

### SYSTEM UPDATE

Facet, the Emory University system of record for faculty data, regularly imports grants data into Faculty 180 from Emory's Research Administration Services.

Grants data is pre-populated in faculty records. As records are populated, it is important to review for duplicate records or corrections needed in the source data. Follow the instructions below to troubleshoot these issues or contact [facet.help@emory.edu](mailto:facet.help@emory.edu).

### TERMS TO KNOW

Each grant entry will name the source of the grant.

Source of Grant options include:

- Emory Research Administration
  - Grants populated by data feed
- Manually entered
  - Grants entered directly by faculty
- Blank field
  - Grant data submitted by Emory admin before 2021

### FAQS

#### How were these grants added to my record?

Grants that name "Emory Research Administration" as the "Source of Grant" were pre-populated to faculty records by a new data feed from Emory Research Administration Services.

#### How do I request a change to the source data?

The grants data is only as accurate as its source. If you would like to request a change to the source data, email the Facet Team, [facet.help@emory.edu](mailto:facet.help@emory.edu), and they will contact Emory Research Administration Services.

#### What do I need to do?

Faculty should review the grants section in Facet. To add information to a grant record, faculty may add details in the Notes section by clicking on the PENCIL ICON in SECTION D. *Notes will be visible to department chairs during reporting.*

#### What if there are duplicate grant records?

In the event that there are duplicate entries for a grant, faculty should delete the manual entry, leaving only the grant from Emory Research Administration Services.

### AT A GLANCE

Emory University faculty records in Facet are regularly updated to import faculty-related grants data from Emory Research Administration.

Bear in mind that aggregate grants data should be pulled from Emory Research Administration directly.

This data import benefits faculty by:

- Reducing manual data entry
- Improving grant data accuracy

Faculty are asked to log in to Facet and:

- 1 review the new grants data
- 2 add additional info in "Notes" section
- 3 remove duplicate manual entries
- 4 manually add grants not yet included

### LOG IN TO FACET

 [WWW.EMORY.EDU/FACET](http://WWW.EMORY.EDU/FACET)

### CONTACT THE FACET TEAM



[Facet.Help@emory.edu](mailto:Facet.Help@emory.edu)

Contact the Facet Team with any questions or concerns about the grants data. The team will contact Emory Research Administration.