Research Analytics and Data (RAaD)

Requirements Document

Please allow up to ten business days to process your request. Additional time may be required depending on the complexity of the report and data steward approval. Please note that the information provided in your report is based on the data available at the time of the request and is subject to change. For questions, please email Dave Howell (dave.howell@utah.edu), Associate Director for Research Analytics and Data.

Requestor Name:

Requestor Email:

Requestor uNID:

Requestor Department/Office:

Requesting on behalf of (if requesting data on behalf of someone other than yourself/department) :

REPORT TITLE

Provide a clear and concise title for the report.

EX: Departmental awards ending soon

SHORT DESCRIPTION

Describe the purpose of the report, including the group it is intended to serve and why it will be beneficial to them.

Purpose:

EX: This report aims to provide dept. heads with a list of awards within their department that are ending soon.

Intended Audience:

EX: Sponsored Projects Officer (SPO), Department Head, UU Researchers

REQUIREMENTS

List the specific data fields and/or visualizations required for the report, if known.

Data Fields:

EX: Award ID, Award Short Title, Award Dollar Amount, Award Start Date, Award End Date, Award Expenditures

Visualizations:

EX: Table including award details, with Award End Dates in this quarter highlighted

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DATA

Provide information on where the data can be found or suggest individuals who can help identify available data.

Data Sources:

EX: OSP Data Warehouse (BIPR), Grants & Contracts Accounting (GCA) Report

Data Timeframe:

Provide a timeframe of data that you are looking for.

Ex: Awards data from fiscal year 2020 – 2024, proposal data from the last three months.

Data Subject Matter Experts:

List specific individuals who currently use the data or may know of the data's location

EX: Kristie Thompson (OSP), Sally Petersen (GCA)

PRIORITY

Indicate the priority of this report:

Low   Medium   High

ADDITIONAL INFORMATION

Include additional information that would be helpful for understanding the requirements and context of the report.

Stakeholders:

List individuals with a special interest in the report.

Frequency of Report:

Indicate how frequently the data within the report needs to be updated:

Daily   Weekly   Quarterly   Annually

Output *(Multiple selections allowed)*:

Excel   Visualization (Tableau)   PDF   Other

 If Other selected, please describe here:

Technical Considerations:

Indicate specific technical considerations of the report.

EX: data download button, .pdf download button, formatted to easily download to PowerPoint or 8x11 .pdf

Other Information that would be helpful for understanding the requirements/ context of the report: