Generating College and Department Annual Report Data from OFIS. All reports listed under Step 2 will be generated for each college and sent to the dean and associate deans for distribution. Reports emphasizing student publications and presentations, and directed student learning are new. Faculty data need to be complete for these reports to be accurate. A separate set of directions are provided for faculty regarding data needed for the annual reports. Please contact Claudia Douglass (dougl1cb@cmich.edu) or Ahmed El Gammal (elgam1a@cmich.edu) if you or your faculty need assistance. We can provide immediate training for office professionals and/or faculty.

Step 1: click on Run Custom Reports
Step 2: Select the report to run;
- Annual Report provides a summary table of research and scholarly activity by department
- Awards and Honors
- Contracts, Grants, and Sponsored Research by Faculty
- Contracts, Grants, and Sponsored Research with Students
- Creative Works by Faculty
- Creative Works with Students
- Directed Student Learning
- Intellectual Contributions by Faculty
- Intellectual Contributions with Students
- Presentations by Faculty
- Presentations with Students
- Summary Report provides summary of above reports for each faculty member in excel format

Step 3: Select 2008 as a start year; leave the end date as is
Step 4: Select your college or department
Step 5: Click on Build Report. Give the report a name and save to your files.