

OMNI FACET Training Viewing Project Data

Overview:

Understanding the Viewing Project Data in FACET Process

As part of the FACET application, data from Projects in OMNI Financials has been brought over to provide easy access to the information needed to perform the effort certification process.

Procedure

Scenario:

In this topic, you will learn how to access information related to a Sponsored Project from within the FACET Effort Reporting System.

Key Information:

Project ID, Title, PI ID/Name, *or* Project Department

The screenshot displays the Florida State University OMNI FACET Training interface. At the top, there is a search bar for Florida State University and a navigation bar with 'Personalize Content' and 'Sign out' options. The main content area is divided into several sections:

- Employee Central:** A sidebar menu with links for Financials, HR / Payroll, and Resources and Applications.
- OMNI FINANCIALS 9.0:** A module for accessing OMNI Financials 9.0.
- OMNI HR 9.0:** A module for accessing OMNI Human Resources 9.0.
- OMNI e-Market:** A module for OMNI online shopping.
- OBI Reporting:** A module for OMNI related reporting and dashboards.
- FSU Budget Crisis Committee:** A section with an important notice regarding the President's recent formation of the Budget Crisis Committee.
- FSU Help Desk:** A section for FSU's Technology Services Help Desk.
- Business Objects XI:** A module for reaching Business Objects reports.

Training Guide

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Step	Action
1.	Click the Human Resources 9.0 link. Human Resources 9.0
Step	Action
2.	Click the FACET link. ▶ FACET
3.	Click the Project Data link. Project Data
4.	Click the Project Table link. Project Table
5.	<p>Decision: You may search for a Project in multiple ways. Select the desired method below based on information you have available.</p> <ul style="list-style-type: none"> • Search with Project Number Go to step 6 • Search without Project Number Go to step 19

THE FLORIDA STATE UNIVERSITY
OMNI • HUMAN RESOURCES
Welcome!

Project Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Institution: begins with

Project ID: begins with

Project Title: begins with

Project PI ID: begins with

PI Name: begins with

Project Department: begins with

Sponsor ID: begins with

Sponsor Type: begins with

Account: begins with

Include History Case Sensitive

[Basic Search](#)

Step	Action
6.	Enter the desired Project ID .
7.	Click the Search button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>

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Welcome!

Project General | **Project Details**

Inst ID FSU01 Project ID 017330

Find | View All First 1 of 1 Last

Effective Date 09/16/2009 Title Increasing the Effectiveness o

Project Start Date 12/01/2005 Project End Date 07/31/2009 K Award

Salary Cap

Default to Higher Level Project Team

Tolerances Customize | Find | View All | First 1-2 of 2 Last

*Rpt ID		Default to Higher Level
EXEMPT	Exempt Employees	<input checked="" type="checkbox"/>
NONEXEMPT	Non-Exempt	<input checked="" type="checkbox"/>

Save Return to Search Notify Update/Display Include History

[Project General](#) | [Project Details](#)

Step	Action
8.	The information seen on the Project General tab is imported nightly from Project data in the Financials module. The Effective Date indicates the last updated date.
9.	If the K Award option is checked, this NIH award contains specific mandatory requirements related to effort.
10.	Tolerance information is used by Sponsored Research Services to manage project-specific tolerances.
11.	The Default to Higher Level option is checked unless there is a specific salary cap referenced in the award. Having this option unchecked will cause it to default to the limit imposed by the sponsor.

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Step	Action
12.	<p>Because the Project Team has been imported from the Financial module, no changes can be made to the team on this page.</p> <p>Click the Project Team button to view all members.</p> <p>Project Team</p>

OMNI HUMAN RESOURCES
ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Project Team

Project 017330 Effective Date 01/23/2009

Member ID	Rcd #	Begin Date	End Date	Role
1 000003357	Emily Employee	12/01/2005	07/31/2009	SPDEPTACT
2 000014449	Nicholas Nole	12/01/2005	07/31/2009	SPPROJMGR
3 000028715	Susie Seminole	12/01/2005	07/31/2009	PI

