



WELCOME TO

WEB QT

THE eRA WEB QUERY TOOL



Web QT

Today

- Runs against the Online Transaction Processing (OLTP) Production Database
- Uses J2EE Architecture
- Designed to provide operational support by offering a single query tool

The Future http://erawebdev.od.nih.gov/UI/webQT_TO2

- Include Roadmap search functionality
- Ability to create and maintain customized hitlist layouts
- Deploy an external version of Web QT – Commons Expansion

Web QT

User logs in



-Standard Query Role (no specific requirements)

User runs a query

- Enter search parameters
- Or run a saved query

Program

RR

Parameters are packaged and sent to the QT engine ie. user ID, module ID, etc.

QT ENGINE

- Processes the query
- Returns a hit list based on the parameters received

HITLIST

Grant No. Sort By	PI Name (Last, First, MI)	PCC Admin IC	Status	Project Title
501.3M-H054455-07	SILVER, PHILIP S	IC1T	Awarded, Non-Befellowships only	Computational Neuroscience Annual Meeting
501.3M-H050789-06	FEER, WILLIAM P.	MC-D	Awarded, Non-Befellowships only	INTERNATIONAL SOCIETY FOR DEVELOPMENTAL PSYCHOLOGY
201.3M-H050126-05A1	FARONE, STEPHEN J	GE-M	Awarded, Non-Befellowships only	Collaborative ADHD Genetics Conference
501.3M-H050219-07	SANDERS, BRISHL ELAINE	GE-M	Awarded, Non-Befellowships only	ACNP Annual Meeting Special Programs
201.3M-H051783-06	RYAN, MICHAEL D	TU-MC	Awarded, Non-Befellowships only	Research Perspectives in PDE, Translational
201.3M-H050282-06	FRYE, CHERYL A	TU-SH	Application withdrawn for justification	Northeast Undergrad Research for Neuroscience
501.3M-H050455-05	SILVER, PHILIP S	SE-EC	Awarded, Non-Befellowships only	INHA TRAISEE CONFERENCE ON MENTAL HEALTH SERVICES RESEARCH
201.3M-H050586-05	DEVLIN, LEO E	GE-M	Awarded, Non-Befellowships only	World Congress of Psychiatric Genetics
501.3M-H052109-05	FOLK, PETER T	NI	Awarded, Non-Befellowships only	CONFERENCE ON FUNCTIONAL MAPPING OF THE HUMAN BRAIN
201.3M-H052109-06	FOLK, PETER T	NI-SI	Pending Council Review	Interact Core on Functional Mapping of the Human Brain
501.3M-H052073-04E1	CANINE, ERIC D	AD-D	Awarded, Non-Befellowships only	PREVENTING SUICIDE-A SCIENTIFIC CONSENSUS PROCESS
501.3M-H052073-05	CANINE, ERIC D	AD-D	Awarded, Non-Befellowships only	PREVENTING SUICIDE-A SCIENTIFIC CONSENSUS PROCESS
501.3M-H053153-04	GREENOUGH, WILLIAM T	GE-M	Awarded, Non-Befellowships only	Fragile X Syndrome Banbury Conferences
201.3M-H053843-03E1	SPORNIS, JAMES D	AD-E	Awarded, Non-Befellowships only	Society for Prevention Research Annual Meetings
501.3M-H053843-04	SPORNIS, JAMES D	AD-E	Awarded, Non-Befellowships only	Society for Prevention Research Annual Meetings

I. Web QT From the Beginning

1. Launch Web QT – Using Internet Explorer (IE) type the following link in the address block **http://apps.era.nih.gov/webqt**



* Web QT is also accessible through IMPACII list of web applications (**impacii.nih.gov**)

2. At the Web QT sign-on screen enter your IMPACII user ID and password. Note that if you have a default query you can elect to run (box is checked) or not run (box is unchecked) the query during the sign on process which will display a hitlist immediately if selected to run.



II. The Query

1. At least one required field must be valued. These fields are on the top section of each screen. However, searching by the PI NAME only is a valid search request.
2. Additional fields available for querying can be seen by clicking the + box. There is an option to *Show All Basic* or *Show All Expanded* fields on one screen.
3. Change sections by clicking on the links in the left column. (see attachment for a list of fields)

eRA Web QT - Basic Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Refresh Print Mail

Address <http://apps.era.nih.gov/webqt/hitlist/webQTSearch.jsp> Go Links

NATIONAL INSTITUTES OF HEALTH
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
National Institutes of Health
Web Query Tool (Web QT)

Welcome milnert [Log-out](#)

Basic Search My Queries User Settings Help

Basic Search

3 [Grant/PI](#)

1 **Enter at least one of the following required fields (or PI Last Name):**

Fiscal Yr. (2002,2003) Council (Current, 200401) Admin IC (HG,CA,AI) Serial No. Appl. ID Include Duals?

