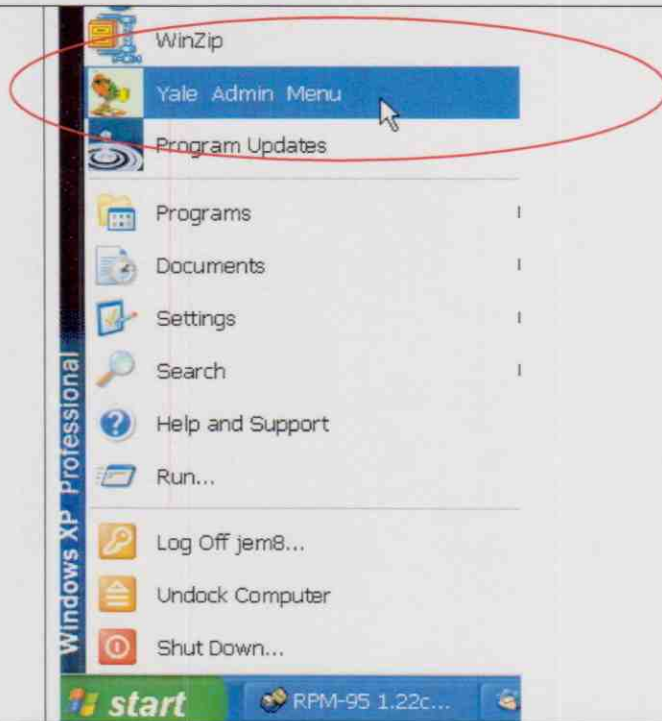
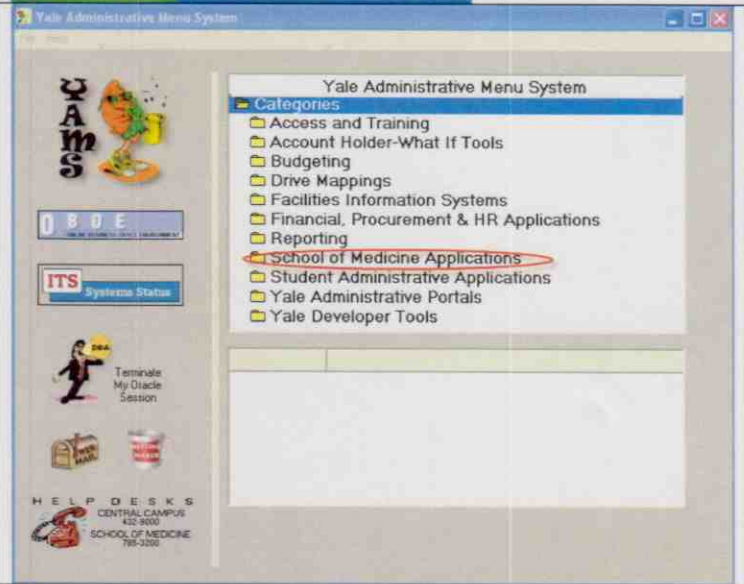


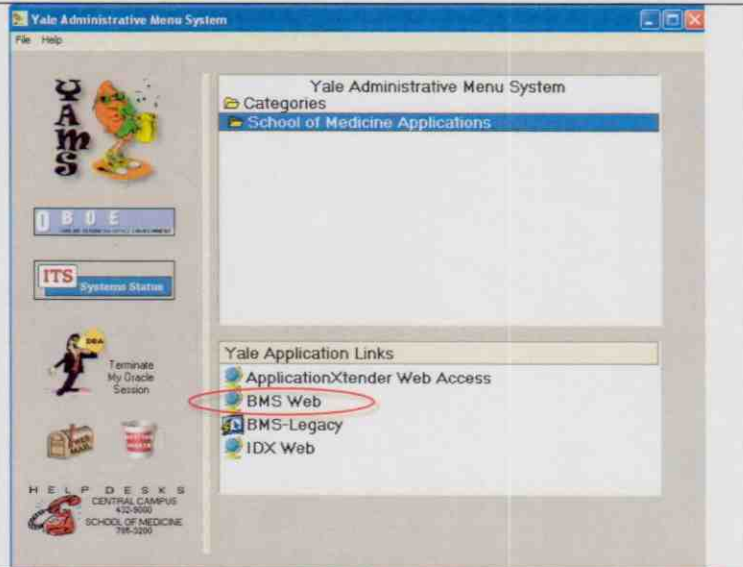
From The Start menu select Yale Admin Menu