OK Cancel

Step	Action
13.	<p>Review members of the Project Team.</p> <p>To return to the previous page, click the OK button.</p> <p>OK</p>

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Project General | **Project Details**

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Salary Cap

Default to Higher Level Project Team

Tolerances Customize | Find | View All | First 1-2 of 2 Last

*Rpt ID		Default to Higher Level	
EXEMPT	Exempt Employees	<input checked="" type="checkbox"/>	+ -
NONEXEMPT	Non-Exempt	<input checked="" type="checkbox"/>	+ -

Save Return to Search Notify Update/Display Include History

[Project General](#) | [Project Details](#)

Step	Action
14.	To view additional information related to the Project, click the Project Details tab. Project Details

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OMNI + HUMAN RESOURCES

Welcome!

Project General | **Project Details**

Inst ID: FSU01 Project ID: 017330

Find | View All First 1 of 1 Last

Effective Date: 09/16/2009 Title: Increasing the Effectiveness o

Project Start Date: 12/01/2005 Project End Date: 07/31/2009

Project PI ID: 000028715 PI Name: William Westcott

Sponsor ID: 686 Sponsor Name: Institute of Museum and Librar

Flow Thru Sponsor ID:

Flow Thru Sponsor Name:

Department: 139000 INFO USE MGMT & POLICY INST

Proj Type: FEDGR

Purpose and Award Attributes

Purpose: RES Description: Research

Instruction Allowed

Cost Shr Instruction Allowed

Research Allowed

Exempt From NSF 2 Month Rule

Save Return to Search Notify Update/Display Include History

[Project General](#) | [Project Details](#)

Step	Action
15.	If the project is ultimately funded by federal funds flowing through another agency, this screen will reflect the Federal source of the Project Funding. This will be used to define limitation imposed on Federal projects.
16.	If Instruction Allowed or Cost Shr Instruction Allowed options are checked and Purpose is either "RES" or "OSA," then Instruction for Credit beyond the standard policy is allowed. If the Research Allowed option is check and the Project Purpose is "INS," then effort coded as research is allowable.

Step	Action
17.	You have now reviewed Project data. Click the Home link. Home
18.	Congratulations! You have completed this topic. End of Procedure. Remaining steps apply to other paths.

The screenshot shows the 'Project Data' search page. At the top is the Florida State University logo and the text 'THE FLORIDA STATE UNIVERSITY OMNI * HUMAN RESOURCES' and 'Welcome!'. Below this is a search section titled 'Project Data' with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a tab labeled 'Find an Existing Value'. The search criteria include: Institution (dropdown: 'begins with', text: 'FSU01'), Project ID (dropdown: 'begins with', text: ''), Project Title (dropdown: 'begins with', text: '|'), Project PI ID (dropdown: 'begins with', text: ''), PI Name (dropdown: 'begins with', text: ''), Project Department (dropdown: 'begins with', text: ''), Sponsor ID (dropdown: 'begins with', text: ''), Sponsor Type (dropdown: 'begins with', text: ''), and Account (dropdown: 'begins with', text: ''). At the bottom are checkboxes for 'Include History' and 'Case Sensitive', and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step	Action
19.	To identify the desired Project, search by any of the available criteria appearing on this page.

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Welcome!

Project Data
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Institution: begins with

Project ID: begins with

Project Title: begins with

Project PI ID: begins with

PI Name: begins with

Project Department: begins with

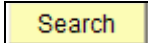
Sponsor ID: begins with

Sponsor Type: begins with

Account: begins with


Include History Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Step	Action
20.	Click the Search button. 

Training Guide

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Welcome!