Additional Search Parameters 2

Grant ID

Grant No. Grant Type Groupings New Competing Non-competing Include Sub-Projects

Type Activity IC Code Serial Num Support Yr Suffix Subproj. ID RFA/PA Grant Status Group

Project Title

PI Last Name PI First Name MI SSN

Output Options: Click on any of the below buttons to execute the query and perform the intended action

Select Hitlist Layout Basic Hitlist

Select Document - Select Document -

Click the links on the left panel to continue entering search criteria.

Done Internet

II. The Query – Parameter Sections

Enter at least one of the following required fields (or PI Last Name):

Fiscal Yr. (2002,2003) Council (Current, 200401) Admin IC (HG,CA,AI) Serial No. Appl. ID Include Duals?

Additional Search Parameters

Grant ID ⓘ

Grant No. Grant Type Groupings New Competing Non-competing Include Sub-Projects

Type Activity IC Code Serial Num Support Yr Suffix Subproj. ID RFA/PA Grant Status Group

Project Title

PI Last Name PI First Name MI SSN

Dual IC Former Grant Number Grant Status Codes (Hold **Ctrl** key to select multiple statuses)

Budget Mechanism

Enter at least one of the following required fields (or PI Last Name):

Fiscal Yr. (2002,2003) Council (Current, 200401) Admin IC (HG,CA,AI) Serial No. Appl. ID Include Duals?

Additional Search Parameters

Institution ⓘ

Institution Name IPF

Institution Dept. Name FDP

Institution State Institution City EIN

Enter at least one of the following required fields (or PI Last Name):

Fiscal Yr. (2002,2003) Council (Current, 200401) Admin IC (HG,CA,AI) Serial No. Appl. ID Include Duals?

Additional Search Parameters

Meeting ⓘ

SRG SRG Flex SRA Designator SRA Flex Group

Priority Score Percentile

Enter at least one of the following required fields (or PI Last Name):

Fiscal Yr. (2002,2003) Council (Current, 200401) Admin IC (HG,CA,AI) Serial No. Appl. ID Include Duals?

Additional Search Parameters

Assignment ⓘ

PCC Admin IC

PO Name Admin IC GS Name Admin IC

PCC User IC PO Name User IC

II. The Query – Parameter Group

Enter at least one of the following required fields (or PI Last Name):

Fiscal Yr. (2002,2003) Council (Current, 200401) Admin IC (HG,CA,AI) Serial No. Appl. ID Include Duals?

Additional Search Parameters

Grant Dates

Active Grants Intent to pay

Budget Start (MM/DD/YYYY) Receipt Date (MM/DD/YYYY)

Budget End (MM/DD/YYYY)

Project Start (MM/DD/YYYY) Project End (MM/DD/YYYY)

Enter at least one of the following required fields (or PI Last Name):

Fiscal Yr. (2002,2003) Council (Current, 200401) Admin IC (HG,CA,AI) Serial No. Appl. ID Include Duals?

Additional Search Parameters

Grant & Document Status

Grant Status Group: ALL

Grant Status Codes (Hold **Ctrl** key to select multiple statuses): ALL, Administratively Withdrawn by IC, Withdrawn, Award terminated

Active Grants Intent to pay

Document(s) Available

Summary Statement Abstract No NGA No Sum. Stmtnt.

NGA Resume No e-Application No e-Application

e-Application Roster FSR No FSR

- Select Document - Released/Recv/Submitted (MM/DD/YYYY)

Enter at least one of the following required fields (or PI Last Name):

Fiscal Yr. (2002,2003) Council (Current, 200401) Admin IC (HG,CA,AI) Serial No. Appl. ID Include Duals?

