

*If you encounter any problems when using the M-AAA Reporting Portal, please contact the Research Evaluation and Data Analytics Team at [ABR.Research.Admin@msu.edu](mailto:ABR.Research.Admin@msu.edu).*



# M-AAA Reporting Portal User Guide

The M-AAA Reporting Portal  
(Scan the QR code below to go to the Portal.)



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If you encounter any problems when using the M-AAA Reporting Portal, please contact the Research Evaluation and Data Analytics Team at [ABR.Research.Admin@msu.edu](mailto:ABR.Research.Admin@msu.edu).

# 1. Introduction

## 1.1 Purpose of this Guide

This user guide provides comprehensive guidance and instructions on how to effectively use the newly designed reporting system for M-AAA (The M-AAA Reporting Portal), helping users understand the features and functionalities of the web application<sup>1</sup> or the “Portal” for short.

## 1.2 Key Features of the App

The M-AAA Reporting Portal consists of two pages – Information Page and Reporting Page, allowing the principal investigators (PIs) who were funded by the M-AAA program to manage their report(s). With this new reporting system, PIs can view their report due dates and enter, save, and submit their report before the deadline. It offers intuitive icons and visual cues for better page navigation and user experience. Additionally, it provides real-time notifications every time PIs save and submit a record into the system.

# 2. Getting Started

## 2.1 System Requirements

The M-AAA Reporting Portal was designed and built using Microsoft’s Power Apps application licensed by Michigan State University (MSU) and runs in the Microsoft cloud environment. The application leverages the capabilities and infrastructure provided by Microsoft, allowing users to access and use the App through compatible web browsers without having to download and install any additional hardware or software.

Hardware Requirement	Software Requirement
Users do not require any specific hardware specifications beyond those necessary to access the internet and run a web browser, but they need to have an <b><u>active Office 365 account</u></b> .	The primary software requirement for using the App is a compatible and up-to-date <b><u>web browser</u></b> . It is recommended to use the latest version of one of the following browsers: 1) Microsoft Edge 2) Google Chrome 3) Mozilla Firefox 4) Safari

## 2.2 Accessing the Portal

After the successful login, the Portal may ask the user to allow the data connections (Figure 1) if you are a first-time user. The Portal is only accessible with your MSU email address, and you may need to switch your account to your MSU account by clicking ‘Switch account’. Clicking “Allow” leads the user to the welcome page of the Portal. Any other registration is not required.

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<sup>1</sup> This user guide uses the terms web application, App, system, and Portal interchangeably.

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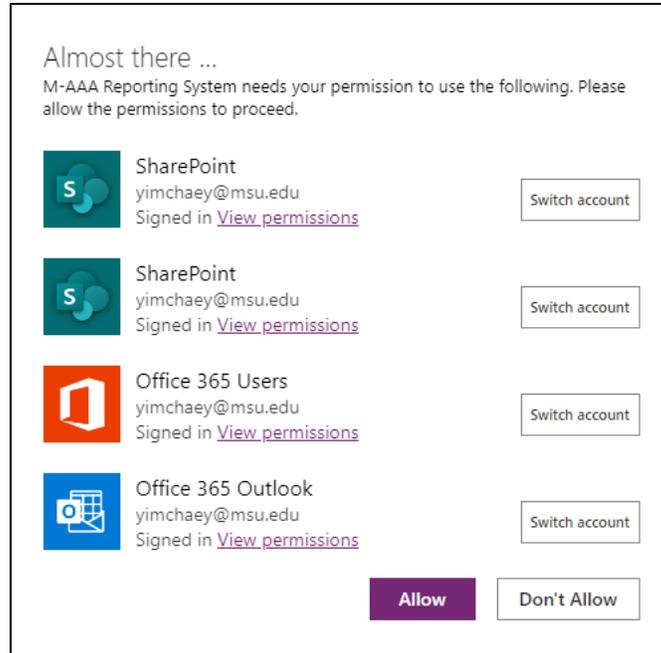


Figure 1. Prompt to allow the data connection

## 2.3 Logging In

Every principal investigator (PI) funded by the M-AAA program is permitted to log in to the Portal and view their funded projects list and the corresponding due dates for the mid-point progress report and final report. Should you have any issues logging into the Portal, please contact the Research Evaluation and Data Analytics Team at [ABR.Research.Admin@msu.edu](mailto:ABR.Research.Admin@msu.edu).

**Note: If you see a notification that a new version of the App is available, please refresh to load the latest update.**

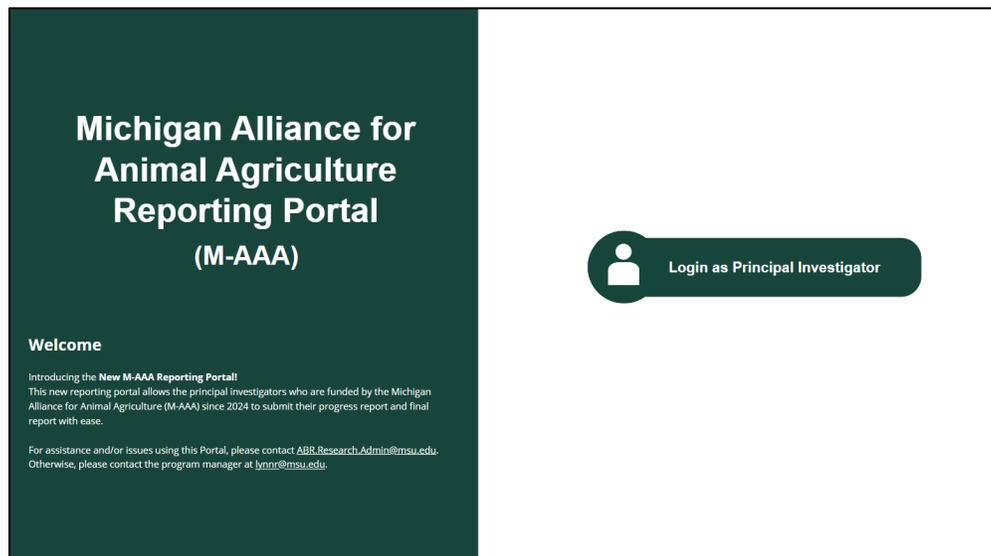


Figure 2. Main page of the Reporting Portal

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### 3. Submitting Reports

#### 3.1 Overview of Reporting Portal Interface

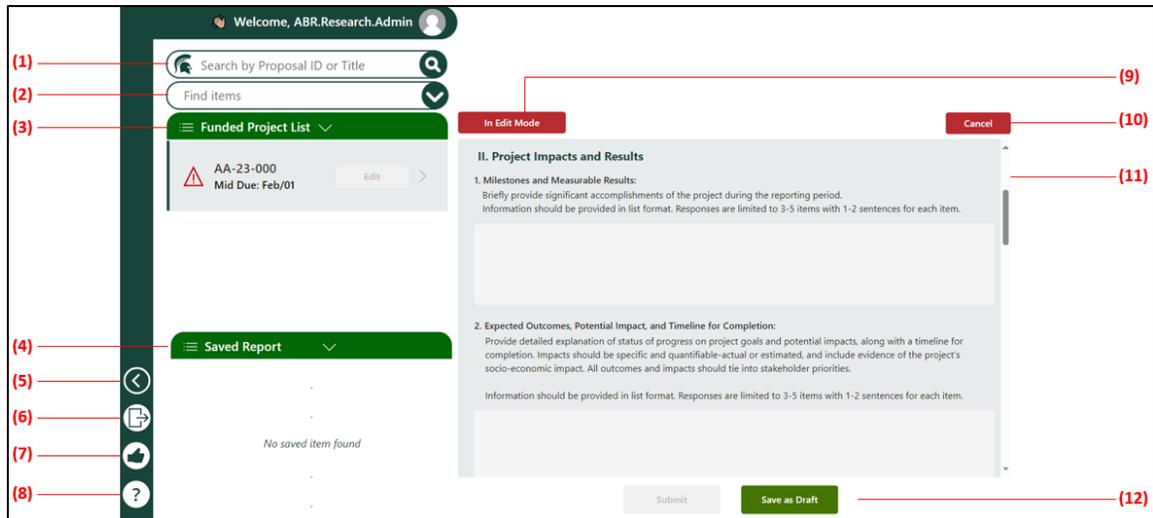


Figure 3. Reporting Portal and key components

**(1) Search Bar:** Enables PIs to instantly search for specific projects by typing the project ID or relevant keywords or phrases from the project title. This feature simplifies the process of locating funded projects.