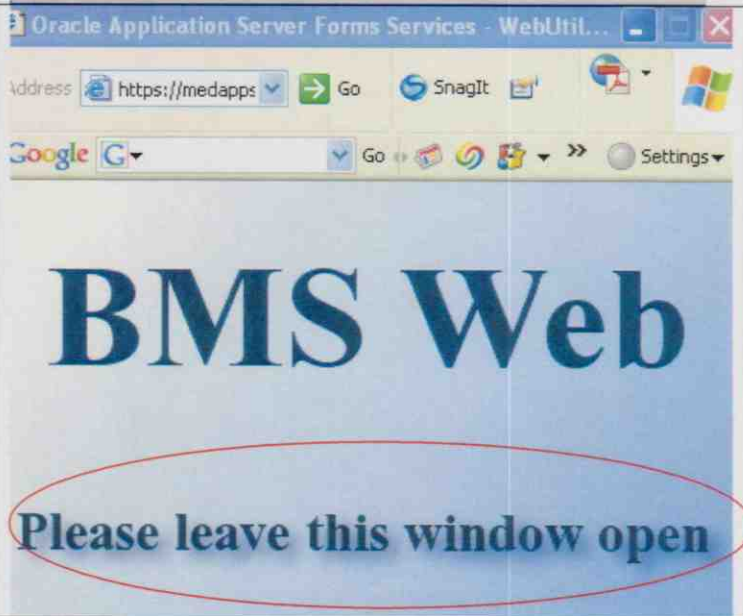
Choose School of Medicine Applications



Select BMS Web (double click)

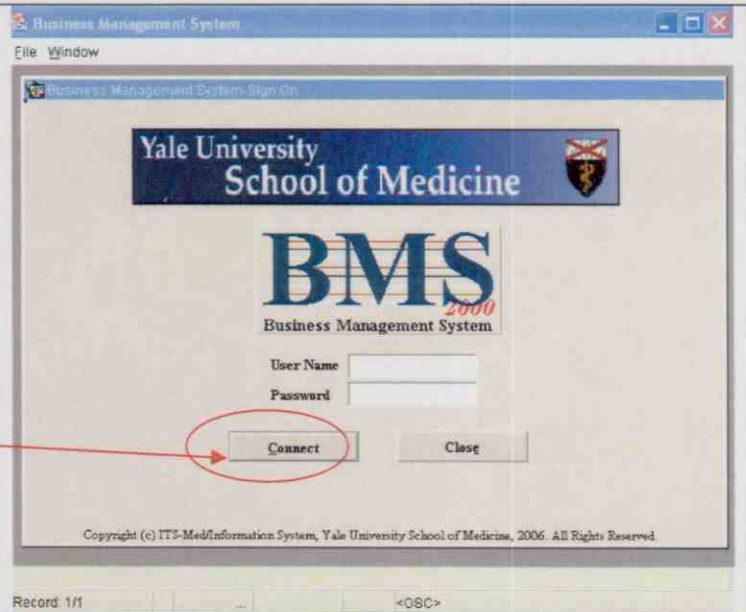


In order to operate you must leave this window open



Log into BMS system using your NET ID and password.

Click on "Connect"



