**Extended Projects** - The Extended Project Level search will search all projects that meet specific criteria however additional search criteria are available to refine the search

- From your SeRA dashboard page click on ‘Search’ icon located in the top-right corner

![Dashboard Search Icon](image)

- Click on the Advanced Search link to be taken to the Advanced Search page.

![Advanced Search Tab](image)

- Click the Extended Projects Tab. *The red underline under the tab lets you know the search type you are in.*

![Extended Projects Tab](image)

- Select criteria for your search by selecting values in the search field(s). **Note: at least one search criteria is required.**

  a. **Agreement Types** - Select the agreement type(s). If selecting multiple types, select each one individually from the pick list.

  ![Agreement Types Dropdown](image)
b. **Investigator** - As you begin typing the investigator’s name, a pick list appears. Select the name from the pick list. Continue typing the name to narrow the pick list further. You may also type the SUNET ID.

```
Investigator
Investigator Role
Sponsor
Administering Org
```

![Image of a pick list for investigator selection]

```
greenberg
```

```
Harry Greenberg (hbgreen - WHIY)
```

---

c. **Investigator Role** - Click the down arrow in the Investigator Role field to select a role-type. Select the investigator role to search by. **Note:** you may only select one role-type. The default is ‘All’ when no role is selected.

```
Investigator Role
Sponsor
Administering Org
```

![Image of a dropdown menu for investigator role selection]

---

d. **Sponsor** - A pick list will appear as you begin to type into the Sponsor field. Select the desired sponsor from the pick list. **Only one value may be selected.**

```
Sponsor
Administering Org
```

![Image of a pick list for sponsor selection]

```
nih
```

```
National Institutes of Health(NIH)
```

```
Creative and Novel Ideas in HIV Research (CNIHR)
Foundation for the National Institutes of Health(FNIH)
NIH Pain Consortium()
Nihon Modi-Physics Company, Ltd (NIHON)
Nihon Sun U.S. Office(NIHONSUN)
Nihon Unisys, Ltd.(A7-S)(NUL)
```
e. Administering Org - Administering Org search can be done as a Simple Org Search or a Detail Org Search.

Simple Org Search allows you to search by department, org code or division name. Begin typing and a pick list will appear. Select the desired org code from the pick list.

Detail Org Search allows you to search by School, followed by department and/or division name.

1. First select the school by clicking the down arrow on the Admin Org School field.
2. Then select the Administering Org(s). Multiple selections are allowed. The list will scroll to a specific letter as you begin to type. Hold the Ctrl-key to click multiple values. Click the ➔ button to move selected values from the box on the left to the box on the right.

f. Project Statuses - Select the Project Status.
g. **Project Title** - The project title is a free form field. Enter a word or series of words into the project title field. SeRA will search for any combination of those words.

![Project Title Field](image)

h. **Subrecipient** - A pick list will appear as you begin to type into the Subrecipient field. Select the subrecipient from the pick list. Only one value may be selected.

![Subrecipient Field](image)

i. **Prime Sponsor** - A pick list will appear as you begin to type into the Prime Sponsor field. Select the prime sponsor from the pick list. Only one value may be selected.

![Prime Sponsor Field](image)
• After selecting chosen search criteria click the **Search** button on the bottom right. Search results display with the following columns by default. *To customize your report, refer to the Interactive Reporting user guide*

![Table Example](image)

• To display additional columns click Select Columns from the Actions menu to add/remove columns to display

![Select Columns](image)

• To clear the search fields click **Reset**.

![Clear Search Fields](image)