

# **CURRICULOG: GENERATING A PROPOSAL PROGRESS REPORT**



**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

# CURRICULOG: GENERATING A PROPOSAL PROGRESS REPORT

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# CURRICULOG: GENERATING A PROPOSAL PROGRESS REPORT

## PROCESS

The Proposal Progress Report should be used to review the progress of a particular proposal

## PROPOSAL PROGRESS REPORT INSTRUCTIONS

### CREATING THE REPORT

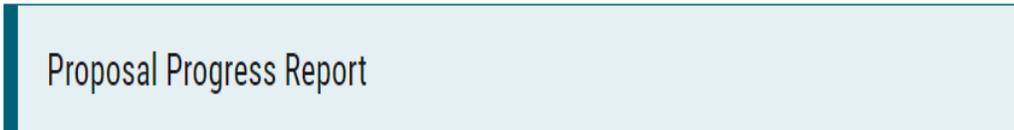
1. Login to Curriculog using your AU Net ID and password.

<https://augusta.curriculog.com>

2. Select “Reports” from the top menu.



3. Select “Proposal Progress Report”.



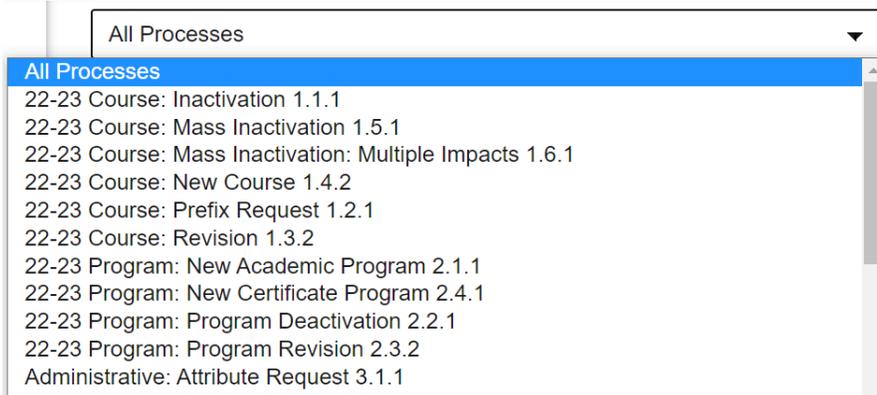
4. Refine the report by selecting the desired College or Department. If running for your department, this would be the college and department you selected when launching the desired proposal. If you need help determining which college or department to select, refer to the question “Choose your Academic College and Department” on the proposal. For additional assistance, please contact [Curriculog@augusta.edu](mailto:Curriculog@augusta.edu).

#### Found Under



5. Refine the report by selecting the Proposal Process Type. When selecting, please note that proposal types are separated by academic year.

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## 6. Filter by proposal status:

### Proposal Status

- |  |                                    |
|--|------------------------------------|
| <input checked="" type="checkbox"/> Active | <input type="checkbox"/> Cancelled |
| <input type="checkbox"/> Held              | <input type="checkbox"/> Completed |
| <input type="checkbox"/> Suspended         | <input type="checkbox"/> Waiting   |

7. Select “Submit Report”.

8. The report will be delivered to your inbox and will be available for up to 5 days after it is generated.

## CONTACT

If you have any additional questions, please contact our office at [curriculog@augusta.edu](mailto:curriculog@augusta.edu).