OSP AIM Status Guide

The Office of Sponsored Programs AIM Assignment List is a data view available in WVU's SharePoint which allows you to check the status, OSP number, AIM team assignment, and other details of awards at WVU.

Watch a video about the new AIM Assignment List

Logging In to the OSP Self-Help Service

You will access the OSP AIM Assignment List through SharePoint. A direct link to the AIM Assignment list view is provided at osp.research.wvu.edu/aim-status.

1. Navigate to the OSP's AIM Status page and click the Check Status button.

2. A new page will ask you to sign in to your account.

3. Enter the username@mail.wvu.edu (or username@hsc.wvu.edu) format of your email address in the Email, phone, or Skype field. It will produce an error at the password step if you enter first.last@mail.wvu.edu.

4. Enter your WVU Login password and authenticate your access to WVU applications.
   You will be asked if you wish to stay signed in (answer yes or no), and then the AIM Assignment List will load.

Viewing the AIM Assignment List

The AIM Assignment List displays a custom report on your awards. The data visible will depend on your department, college, and roles. Scroll right to view all of the columns, including:

- **OSP Number** - The unique number assigned to each project by OSP.
- **PI Name** - Principal Investigator's first and last name
- **Department and College** - The primary department (and college) based on the principal investigator's appointment letter.
- **Assigned Team Member** - Name of AIM team member assigned to the award action type.
- **Status** - Real time status of the award action, i.e. assigned, completed, duplicate, in progress, on hold or pending additional information.
- **Notes** - Relevant notes pertaining to the award action provided by the assigned AIM team member.
- **Award Number** - The award number is the number that identifies an award in the MAP Award Module.
- **Fund Number** - The fund number is the number that ties the MAP Grants Module with the General Ledger Module.

A full list of data definitions can be found on the OSP site.
AIM Assignment List Options

Column Options
Click any column header in the AIM Assignment List to sort the page on that column, filter using that column's data, group the rows by that column's data types, or adjust the column width settings.

More Options
At the top of the AIM Assignment List page, click the filter button to choose from all available filtering options.

You can also export a spreadsheet copy of the AIM Assignment List from the export drop-down menu at the top.