Additional Search Parameters

Award & Budget Data

Awarded Total \$ Current FY: Less than or equal to

Requested Total \$ Yr 1: Less than or equal to

Council Recom. Direct \$ Yr 1: Less than or equal to

Active Grants Intent to pay All Final Year of Award

All Awards Intent to pay But Not Yet Awarded Future Year Commitments

Budget Start (MM/DD/YYYY) Budget End (MM/DD/YYYY)

Receipt Date (MM/DD/YYYY)

GS Signed Off GMO Signed Off PO Signed Off

NGA Released (MM/DD/YYYY)

GS Signee: Last, First

GMO Signee: Last, First

Conditional Awd No HS Assurance Conditional Awd No IRB Certification

Enter at least one of the following required fields (or PI Last Name):

Fiscal Yr. (2002,2003) Council (Current, 200401) Admin IC (HG,CA,AI) Serial No. Appl. ID Include Duals?

Additional Search Parameters

Administrative Coding

AIDS Related Animal Subject Involved Human Subject Involved Concerns Animal Subject FDP

Concerns Child Concerns Gender Concerns Human Subject Concerns Minority Carryover Auth.

Exception to Tracking Hum. Emb. Stem Cells Used New Investigator Phase 3 Clinical Trials SNAP Award

Animal Subject Code: ALL

Human Subject Code: ALL

Minority Subject Code: ALL

Child Subject Code: ALL

Phase 3 Clinical Trial Code: ALL

Tracking Exception: ALL

Human Assur. Filed: Conditional Award Resolv.

IRB Cert. Filed: Conditional Award Resolv.

Assurance # IRB/IACUC Date

Human Subject: [] []

Animal Subject: [] []

Enter "NULL" to search for absence of Assurance # or IRB/IACUC cert.

II. The Query – Parameter Group

Enter at least one of the following required fields (or PI Last Name):

Fiscal Yr. (2002,2003) Council (Current, 200401) Admin IC (HG,CA,A) Serial No. Appl. ID Include Duals?

Additional Search Parameters

Text Search

Search

Project Title Sum. Statement Abstract

Enter free format text criteria here

Advanced Text Search

Each search terms above with one or more combination of operators

& For AND | For OR ; For NEAR \$ For STEM , For Accum - For Minus

Search assigned CRISP index terms (enter Term or partial term, check View CRISP Thesaurus) to be done

Output Options: Click on any of the below buttons to execute the query and perform the intended action

Between Operator – “From” and “To” fields become available

Duals?

Additional Search Parameters

Meeting

SRG SRG Flex SRA Designator SRA Flex Group

Priority Score **FROM** Percentile

Between Less than or equal to Greater than or equal to Less than

Between Greater than Equals

SEARCH Print Hitlist Export to Excel

Calendar Pop-Up

Calendar - Microsoft In...

September 2004

Calendar grid showing days 1-30.

Project Start (MM/DD/YYYY) Project End (MM/DD/YYYY)

Calendar icons are circled in red.

Basic Hitlist

Grant No. Sort By	PI Name (Last, First, MI)	PCC Admin IC	Status	Project Title
5R13MH058455-07	ULINSKI, PHILIP S	BN-T	Awarded. Non-fellowships only	Computational Neuroscience Annual Meeting
5R13MH058769-06	FIFER, WILLIAM P.	MC-D	Awarded. Non-fellowships only	INTERNATIONAL SOCIETY FOR DEVELOPMENTAL PSYCHOBIOLOGY
2R13MH059126-06A1	FARAONE, STEPHEN V.	GR-M	Awarded. Non-fellowships only	Collaborative ADHD Genetics Conference
5R13MH059219-07	SANDERS-BUSH, ELAINE	CS-M	Awarded. Non-fellowships only	ACNP Annual Meeting Special Programs
2R13MH059793-06	IRWIN, MICHAEL R.	TO-MC	Awarded. Non-fellowships only	Research Perspectives in PNI, Trainee Travel
2R13MH060282-06	FRYE, CHERYL A.	TO-BN	Application withdrawn for amendment	Northeast Under/Grad Research for Neuroscience
5R13MH060455-05	Saltvever, David S.	SE-EC	Awarded. Non-fellowships only	NIMH TRAINEE CONFERENCE ON MENTAL HEALTH SERVICES RESEARCH
2R13MH060596-05	DELISI, Lynn E.	GR-M	Awarded. Non-fellowships only	World Congress of Psychiatric Genetics

