

SPACE DATA STEWARDS / ADMINISTRATORS

SPACE VALIDATION SPONSORED GRANT CHARTSTRINGS

Provides guidance on how to view and apply Sponsored Grant Chartstrings when performing Space Validation activities.

▼ IMPORTANT

The space record must be in **Revision In Progress** status to follow the steps outlined in this job aid; see the **Space Validation: Update Space Status** job aid for more details.

DIRECTIONS:



1c

Assignee Details Record will open as a new window

| Assignee Details: Ratner,Mar | k A - 5108000 - \Locations\Ch | icago Campus\Tarry Building\05\05755, 11 | 34553 | | 🖶 Pris |
|--------------------------------------|---------------------------------|--|--|-------------|---------------|
| | | | | S | ave Save & Cl |
| (Required): General informa | ation for Space Level Allocatio | ns. | | | |
| Building/Space D | etails | | | | |
| Building ID 8791 | | Building Description Tarry Building | Eloor 05 | Space 05755 | |
| Area | 116.6 | Status Active | | | |
| Allocation Details | 5 | | | | |
| Organization Name 5108000 |) | | Organization Description FSM-Neuroscie | ence FSM | |
| Area Allocated | 116.6 square-fe | et | PIName Ratner, Mark A | | |
| Percent Allocated | 100 | | Productivity.Department 5264000 | | |
| Percent Allocated 100 | ¥ | | Start Date 09/01/2020 | 25 🕄 | |
| | | | End Date 08/31/2021 | 25 🕄 | |



Northwestern | FACILITIES CONNECT

SPACE DATA STEWARDS / ADMINISTRATORS

SPACE VALIDATION

SPONSORED GRANT CHARTSTRINGS

DIRECTIONS:

- 2 To view and apply their associated **Sponsored Grant Chartstrings**:
 - 2a Locate Grant Chartstrings Select Active Grant Chartstrings for this Assignee section.
 - Preview the list of Grant Chartstrings (incl. total found).
 - Use the **Show** drop down to expand the list if needed.
 - 2d Select applicable Grant Chartstrings using checkboxes in the Active column.
 - Click on Save or Save & Close to apply.

| ssignee Details: Rather, Mark A - 5108000 - \Locations\C | hicago Campus\Tarry Building\05\05755, 1134 | 553 | 🚍 Print 🕐 He |
|--|---|--|--------------------------------|
| | | | 2e Save Save & Close × |
| (Required): General information for Space Level Allocati | ons. | | |
| Building/Space Details | | | |
| Building ID 8791 | Building Description Tarry Building | Eloor 05 | Space 05755 |
| Area 116.6 | Status Active | | |
| Allocation Details | | | |
| Organization Name 5108000 Area Allocated 116.6 square- | feet | Organization Description FSM-Neuroscience FSM PI Name Ratner, Mark A | |
| Percent Allocated 100 | | Productivity Department 5264000 | <i>9</i> م |
| Percent Allocated 100 | | Start Date 09/01/2020 | 25 🕄 |
| Creat Chartetria da - Calast As | tive Creat Chartothia to fau t | te 08/31/2021 | |
| Grant Chartstrings – Select Ac | tive Grant Chartstrings for t | nis Assignee | Add Manual Chartstrings Remove |
| Export 10 total found Apply Filters Clear Filters | | 2d Active | 2c Show: 10 |
| Grant Chartstrings | | ACLIVE | |
| diant on a tot ingo | | | _ |
| Contains | | Contains | - |
| Contains | | Contains | |
| Contains 620-4001500-60038432 | | Contains | |
| Contains 620-4001500-60038432 620-4001500-60038435 | | Contains Contains | |
| Contains 620-4001500-60038432 620-4001500-60038435 620-4001500-60038435 620-4001500-60038435 | | Contains Contains Contains | |
| Contains 620-4001500-60038432 620-4001500-60038435 620-4001500-60038435 620-4001500-60038435 620-4001500-60038435 | | Contains Con | |
| Contains 620-4001500-60038432 620-4001500-60038435 620-4001500-60038438 620-4001500-60038438 620-4001500-60038470 | | Contains Con | |
| Contains 620-4001500-60038432 620-4001500-60038435 620-4001500-60038438 620-4001500-60038438 620-4001500-60038470 620-4001500-60038470 620-4001500-60038468 | | Contains Con | |
| Contains 620-4001500-60038432 620-4001500-60038435 620-4001500-60038438 620-4001500-60038470 620-4001500-60038470 620-4001500-60038470 620-4001500-60038470 10-1303001-60038432 | | Contains Con | |
| Contains 620-4001500-60038432 620-4001500-60038435 620-4001500-60038438 620-4001500-60038438 620-4001500-60038470 620-4001500-60038470 620-4001500-60038470 10-1303001-60038435 | | Contains Con | |
| Contains 620-4001500-60038432 620-4001500-60038435 620-4001500-60038438 620-4001500-60038438 620-4001500-60038438 620-4001500-60038438 10-1303001-60038432 110-1303001-60038438 | | Contains Con | |
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▼ INFORMATION

Please see the **Space Validation eLearning Course** and **FAQs** for more information on the **Start Date / End Date** fields in the **Assignee Details** sections



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SPACE VALIDATION SPONSORED GRANT CHARTSTRINGS

DIRECTIONS:

3a

3 Once the **Sponsored Grant Chartstrings** have been applied, return to the **Space Level Allocations** screen:

Review Lab Users automatically populated based on association with Sponsored Grant Chartstrings.

Use the **Find** and **Remove** buttons to manage this list of lab users (use the check boxes in to select names for removal).

| Lab Users | |
|---------------|------------------------|
| a Lab User ID | Lab User Name |
| Contains | Contains |
| 2456520 | Stephens,Andrew Daniel |
| 2785065 | Wu,Wenli |
| 2792531 | Gladstein,Scott Joel |
| 1001531 | Goldman,Robert David |
| 1045213 | LeFevre,Tetiana |
| 1064279 | Crispino,John D |
| 1076561 | Stawarz,Andrew C |
| 1084616 | Erbas,Aykut |

▼ IMPORTANT

If the **Space Level Allocations** screen <u>does not</u> automatically update with lab users following application of Sponsored Grant Chartstrings, press the **F5 Key** to refresh this screen.

▼ INFORMATION

For more details on managing lab users in Facilities Connect, please see the **Space Validation: Manage Lab Users** job aid on myHR Learn or the Facilities Connect website