**(2) Report Type Dropdown:** Found below the search box, this filter dropdown allows PIs to sort and display projects based on the required report type.

**(3) Funded Project List:** On the left section of the page, it displays the list of PI's M-AAA funded projects for. The list includes basic information such as project ID and report due dates. Clicking 'Edit' button from the list allows PIs to open a new reporting form on the right-hand side of the page. When a red warning icon is visible, it indicates the report is overdue. Be sure to check for this visual cue and due date information to submit reports on time.

**(4) Saved Report:** It displays the list of saved reports that users are working on. When users have a saved report for a project ID, they are not allowed to create a new saved report for this project (i.e., they can only edit the saved report to submit a report for the project.)

**(5) Go to the Back Page Button:** The arrow icon navigates to the previous page, which shows information about M-AAA report requirements and the user's funded projects.

**(6) Sign-out Button:** The sign-out icon, when clicked, navigates to the home page, the main login page.

**(7) Feedback Button:** Allows PIs to submit feedback about user experience and functionality of the Portal.

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**(8) FAQ Button:** When clicked, displays frequently asked questions, answers, and contact information if users need help using the Portal.

**(9) Status Icon:** Displays two modes: view mode and edit mode. View mode (blue color) allows users to view reports while the edit mode (red color) allows the user to create or edit a report.

**(10) Cancel Button:** Allows users to cancel the editing and close the reporting form.

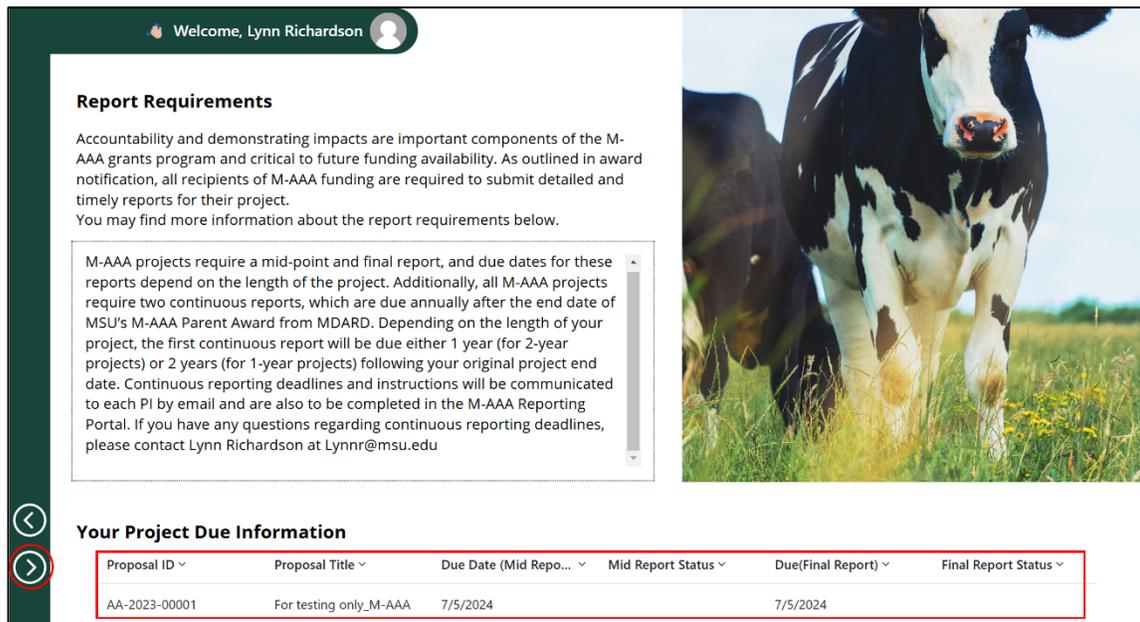
**(11) Reporting Form:** PIs can enter all necessary details for the required fields and save/submit the report when ready. The primary information including project ID, title, the full name of the PI, and report type are automatically populated.

**(12) Save / Submit Button:** Enables PIs to save or submit a report. When clicked, a confirmation or acknowledgment email notification will be sent to the user's email address.