Expanded Hitlist

Grant No. Sort By	PI Name (Last, First, MI)	PCC Admin IC	Details
5R13MH058455-07	ULINSKI, PHILIP S	BN-T	Council Date Admin IC: 200400 SRG Meeting PO Name Admin IC: SHANDS, DORIS L. Priority Score (Percentile): 134(6.2) RFA/PA CAN: 5125945
5R13MH058769-06	FIFER, WILLIAM P.	MC-D	Council Date Admin IC: 200300 SRG Meeting PO Name Admin IC: Sibbal, Beth Anne Priority Score (Percentile): 147(6.2) RFA/PA CAN: 5125945
2R13MH059126-06A1	FARAONE, STEPHEN V.	GR-M	Council Date Admin IC: 200401 SRG Meeting PO Name Admin IC: MADDIS, STEVEN O. Priority Score (Percentile): 150(11.6) RFA/PA CAN: 5125945
5R13MH059219-07	SANDERS-BUSH, ELAINE	CS-M	Council Date Admin IC: 200400 SRG Meeting PO Name Admin IC: SHANDS, DORIS L. Priority Score (Percentile): 245(49.4) RFA/PA CAN: 5125945

II. The Query

- Click the SEARCH button to execute the search. You have the option to select the hitlist layout *Basic* or *Expanded* on this screen or on the Hitlist screen. (Basic is the default)

eRA Web QT - Basic Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://apps.era.nih.gov/webqt/hitlist/webQTSearch.jsp> Go Links

Welcome milnert [Log-out](#)

Basic Search My Queries User Settings Help

Basic Search

Grant/PI

Institution

Meeting

Assignment

Grant Dates

Grant & Document Status

Award & Budget Data

Administrative Coding

Text Search

Use the above links to access additional search parameters.

Set Sort Order

View Hitlist Layouts

Show All - Basic

Show All - Expanded

Show Search Criteria

Clear Search Criteria

Save Query

Enter at least one of the following required fields (or PI Last Name):

Fiscal Yr. (2002,2003) Council (Current, 200401) Admin IC (HG,CA,AI) Serial No. Appl. ID Include Duals?

Additional Search Parameters

Grant ID ?

Grant No. Grant Type Groupings New Competing Non-competing Include Sub-Projects

Type Activity IC Code Serial Num Support Yr Suffix Subproj. ID RFA/PA Grant Status Group

Project Title

PI Last Name PI First Name MI SSN

Output Options: Click on any of the below buttons to execute the query and perform the intended action

Select Hitlist Layout Basic Hitlist **SEARCH** Print Hitlist Export to Excel

Select Document - Select Document - Merge Documents Zip Documents

Click the links on the left panel to continue entering search criteria.

Internet

II. The Query

5. To run a saved query, go to My Queries
6. Click the query name to run.
7. To retrieve a saved query click on Retrieve. This will value the fields and return you to the basic search screen. A Blue Diamond next to a section indicates that search values are present in that section.

The image displays two screenshots of the eRA Web QT interface. The left screenshot shows the 'Basic Search' page with the 'My Queries' tab highlighted (5) and a red circle around the search criteria list (7). The right screenshot shows the 'Query List' page with a red box around the 'Query Name' column (6) and another red box around the 'Actions' column (7).

Access Level	Query Name (click to run)	Default	Owner	Description	Actions
Private	Medstar		Tina Milner	Testing query fields	Retrieve Delete Set as Default
Private	R01, MH, 2004, New		Tina Milner	PCC AD%	Retrieve Delete Set as Default
Private	Test-TAM		Tina Milner	Testing screens, data elements, functions	Retrieve Delete Set as Default
Private	tina		Tina Milner		Retrieve Delete Set as Default

III. The Hitlist

1. There are two layout options to display the hitlist: Basic and Expanded.
2. Click the Basic Hitlist Tab or Expanded Hitlist Tab to change the layout.

The screenshot shows the eRA Web QT interface in Microsoft Internet Explorer. The address bar shows the URL: <http://apps.era.nih.gov/webqt/hitlist/hitlistView.jsp>. The page header includes the National Institutes of Health logo and the text "U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES National Institutes of Health Web Query Tool (Web QT)". A navigation menu contains "Basic Search", "My Queries", "User Settings", and "Help". Below this, the "View Hitlist" section has two tabs: "Basic Hitlist" (highlighted with a red box and a '2' in a white box) and "Expanded Hitlist".

The main content area displays "Basic Hitlist: R01, MH, 2004, New". Below this are sorting options: "Sort By" (PI Name (Last)), "Then By" (empty), and "Then By" (empty). There are radio buttons for "ASC" and "DESC" for each column. A "Sort" button is also present.