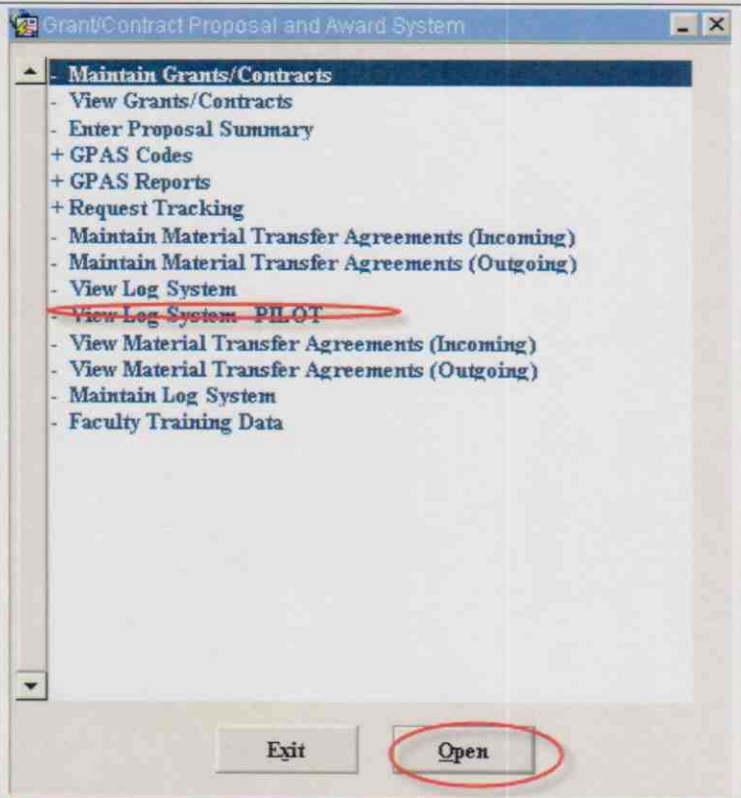
Select
+Grant/Contract Proposal and
Award System

Click on "Open"



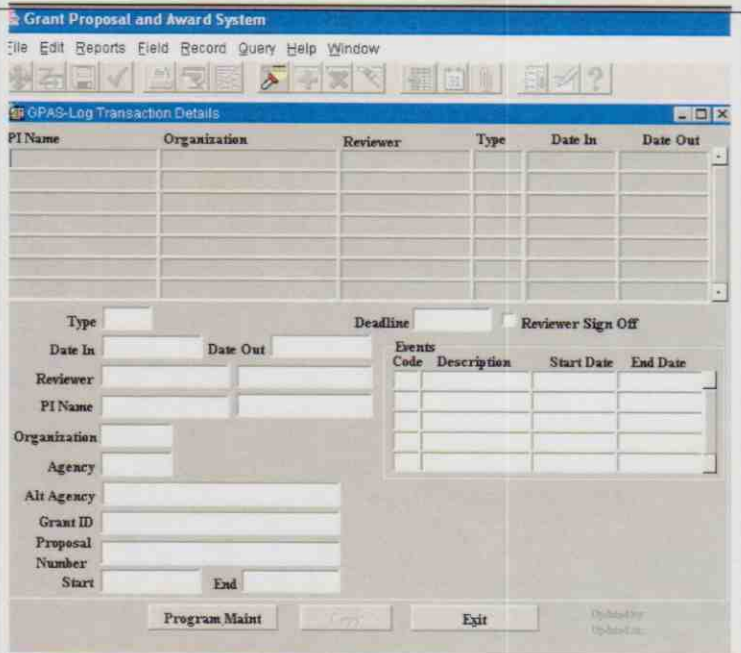
From the drop down selection
Choose View Log System- Pilot

Click "Open"



The following screen should appear

To begin your query you must hit
the F7 key



Searching by Principal Investigator Feature

Place cursor in PI Name field, type name or partial name with % (wildcard)

Uncertain of spelling, use the function below

Type in the word "Null" in the Date Out box

PI Name	Reviewer	Type	Date In	Date Out
Epperson				Null

Select the **F9** key the following screen will appear

Enter a partial value to limit the list, % to see all values.

Warning: Entering % to see all values may take a very long time. Entering criteria that can be used to reduce the list may be significantly faster.

Find

Last Name	First Name	Middle Name	Last 4 Soc Sec	Organization
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The following screen will appear which will give you an updated status

PI Name	Organization	Reviewer	Type	Date In	Date Out
Bogan, Jonathan S	MIMED Endocrinology	Brereton, Nancy	PGN	07/10/2007	
Bogan, Jonathan S	MIMED Endocrinology	Brereton, Nancy	AW	07/09/2007	

Searching by Org
To search by org. unit press F7 to start a query and place cursor in

PI Name	Organization	Reviewer	Type	Date In	Date Out
---------	--------------	----------	------	---------	----------

Organization field. Press F9 to receive a list of values. In the Find field, type in your organizational unit as shown for example. You need to use the % before and after the unit #. Click Find.