### 3.2 Checking Due Dates

PIs can now check each due date – mid-point progress report due date and final report due date – anytime they want using this portal. Once logged in, the list of funded projects is displayed at the bottom of the page, along with the project title and report status (e.g., 'Accepted' when the report was accepted by the program manager or 'Pending' when the report has been submitted but is still waiting to be accepted.)

To navigate to the next page where reports will be completed and submitted, click the forward arrow button in the bottom left corner of the page.



Welcome, Lynn Richardson

#### Report Requirements

Accountability and demonstrating impacts are important components of the M-AAA grants program and critical to future funding availability. As outlined in award notification, all recipients of M-AAA funding are required to submit detailed and timely reports for their project. You may find more information about the report requirements below.

M-AAA projects require a mid-point and final report, and due dates for these reports depend on the length of the project. Additionally, all M-AAA projects require two continuous reports, which are due annually after the end date of MSU's M-AAA Parent Award from MDARD. Depending on the length of your project, the first continuous report will be due either 1 year (for 2-year projects) or 2 years (for 1-year projects) following your original project end date. Continuous reporting deadlines and instructions will be communicated to each PI by email and are also to be completed in the M-AAA Reporting Portal. If you have any questions regarding continuous reporting deadlines, please contact Lynn Richardson at [Lynn@msu.edu](mailto:Lynn@msu.edu)

#### Your Project Due Information

Proposal ID	Proposal Title	Due Date (Mid Repo...)	Mid Report Status	Due(Final Report)	Final Report Status
AA-2023-00001	For testing only_M-AAA	7/5/2024		7/5/2024	

Figure 4. Main page displays information about report due dates

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### 3.3 Submitting or Saving a Report

To start a new report for a funded project, first make sure the correct Project ID is selected, then click the green “Edit” button next to the relevant Project ID number. If the ‘Edit’ button on the ‘Funded Project List’ is gray (after selecting the Project ID), you may find your saved report from the ‘Saved Report’ list. See section 3.4 below for completing a saved report.

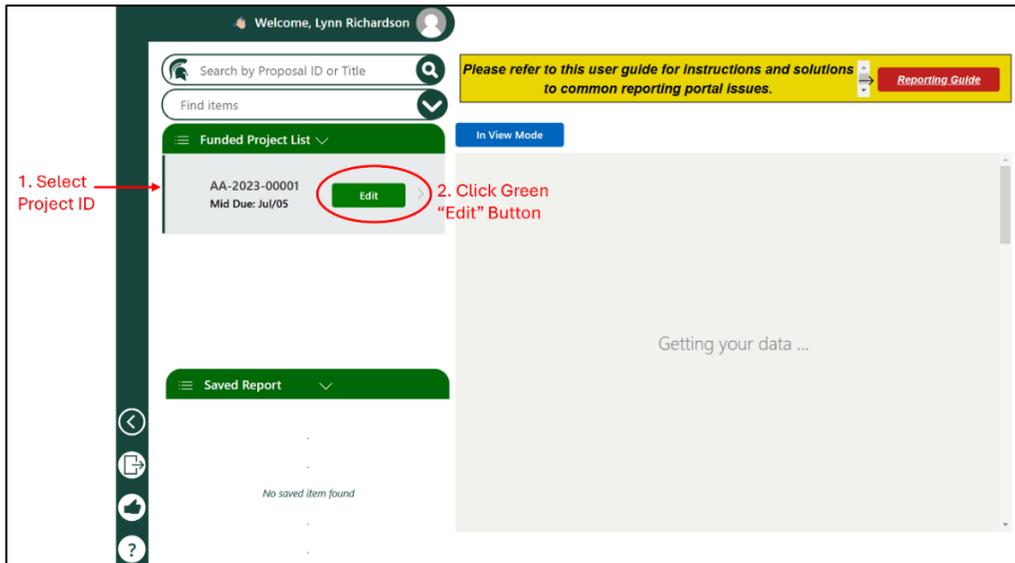


Figure 5. Starting a new report

All fields are required to submit a report to be reviewed by the program manager. Once every entry is filled out, the ‘Submit’ button below the reporting form will be automatically activated. If you see this button grayed out, this means that one or more fields need to be completed. To save a report as a draft to be completed at a later time, click on the “Save as Draft” button.

