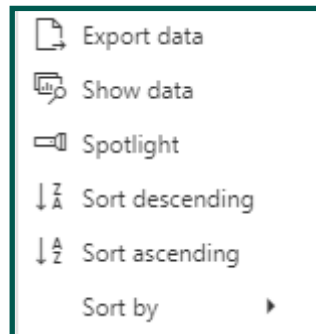
Available Filters change depending on what information is selected within the report.

1. Select a report line or section to enable the filter.
2. Select filter parameters to generate specific reporting fields.

⇒ Depending on the type of report and selected section, users can filter

- ◇ Sponsor
- ◇ Federal/Non-Federal
- ◇ Sponsor Type
- ◇ Fiscal Year
- ◇ Obligated Amount
- ◇ Quarter
- ◇ Sponsor Award Number
- ◇ Index
- ◇ Department
- ◇ Grant Code
- ◇ PI Name
- ◇ Begin and End Dates

More Options: click on the ellipsis (...) within the drill-through menu



- Report data can be sorted in ascending or descending order or by a particular column within a specific report module.
- Select Show Data presents the Row Information in an easy-to-read format
- Spotlight highlights the specifically chosen of a report page for viewing
- Export Data allows users to download information into a CSV file. The CSV file can be opened with Excel for custom usage.

Table Tabs

Though the basics of Cayuse Reports are shared for both chart and table reports, there are additional functionalities within **Table** tabs which provide more in-depth information.

Example:

1. Select Table: Sponsor Type
2. Select "All" for College, Department, and PI Name
3. Set Fiscal Year (FY) to 2014 to 2019

Cayuse Awards by Sponsor Type

Refresh

College: All | Department: All | FY: 2014, 2019 | PI Name: All

Non-Federal | Federal | Clinical Trial | Grant | Contract | Corporations | State | Other Federal F... | Foundations | NIH | NSF

	2014	2015	2016	2017	2018	2019
Research	\$126,615,352.44	\$140,459,296.73	\$195,280,610.94	\$189,305,663.73	\$219,824,194.54	\$166,598,350.44
Clinical Trials	\$6,307,479.53	\$10,997,342.64	\$56,991,674.62	\$50,155,710.97	\$72,041,470.19	\$55,585,700.87
Research	\$120,307,872.91	\$129,461,954.09	\$138,288,936.32	\$139,149,952.76	\$147,782,724.35	\$111,012,649.57
Non-Research	\$25,305,087.49	\$47,618,329.22	\$45,759,137.27	\$46,631,279.61	\$39,432,244.59	\$14,974,433.04
Fellowship				\$1,804,081	\$504,320	\$90,400
Fellowships	\$305,126	\$382,782.8	\$355,586	\$107,772	\$279,282	\$344,624
Instruction	\$5,614,337.34	\$8,785,384.52	\$6,786,226.09	\$6,600,142	\$6,927,026	\$4,181,791
Other Sponsored Activities	\$11,113,399.7	\$28,053,576.2	\$26,110,131.58	\$24,422,834.45	\$21,865,139.18	\$6,342,667.41
Public Service	\$5,582,545.78	\$8,503,284.33	\$10,865,099.6	\$13,528,959.16	\$9,587,659.41	\$3,872,454.63
Student Services	\$2,689,676.67	\$1,893,301.37	\$1,642,094			
Training				\$16,237	\$268,818	\$142,496
Total	\$151,920,439.93	\$188,077,625.95	\$241,039,748.21	\$235,936,943.34	\$259,256,439.13	\$181,572,783.48

- Generated report outlines all Research and Non-Research for the specified time period
- Selecting any line item will bring about corresponding information for that line item; in other words, if Clinical Trials is selected, the donut graphs, and row information will accordingly change

FY	Month	College	Department	PI Name	Dashboard	Project Number	Sponsor Award Number	Index	Grant Code	Instrument Type	Adjusted Fed NonFed	Prime Sponsor
2019	6	School of Medicine	Pediatrics	Chitlur, Meera		19-0460		423781		Clinical Trial	Non-Federal	Agios Pharmaceuticals
2019	4	School of Medicine	Neurosurgery	Conti, Alana		18-0678		332480		Contract	Federal	
2019	2	School of Medicine	Neurosurgery	Ding, Yuchuan		18-0281		332460		Contract	Non-Federal	
2019	4	School of Medicine	Neurosurgery	Ding, Yuchuan		18-0281		332460		Contract	Non-Federal	
Total												

4. Hover the mouse over a particular row to get a "snap-shot" of account information. Users can select the "link" icon within Cayuse Reports which will direct them to Researcher's Dashboard* should they wish to see more detailed account information.

\$355,586												
\$6,786,226.09												
\$26,110,131.58	\$24,422,834.45											
\$10,865,099.6	\$13,528,959.16											
\$1,642,094												
\$1,039,748.21	\$235,936,943.34											

FY 2019

Month 4

College School of Medicine

Department Neurosurgery

PI Name Conti, Alana

Dashboard <https://dashboard.research.wayne.edu/post-a...>

Project Number A18-0678

Sponsor Award Number (Blank)

Index 332480

Grant Code (Blank)

Instrument Type Contract

Adjusted Fed NonFed Federal

Prime Sponsor (Blank)

Sponsor Veterans Administration - VA

Res NonRes Research

Activity Type Research

Project Begin Date Monday, January 01, 2018

Official Report Date Monday, April 29, 2019

Project End Date Tuesday, December 31, 2019

***NOTE:** In order to successfully view Researcher's Dashboard information, users must be logged into Dashboard while utilizing this feature.