Organization Unit

Find %721430%

Description	Organization
York St, 180-200 Art School Library	012902
350 CONGRESS-MASTER LEASE	051801
ACADSVS2 BUILDING SERVICES	049921
ACSACS Academic Services - Admin	G00815
ACSACS Academic Services - Central	891028
ACSCLS Cntr for Lang Stdy	872201
ACSCLS Language Lab	878029
ACSCR Cooperative Research	874001
ACSDST Diversity Initiative	872110
ACSDST Sciences	872103
ACSEHS Env Health and Safety	853032
ACSEHS Environmental Health and ...	G00826
ACSEHS Environmental Health and ...	853034

Find OK Cancel

The departmental code and name will appear. Press F8 to execute the query to find all open logs.

GPAS-Log Transaction Details

PI Name	Organization	Reviewer	Type	Date In	Date Out
	MIMED Genetics				

Results are shown.



GPAS-Log Transaction Details

PI Name	Organization	Reviewer	Type	Date In	Date Out
Barry, Lisa Cataldi	MIMED Genetics	Smith, Melanie	LRP	07/12/2007	
Tinetti, Mary Elizabeth	MIMED Genetics	Hayek, Jennifer	EX	07/11/2007	
Fragoso, Carlos A V	MIMED Genetics	Smith, Melanie	RF	06/26/2007	
Gill, Thomas Michael	MIMED Genetics	Erereton, Nancy	INC	06/22/2007	07/02/2007
Barry, Lisa Cataldi	MIMED Genetics	Smith, Melanie	LRP	06/12/2007	
Barry, Lisa Cataldi	MIMED Genetics	Smith, Melanie	AW	06/06/2007	
Tinetti, Mary Elizabeth	MIMED Genetics	Erereton, Nancy	AW	05/29/2007	06/25/2007

Type LRP Loan Repayment Program Deadline Reviewer Sign Off

Date In 07/12/2007 Date Out

Reviewer Smith Melanie

PI Name Barry Lisa

Organization 721430 MIMED Geriatrics

Agency NIH Nat'l Inst of Health

Alt Agency

Grant ID

Proposal

Number

Start End

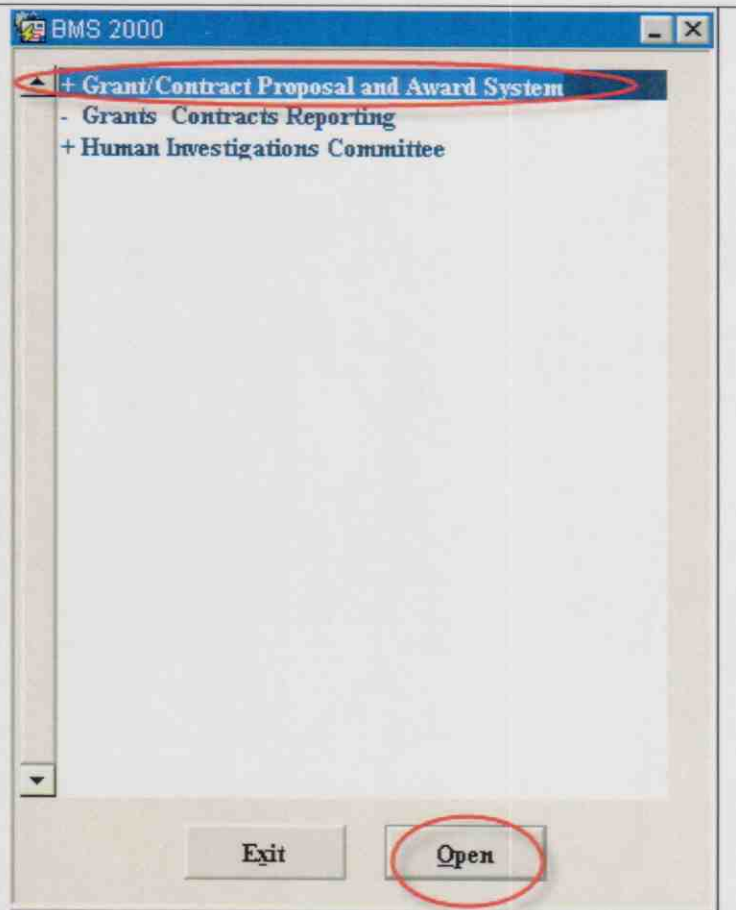
Events Code Description Start Date End Date

Comment (LE) Inconsistency in the Progress Report.

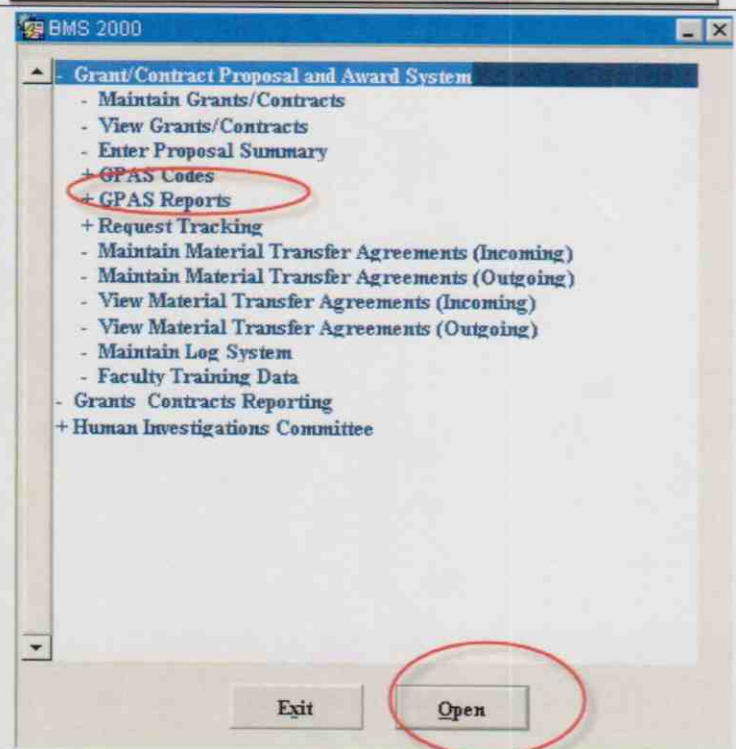
Program Maint Copy Exit

GPAS open log reports

Select Grant/Contract Proposal and Award System. Click Open.



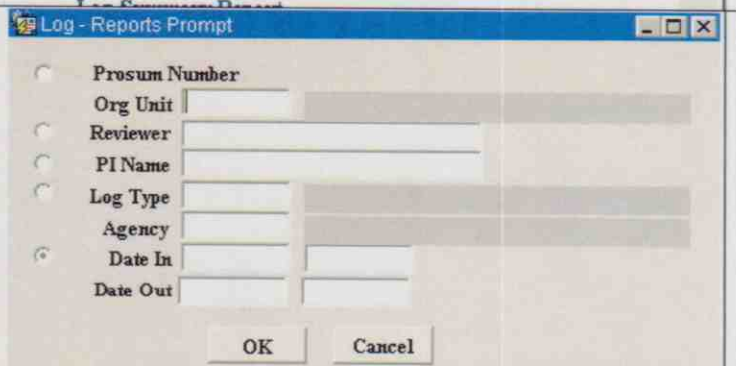
Select GPAS Reports, click Open.



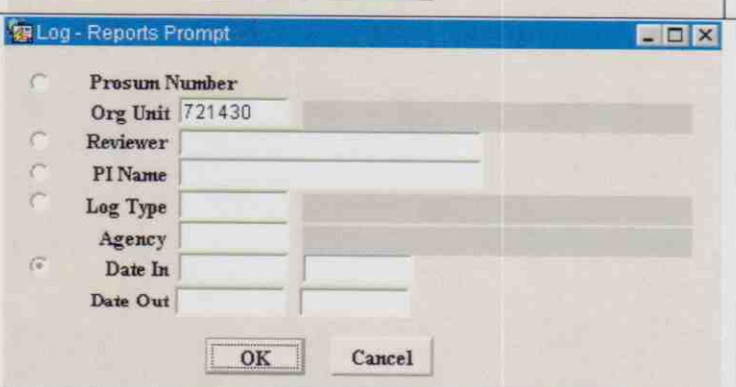
Double click or select Open for Open Logs Report.