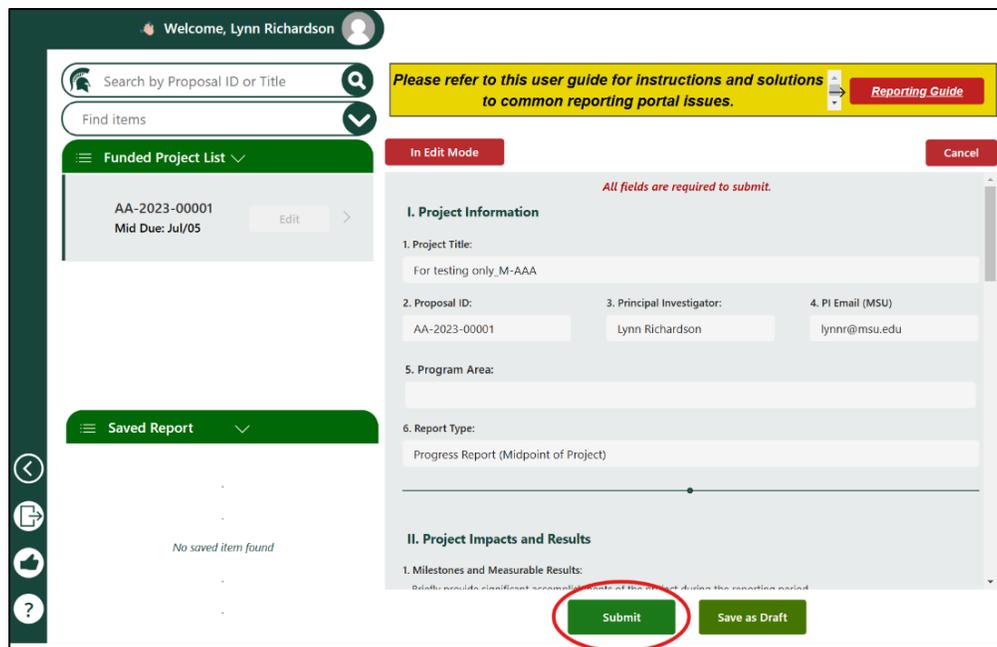


Figure 5. Submitting a new report in the Reporting Portal.

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### 3.4 Editing and Submitting a Saved Report

If a report has already been initiated for a project, you will see that the “Edit” button for that Project ID will be gray under the “Funded Project List”. The saved draft of the report can be found in the “Saved Report” list, below. To complete the report, first select the relevant project in the “Saved Report” list, then click on the green “Edit” button. Once all fields have been completed, the “Submit” button at the bottom of the screen will appear green, and available to click for submission of the report.

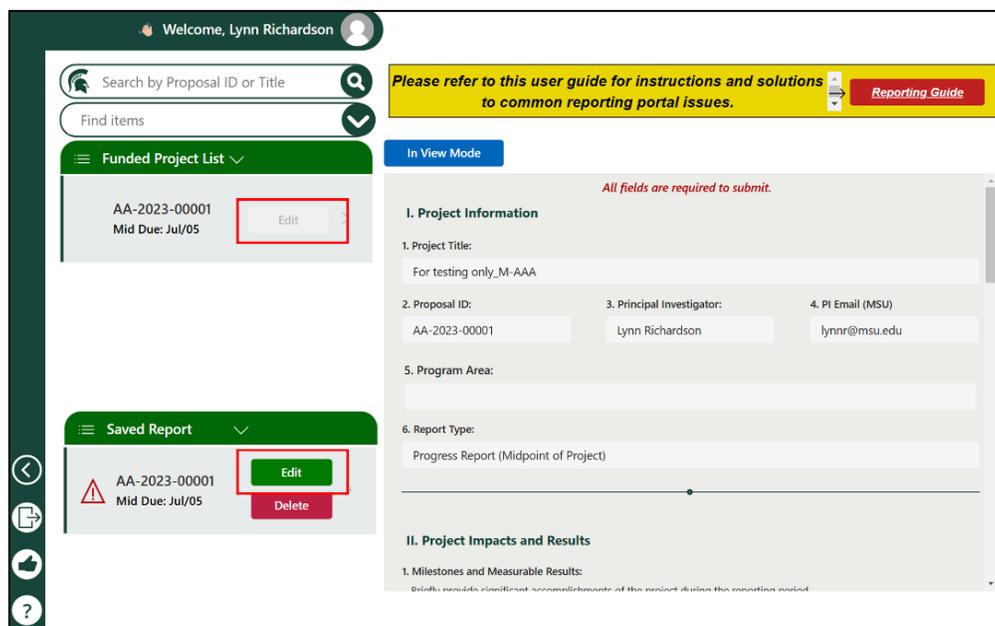
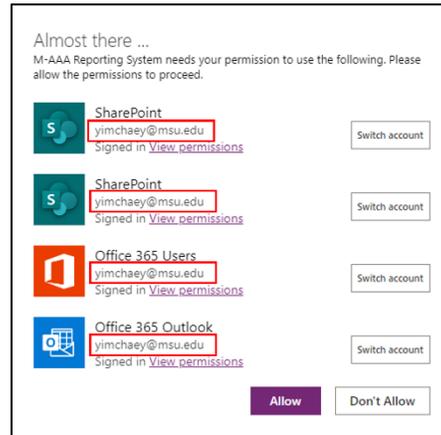