SEARCH FLORIDA STATE

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Project Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Institution:

Project ID:

Project Title:

Project PI ID:

PI Name:

Project Department:

Sponsor ID:

Sponsor Type:

Account:

Include History Case Sensitive

[Basic Search](#)

View All First 1-19 of 19 Last

Institution ID	Project ID	Project Title	Project PI ID	PI Name	Project Department	Department Description	Sponsor ID	Sponsor Type	Sponsor Type Description	Account
FSU01	007175	MCCL-EPPS SCHOLARS	000028715	Seminole, Susie	139000	INFO USE MGMT & POLICY INST 1103	RF	FSU Research Foundation	(blank)	
FSU01	008418	McClure - PI RESEARCH SUPPORT	000028715	Seminole, Susie	139000	INFO USE MGMT & POLICY INST 521	FSU	Florida State University	(blank)	
FSU01	008829	Creating a Five Year Strategic	000028715	Seminole, Susie	139000	INFO USE MGMT & POLICY INST 479	ST	State of Florida	(blank)	
FSU01	009460	Integrating Public Library Dat	000028715	Seminole, Susie	139000	INFO USE MGMT & POLICY INST 686	FED	Federal	(blank)	
FSU01	009782	MCCU-PI RESEARCH SUPPORT	000028715	Seminole, Susie	139000	INFO USE MGMT & POLICY INST 1103	RF	FSU Research Foundation	(blank)	
FSU01	009874	Review and Evaluation of Selec	000028715	Seminole, Susie	139000	INFO USE MGMT & POLICY INST 1273	FCC	Florida Community College	(blank)	
FSU01	010648	FEL Usability Testino and Deve	000028715	Seminole, Susie	139000	INFO USE MGMT & POLICY INST 479	ST	State of Florida	(blank)	
FSU01	013734	FEL Usability Testino & Develo	000028715	Seminole, Susie	139000	INFO USE MGMT & POLICY INST 479	ST	State of Florida	(blank)	
FSU01	014319	Evaluation Activites for the	000028715	Seminole, Susie	139000	INFO USE MGMT & POLICY INST 479	ST	State of Florida	(blank)	
FSU01	014415	Salary for RF#127030005	000028715	Seminole, Susie	139000	INFO USE MGMT & POLICY INST 1103	RF	FSU Research Foundation	(blank)	
FSU01	015899	FSUF Salary Account	000028715	Seminole, Susie	139000	INFO USE MGMT & POLICY INST 549	DNPO	Domestic Non-Profit Org	(blank)	
FSU01	016498	Evaluation Activites for the	000028715	Seminole, Susie	139000	INFO USE MGMT & POLICY INST 479	ST	State of Florida	(blank)	
FSU01	017203	Evaluation Activites for the	000028715	Seminole, Susie	139000	INFO USE MGMT & POLICY INST 479	ST	State of Florida	(blank)	
FSU01	017330	Increasing the Effectiveness o	000028715	Seminole, Susie	139000	INFO USE MGMT & POLICY INST 686	FED	Federal	(blank)	
FSU01	018531	Evaluation Activites for the	000028715	Seminole, Susie	139000	INFO USE MGMT & POLICY INST 479	ST	State of Florida	(blank)	
FSU01	020748	RF Salary Account for project	000028715	Seminole, Susie	139000	INFO USE MGMT & POLICY INST 1103	RF	FSU Research Foundation	(blank)	
FSU01	022711	2007-2008 Evaluation Activitie	000028715	Seminole, Susie	139000	INFO USE MGMT & POLICY INST 479	ST	State of Florida	(blank)	
FSU01	024300	Pasco County Public Library	000028715	Seminole, Susie	139000	INFO USE MGMT & POLICY INST 1040	LFG	Local Florida Government	(blank)	
FSU01	025093	Hurricane Disaster Preparedness	000028715	Seminole, Susie	139000	INFO USE MGMT & POLICY INST 1533	ST	State of Florida	(blank)	

Step	Action
21.	Select the desired Project from the list of returned results.
	Go to step 8

Glossary

- FACET** FACET is the acronym for Faculty Assignments, Commitments & Effort Certification Tracking.
- K Award** Almost all National Institutes of Health (NIH) supported career development awards (K Awards) require that recipients devote a specified minimum percentage of their full-time professional effort (in most cases 75%) to the goals of the career award. In addition, NIH policy requires a full-time appointment at the applicant organization, with salary based on a full-time, 12-month staff appointment.