MAESTRO OVERVIEW
(ADMINISTRATIVE VIEW)
MAESTRO Home Screen

- Administration
  - Proposal
  - Project
  - Account
- Worklist
  - Documents for approval
  - Tasks
  - To-Do List
Proposal Search

- Ability to search for a specific proposal:
  - By proposal number
  - By title
- Ability to search by lead member or lead organization
- Ability to search based on proposal status or routing status
- Ability to search for anything under any specific PI
- Ability to search for anything under any specific sponsor

- FIELDS CAN BE ADDED TO NARROW SEARCH CRITERIA FURTHER
- ANY SEARCH FIELD WITH A MAGNIFYING GLASS REQUIRES YOU TO CLICK THAT TO SEARCH
Project Search

- Ability to search for a specific project:
  - By project number
  - By title
- Ability to search by lead member or lead organization
- Ability to search for anything under any specific PI
- Ability to search for anything under any specific sponsor

- Fields can be added to narrow search criteria further
- Any search field with a magnifying glass requires you to click that to search
Account Search

- Ability to search for a specific account:
  - By account number
  - By title
  - By Maestro project number
- Ability to search by lead organization
- Ability to search for anything under any specific PI (responsible person)

- Fields can be added to narrow search criteria further
- Any search field with a magnifying glass requires you to click that to search
• **Current Items**

- List of items that require you to approve
- Each is hyperlinked for ease of access
- Search fields can be modified to narrow search

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My Worklist

<table>
<thead>
<tr>
<th>Description</th>
<th>Doc ID</th>
<th>Received Date</th>
<th>Sponsor</th>
<th>Organization</th>
<th>Sponsorship</th>
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<tbody>
<tr>
<td>Title</td>
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<td>Abstract</td>
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<td>Status</td>
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<td>Last Updated</td>
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</tbody>
</table>

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![My Worklist Image](image-url)

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![My Worklist Table](table-url)
Modifications - Search Fields

• Search screen
• Add Fields
• Add as many new things as you want
Modifications - Columns

- **Search screen**
- **View**
- **Columns**
  - Choose whichever you want to display
  - Order of columns can be edited by selecting manage
AgriLife or SRS?

Proposals

- AgriLife Contracts Office
  - Private profit industry sponsors
  - Commodity board proposals (not competitive)
  - Proposals with an award already in house

- SRS
  - All federal proposals
  - All competitive proposals (including those for commodity boards such as Cotton Inc)
  - All other proposals with any sponsor that is not a private industry sponsor

Project Negotiations

- AgriLife Contracts Office
  - Private profit industry contracts
  - All commodity board agreements

- SRS
  - No Cost Extensions
  - Federal proposals that do not have industry funding
  - Any agreements that are not private industry or for a commodity board
QUESTIONS?

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