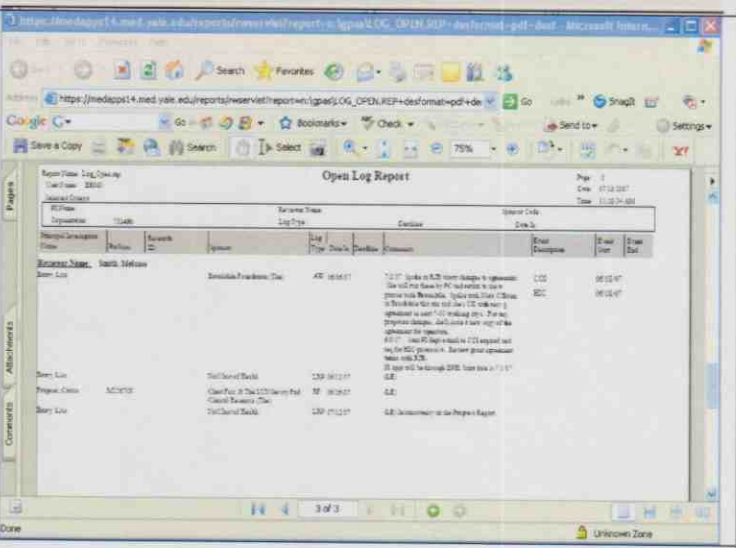
The following screen will appear. This allows you to begin your search by Org Unit, etc.



Type in your specific Org Unit and select OK



An example of a report is shown.



Questions/Problems

Please contact Elaine Mitchell at x436-2307.

Keys and Keystrokes

F7 – The F7 key puts the current screen in ‘Query Mode’

F8 – The F8 key executes the query that has been requested. This key is only valid after pressing the F7 key

F9 – The F9 key prompts the user for a list of values for the current field.

<CTL-Q> - The <CTL-Q> key sequence (holding the ‘Ctrl’ key down and pressing the ‘q’) will cancel the current query. This keystroke combination is only valid after pressing the F7 key.

Single-click – Single-clicking on a field puts the user into that field or row. Single clicking on a button or toolbar button executes the screen or process associated with the button or toolbar button.

Double-click – Double-clicking on a row in the data screens will take you into the detail screen for the row. Double-clicking on a row in a list box will select that value and return to the data screen.

Special Characters

‘%’ – The ‘%’ character is used when querying the data. It is referred to as the ‘wildcard’. For instance, when searching for all R01s, the user would press F7, type in ‘R01%’ in the grant ID field, and then press F8.

‘<’ – The ‘<’ character (less than) will allow the user to search for values less than value entered. For instance, when searching for all records with end dates before 7/1/99, the user would press F7, enter ‘<07/1/99’, and then press F8.

‘>’ – The ‘>’ character (greater than) will allow the user to search for values greater than the value entered. For instance, when searching for all records with start dates after 6/30/99, the user would press F7, enter ‘>06/30/99’, and then press F8.

Event Code Definitions

HIC	Human Investigations Committee – compliance issue – no HIC approval in system: Protocol is waiting for review and approval by the HIC. No award setup. Non-compliance also holds up NCE, JIT, etc.
HST	Human Subjects Training – compliance issue: key personnel missing human subjects training. No award setup.
COI	Conflict of Interest – compliance issue: key personnel have a “pending” or “expired” status COI. Dept. needs to take action. No award setup.
IACUC	Institutional Animal Care and Use Committee – compliance issue – no IACUC approval in system: Protocol waiting for review and approval. Contract/Grant cannot be signed. No award setup.
Sponsor	Action needs to be taken by sponsor; i.e., negotiation, signature, sponsor sending contract. Sponsor has to take action before the grant or contract can be moved forward.
Other Issue	This is a “catch all” for an event that is not associated with a particular kind of agreement. For example, if a Private Grant (this is a Log type) has IP that needs to be sent to OCR for review, but OCR is not an Event Code for this Log type, then Other Issue is utilized. No turnaround on the grant/contract until Other Issue resolved.
PI-Dept:	Action needed on a grant or contract by PI/Dept. For example, revisions To grant proposal, or PI needs to sign, or a budget is needed from business office, etc.
General Counsel	Office of GC has to be involved in negotiation sometimes to approve new terms and conditions (once sent to GC office, expect a minimum 10-day turnaround)
Recipient Institution S/K	Action needs to be taken by subcontractor – i.e., sign and return document to Yale. This is used only for subcontracting.
ProSum-Dept.	ProSum is missing or needs to be revised by department
Institution Signature/ Approval	Grant/Contract is in the queue for signature by GCA
OCR	Office of Cooperative Research (OCR) reviews IP language when necessary.