

HOW TO USE 'FIND MY CAPSULE'

1 OF 2

This job aid displays the functionality of the 'Find My Capsule' Tableau tool. To access Find My Capsule, go to the Contact Us page on the Sponsored Research website.

DISPLAY CAPSULE FOR A DEPARTMENT

Northwestern | RESEARCH | SPONSORED RESEARCH | Find My Department's Capsule

Select Dept: (All) [dropdown arrow]

Click dropdown arrow to select from list or enter search text

- (All)
- 1000000 - President's Office
- 1030000 - VP Adminis & Planning
- 1050000 - Global Learning Office
- 1345010 - General TGS - Grad Fellowships
- 1361000 - FAO: General U-G Financial Aid
- 1361500 - Undergrad - Non-FAO - General
- 1432100 - Environmental Health Safety
- 1461000 - University Police - Admin
- 1700000 - It - Vice President
- 1702000 - Planning and Development
- 1711000 - Internet Development
- 1800100 - Facilities Management
- 1804000 - Operations Admin - Evanston
- 1830000 - Design & Construction Projects
- 2000100 - General Administration
- 2010100 - Academic Services
- 2105000 - Student Affairs Bus & Finance
- 2120000 - Counseling & Psych Services
- 2120100 - CARE

Asst SRO [4 teal circles]

AMA [5 red circles]

Subs SRO [4 purple circles]

Display Team for a Capsule [button]

Learn More about Capsules [button]

The **Find My Department's Capsule** view allows you to search for your Capsule by department.

Use the **drop-down menu** to pull up your department's number or type in the name of your department.

Northwestern | RESEARCH | SPONSORED RESEARCH | Find My Department's Capsule

Select Dept: 4011100 - Neurobiology [dropdown arrow]

Click dropdown arrow to select from list or enter search text

- Asst SRO: Elsasser, Kathleen
- Assoc SRO: Morren, Alyssa
- SRO: Holbo, Carrie
- C&N-Funded: CN Team 2
- C&N-CDA: CN Team 2
- AMA: Fuller, Deanna
- Subs SRO: Sara, Michael

Awards Management Associate: Completes award set-up. Completes change requests and NIH RPPR submissions.

Capsule 3

Display Team for a Capsule [button]

Contracts & Negotiations Teams [button]

Learn More about Capsules [button]

Once you've selected your department, the Capsule number and Sponsored Research team members will appear.

Hover over a Capsule team member circle to display the role they play in the Sponsored Project Lifecycle.

Click on **Display Team for a Capsule** or **Contracts & Negotiation Teams** to switch to a different view. Click **Learn More about Capsules** to go to the Sponsored Research website.

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DISPLAY TEAM FOR A CAPSULE

Northwestern | RESEARCH | SPONSORED RESEARCH View my Capsule Team

Click a capsule number to see the team assigned to support that capsule across the lifecycle.
Hover over the capsule number tile to see the list of units in it.

All Capsules Capsule 1 Capsule 2 Capsule 3 Capsule 4 Capsule 5 Capsule 6 Capsule 7 Capsule 8 Capsule 9 Capsule 10

Asst SRO: Laukebo, Linda
Assoc SRO: Morren, Alyssa
SRO: Killick, Nadine
C&N-Funded: CN Team 1
C&N-CDA: NFN Team
AMA: as assigned
Subs SRO: Cairns, Bonnie

Contracts & Negotiations-Funded:
Negotiates funded agreements
CN1: Williams, Antwan | Daily, Bria | Mukherjee, Piya | CO-TBD |
CN2: Adrienne Lundquist | CO-Jan | Nyambok, Janet | CO-TBD2 |
NFN: Robert, Manny | Peiris, Shehan | ACO |

Display Capsule for a Dept Contracts & Negotiations Capsules

The **View my Capsule Team** allows you to search by Capsule number.

Click on the **purple Capsule squares** to switch between capsules.

Hover over the C&N Team dots to see the individuals who make up that team.

CONTRACTS & NEGOTIATIONS TEAM

C&N-Funded Team 1
Williams, Antwan | CO-TBD | Daily, Bria | Mukherjee, Piya |

(temporarily CDAs for these capsules)
2 4 5 6 2 6

C&N-Funded Team 2
Adrienne Lundquist | CO-Jan | Nyambok, Janet | CO-TBD2 |

(temporarily CDAs for these capsules)
1 3 7 8 1 3 8

C&N-Non-Funded Negotiations (MTA/DUA/CDA)
Robert, Manny | ACO | Peiris, Shehan |

(temporarily CDAs for only these capsules)
MTA/DUA All Capsules 4 5 7

Display Capsule for a Dept Display Team for a Capsule

Lastly, the **Contract & Negotiations Team** view allows you to see the assigned Capsules for the different C&N teams.