Figure 7. Completing and submitting a saved report in the Reporting Portal.

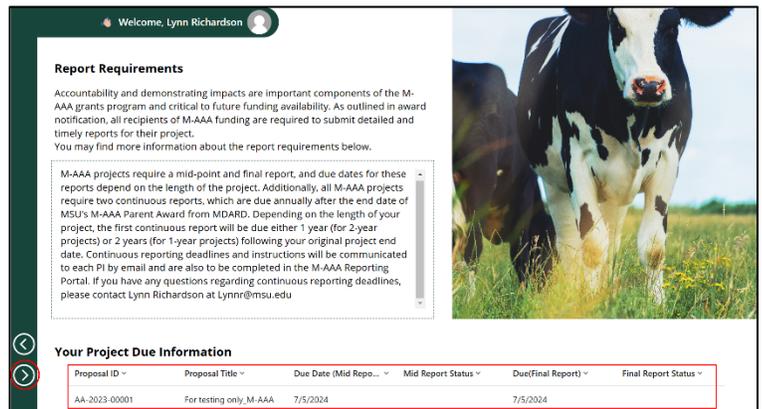
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## Quick Sheet for M-AAA Reporting Portal

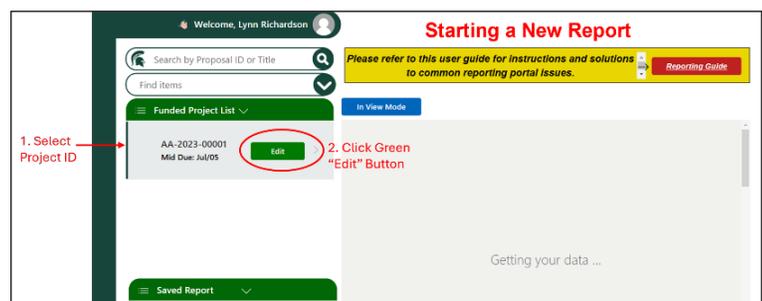
**1. When signing in for the first time,** please make sure you sign in with your MSU email address. 'Switch account' if needed and click 'Allow'. **If not working,** please try one more time in **incognito mode** on the browser (private window in Safari if you are a Mac user).



**2. Check the due dates and report status** in the table of 'Your Project Due Information.' Your report is being reviewed if 'Report Status' (for the mid-point report) or 'Final Report Status' (for the final report) indicates 'Pending'. If empty, you need to submit your report by the stated due date. To navigate to the next screen, click the forward arrow in the bottom left corner.



**3. To start a new report,** select the relevant Project ID in the "Funded Project List", then click the green "Edit" button. All fields in the report must be completed in order to submit the report. The report can be saved as a draft to be completed at a later time.



If the "Edit" button is gray, the report may be listed under the "Saved Report" List. To access the saved report, click on the Project ID, then click on the green "Edit" button. When all fields are completed, click the green "Submit" button at the bottom of the page.

