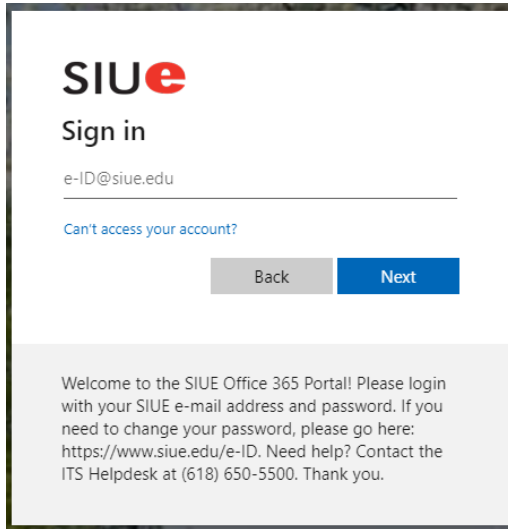
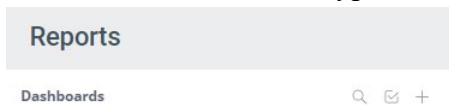


## How to download report data in Kuali

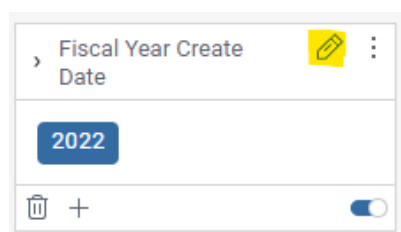
1. Login to Kuali Research using your eID and password, if prompted.  
(<https://siue.kuali.co/dashboard/reports>)



2. If you receive an error accessing Kuali Reports at the link above, please send a detailed email to [kualihelp@siue.edu](mailto:kualihelp@siue.edu).
3. On the left side of the window, under the **Dashboards** heading, near the bottom of the screen, select the type of data you wish to download a report on.



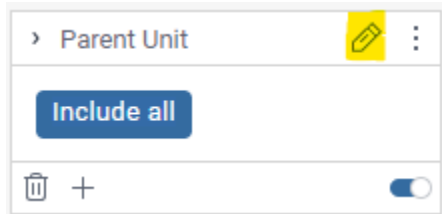
4. To view a list of raw, individual submissions/awards data in a table format:
  - A. For submission data, click **Proposal Submission Data**.
  - B. For award data, click **Proposal Award Data**.
5. Next, we'll apply two filters before downloading an Excel file of the data: **Fiscal Year Create Date and Parent Unit**.
  - A. **Fiscal Year Create Date**
    - i. On the right under Filters, hover over this field and click the Pencil/Edit icon.



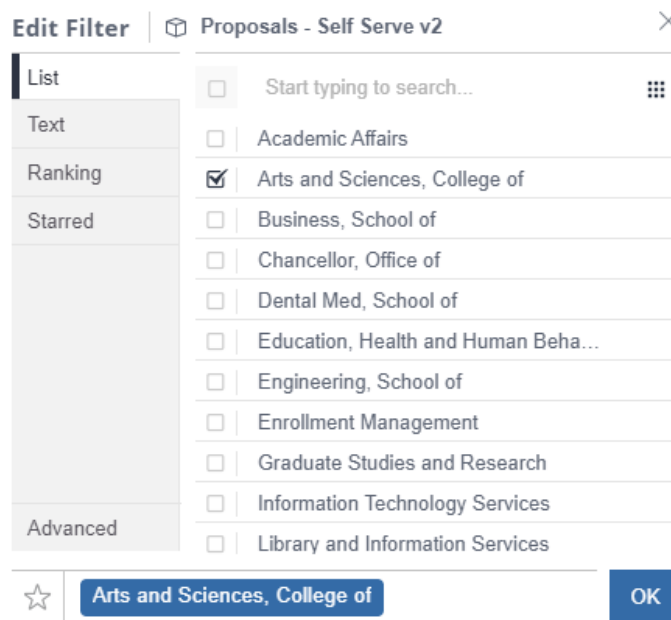
- ii. Hover over this filter and click the Pencil icon when it appears
- iii. Select the fiscal year you wish to report on.
- iv. Click OK

## B. Parent Unit

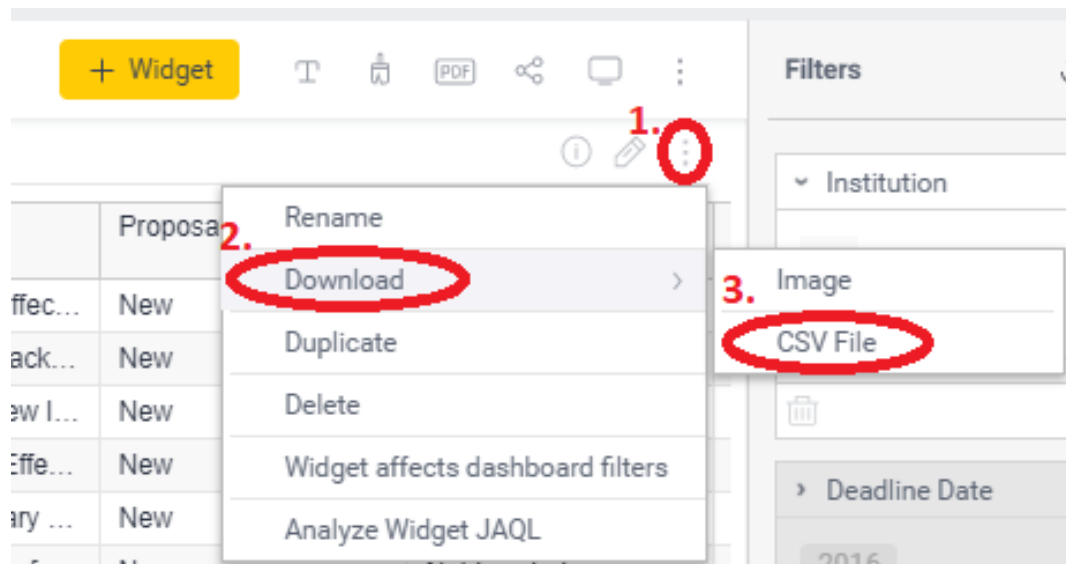
- i. The parent unit is the School/College filter. Selecting the school/college will generate report data for all departments that are under the school/college.
- ii. On the right under Filters, hover over this field and click the Pencil icon.



- iii. In the pop-up window, uncheck the box next to “start typing to search”
- iv. Check the box next to the school/college you wish to see data for.
- v. Click OK.



6. **Note: no other filters need to be adjusted. The remaining filters can stay at their default settings.**
7. Now, you can download an Excel file of your data, click the **vertical ellipsis box** near the right center of the screen, followed by **Download** then **CSV File**.



8. You may now open the CSV file and manually filter the data as needed.