An Introduction to Sapphire's CI - Application Count Dashboards

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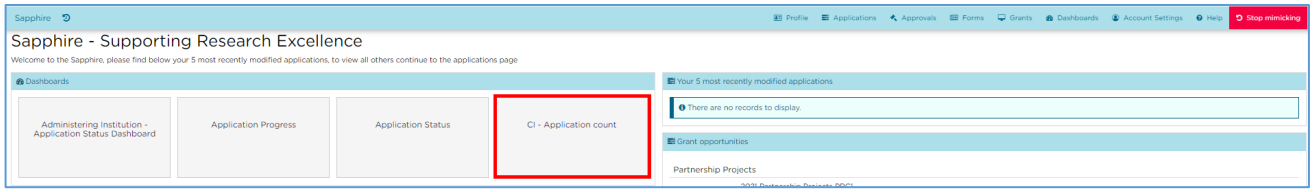
Purpose

This dashboard displays basic application and researcher details when a researcher is a Chief Investigator on more than one application within a Grant Opportunity (GO).

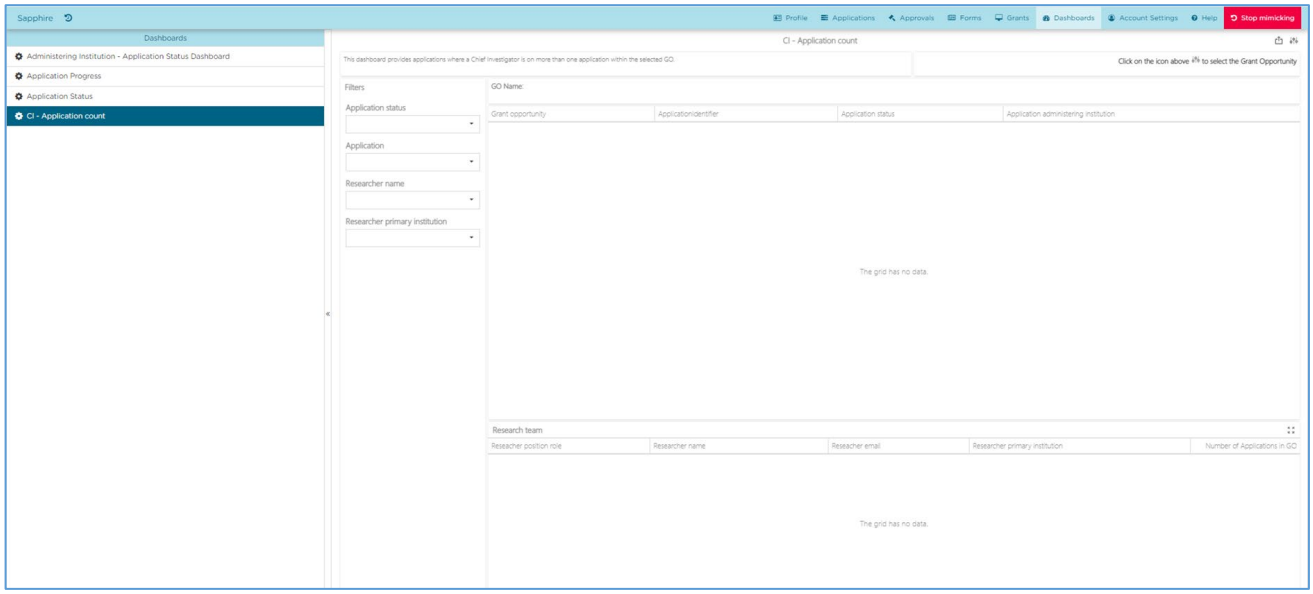
The data is refreshed every 15-18 minutes.

Accessing the CI - Application Count Dashboard

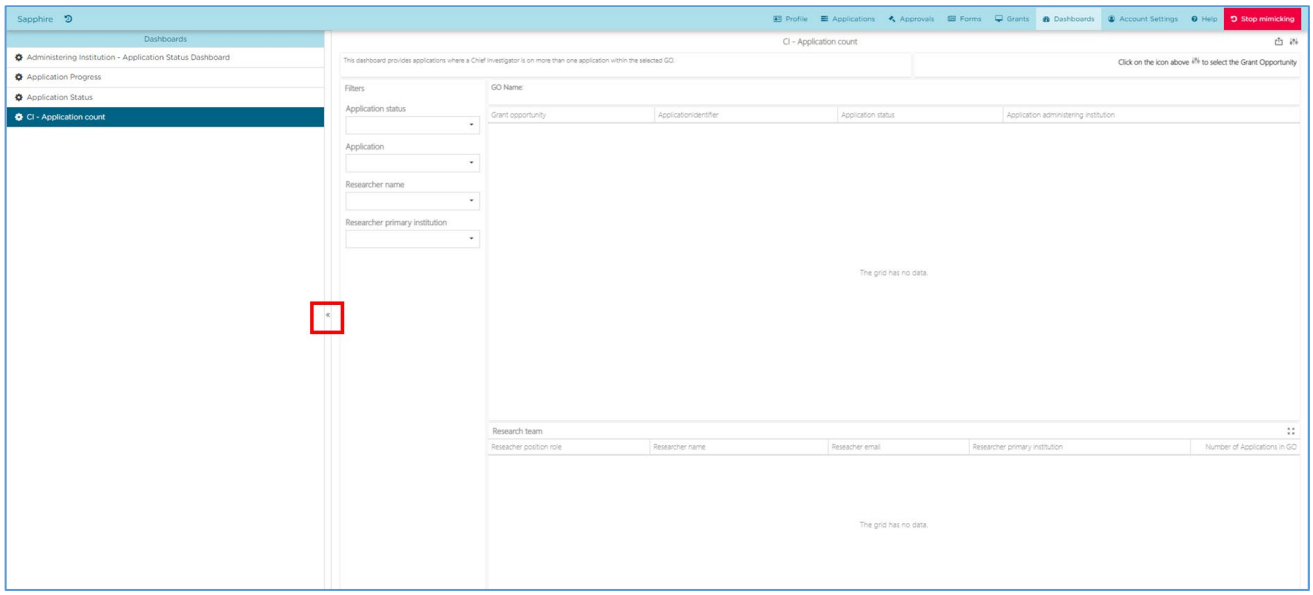
1. Following logon RAOs will see a Dashboards panel containing a number of tiles, one per Dashboard.

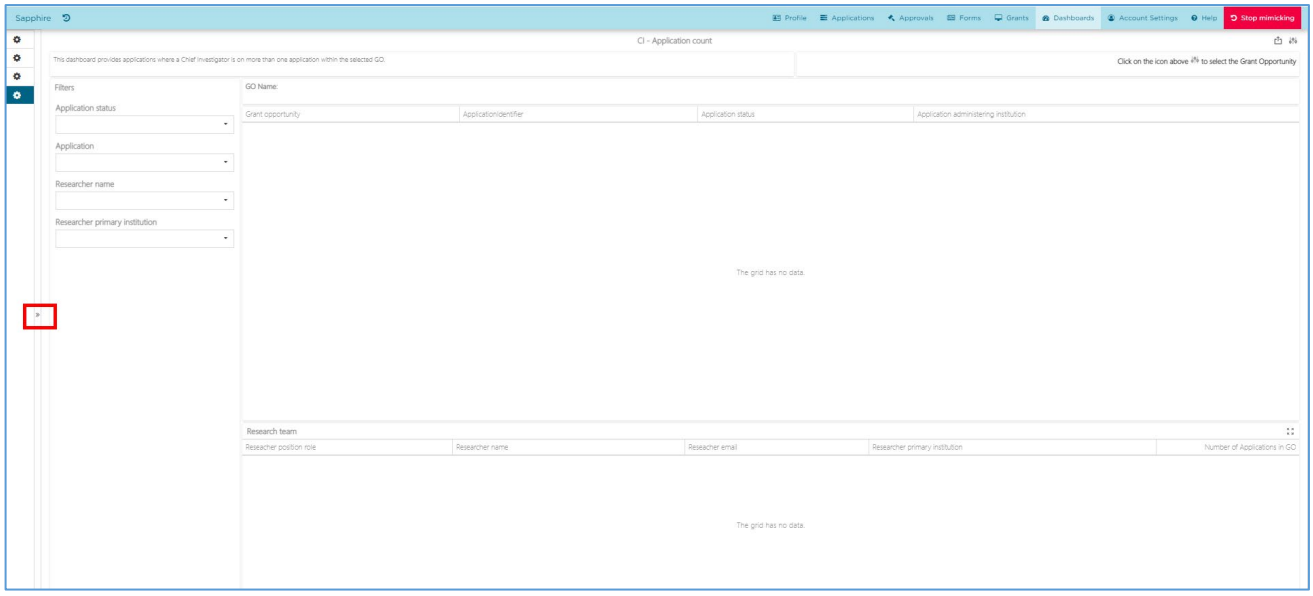


2. Click on the *CI - Application Count* tile to open the dashboard. By default it will not display any data:

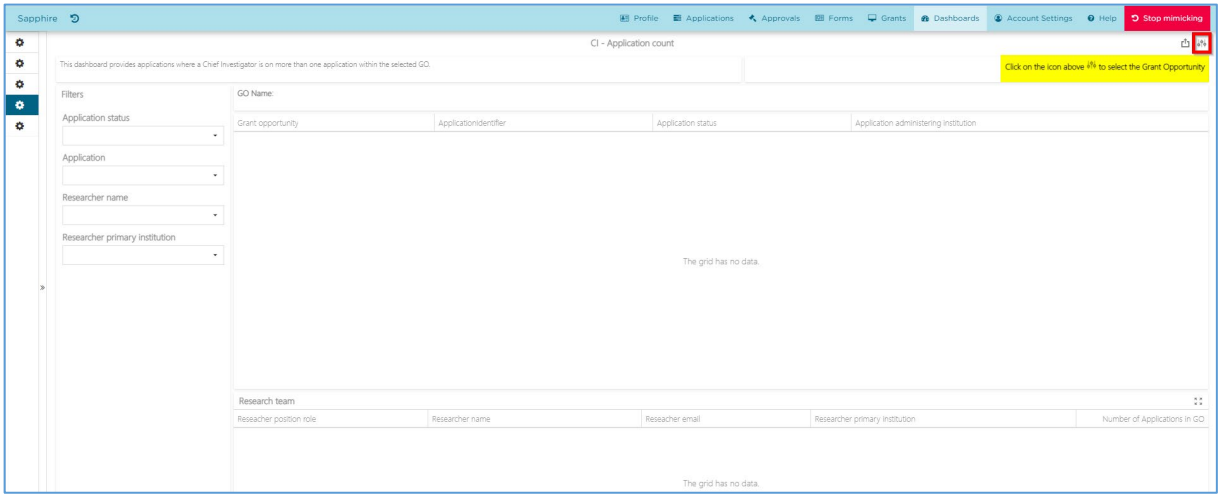


3. Clicking on a double arrows expand/collapse the Dashboard names:

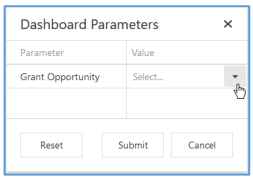


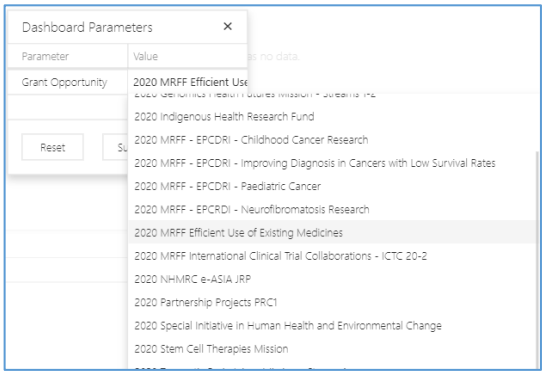


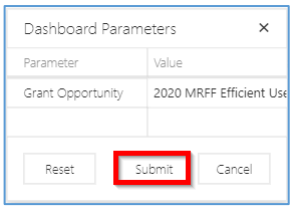
4. Select a Grant Opportunity:
   a. Click the Dashboard Parameters icon (- some reminder text is also there to assist):



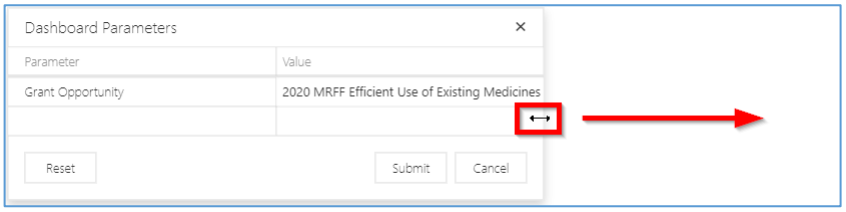
   b. This opens the Dashboard Parameters box; select a Grant Opportunity from the *Value* column and click on *Submit*:



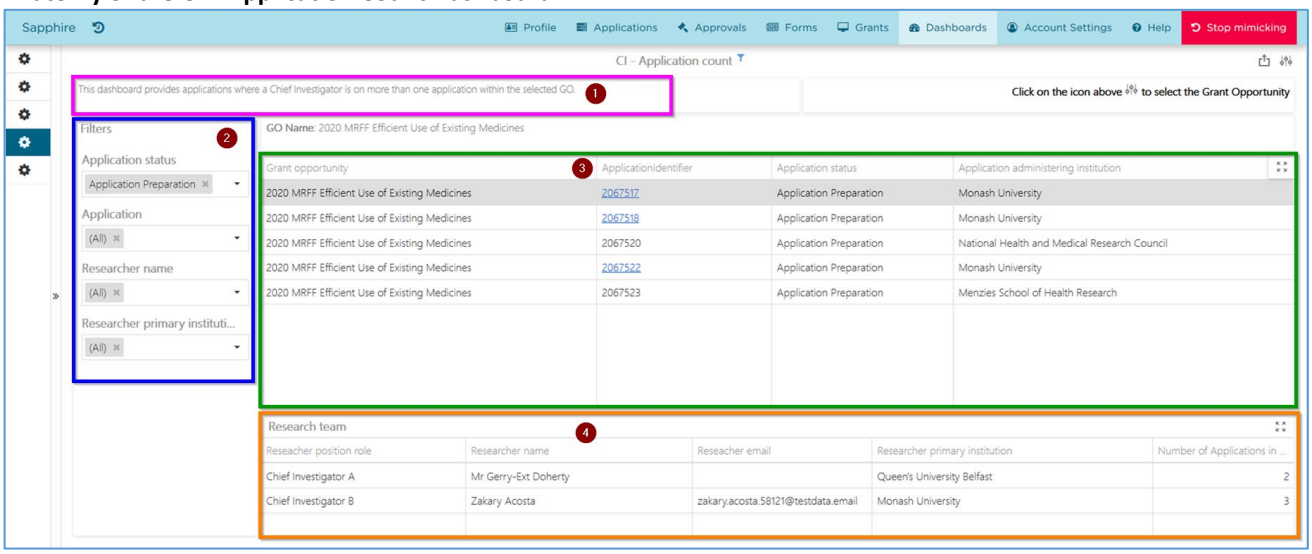




c. To increase readability, the Value column may be widened by hovering the cursor over the right hand side of the box and hold/drag to the right:



Anatomy of the CI – Application Count Dashboard



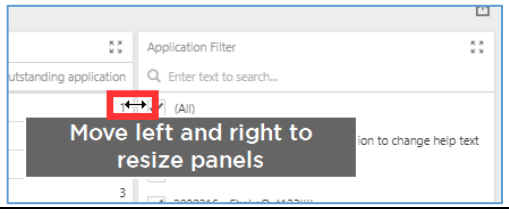
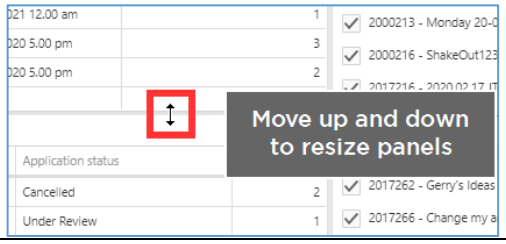
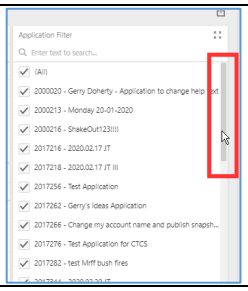
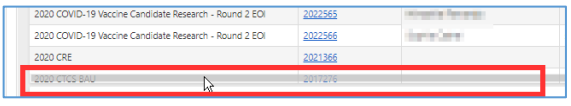
1. Introductory text (pink box) – "This dashboard provides applications where a Chief Investigator is on more than one application with a selected GO."

2. Filters (blue box) – the filters will scale depending on the data available.
   Available Filters:
   a. Application Status
   b. Application – displays applications containing Chief Investigators on more than application within the GO, and either:
      i. Your institution is the Administering Institution for, or
      ii. A researcher at your institution (i.e. your institution is listed as their Primary Institution) is a Chief Investigator.
   c. Researcher name – Displays Chief Investigators either:
      i. On applications your institution is the Administering Institution for, or
      ii. The researcher is at your institution (i.e. your institution is listed as their Primary Institution) and is a Chief Investigator on a relevant application.
   d. Researcher Primary Institution

3. Application list (green box)
   a. Displays basic information regarding applications containing Chief Investigators who are on more than one application within the GO, and either:
      i. Your institution is the Administering Institution for, or
      ii. A researcher at your institution (i.e. your institution is listed as their Primary Institution) is a Chief Investigator.
   b. Selecting an application row adjusts the content of the Research Team display (4)
   c. The columns are:
      i. Grant opportunity
      ii. Application identifier – If your institution is the Administering Institution, the Application IDs (for example, **2067517**) contain links to the application
      iii. Application status
      iv. Application Administering Institution

4. Research team of selected application (orange box)
   a. The columns are:
      i. Researcher position role – on the application
      ii. Researcher name
      iii. Researcher email – this will only display email address for researchers at your institution
      iv. Researcher primary institution
      v. Number of applications in GO – as a Chief Investigator

Icon Glossary

Icon	Description
	Expands and collapses the side menu
	Make full screen
	Restore to standard view
	Export results
	Enable multi-select on Sub-filter – for example *Application by Status*
	Multi-select enabled
	Remove sub-filter
	Horizontal resizing Hover between vertical items to resize: 
	Vertical resizing Hover between horizontal items to resize: 
	Vertical scrolling Activated by hovering cursor over right hand side of panel Users can also click, hold and move their mouse to 'drag' the screen left and right.
	Horizontal scrolling Activated by hovering cursor over bottom of panel Users can also click, hold and move their mouse to 'drag' the screen up and down.