Below the sorting options are buttons for "Select Document", "Merge Selected Doc.", and "Zip Selected Doc.". There are also buttons for "Print Hitlist", "Export to Excel", "View Search Criteria", and "Save Query".

The table below shows the hitlist results. The table has columns for Grant No., PI Name (Last, First, MI), PCC Admin IC, Status, and Project Title. The table shows 4 records.

Grant No. Sort By	PI Name (Last, First, MI)	PCC Admin IC	Status	Project Title
1R01MH070631-01 📁	ZIMMERMAN, MARK	AD-I	Unscored - Application judged non-competitive	Taxometric Analysis of the DSM-IV Personality Disorders
1R01MH068560-01A1 📁	ZHANG, JIE	AD-S	Pending Award. Non-fellowships	Culture, Risk Factors and Completed Suicide: A PA Study
1R01MH064899-01A2 📁	YOSHIHAMA, MIEKO	AD-E	Pending Award. Non-fellowships	Victimization, Menopause & Health:Lifecourse Perspective
1R01MH070002-01 📁	WONDERLICH, STEPHEN A	AD-D	Application withdrawn for amendment	Taxometrics and Serotonin Function in Eating Disorders

The status bar at the bottom shows "Done" and "Internet".

III. The Hitlist

3. Sorting the hitlist can be done by selecting sort fields from the drop down box (ascending order is the default).
4. Sorting by the column can also be done by clicking the up arrow (ascending) or the down arrow (descending) at the top of each column.

The screenshot shows the eRA Web QT interface in Microsoft Internet Explorer. The browser title is "eRA Web QT - View Hitlist - Microsoft Internet Explorer". The address bar shows the URL "http://apps.era.nih.gov/webqt/hitlist/hitlistView.jsp". The page header includes the National Institutes of Health logo and the text "U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES National Institutes of Health Web Query Tool (Web QT)".

The main content area is titled "View Hitlist" and includes navigation tabs for "Basic Search", "My Queries", "User Settings", and "Help". Below this, there are tabs for "Basic Hitlist" and "Expanded Hitlist".

The "Basic Hitlist: R01, MH, 2004, New" section features a sorting interface. A red box highlights the "Sort By" dropdown menu, which is currently set to "PI Name(Last)". The "Then By" dropdown is set to "Institution". A "Sort" button is located to the right of the dropdowns. A callout box with the number "3" points to the "Sort" button.

Below the sorting interface, there are buttons for "Print Hitlist", "Export to Excel", and "View Search". A "Select Document" dropdown is set to "- Select Document -". There are also buttons for "Merge Selected Doc.", "Zip Selected", and "Save Query".

The hitlist table has columns for "Grant No.", "PI Name (Last, First, MI)", "PCC Admin IC", and "Project Title". A red box highlights the "Grant No." column header, which has a dropdown arrow. A callout box with the number "4" points to this dropdown arrow.

A dropdown menu is open, showing a list of sort fields. A red box highlights this menu. The fields listed include: Grant Act/IC/Serial, Grant IC/Act/Serial, Grant IC/Serial, PO Admin IC, PCC Admin IC, Grants Specialist Admin IC, Grant - Activity, Grant - Type, Grant - Admin IC, Grant - Serial Num, Grant - Support Year, Grant - Suffix, Percentile, PI Name(Last), PO User's IC, PCC User's IC, Priority Score, RFA/PA, SRG Mtg.ID, Council Date Admin IC, Council Date User's IC, and Institution.

The table contains the following data rows:

Grant No.	PI Name (Last, First, MI)	PCC Admin IC	Project Title
1R01MH070631-01	ZIMMERMAN, MARK	AD-I	Taxometric Analysis of the DSM-IV Personality Disorders
1R01MH068560-01A1	ZHANG, JIE	AD-S	Culture, Risk Factors and Completed Suicide: A PA Study
1R01MH064899-01A2	YOSHIHAMA, MIEKO	AD-E	Victimization, Menopause & Health:Lifecourse Perspective
1R01MH070002-01	WONDERLICH, STEPHEN A	AD-D	Taxometrics and Serotonin Function in Eating Disorders
1R01MH070662-01	WONDERLICH, STEPHEN A	AD-D	The Diagnostic Validity of Binge Eating Disorder
1R01MH070002-01A1	WONDERLICH, STEPHEN A	AD-D	Taxometrics and Serotonin Function in Eating Disorders

III. The Hitlist

5. Links to the Grant Snapshot, Grant Folder, PI Name, PCC Details are available via the Basic and Expanded Hitlist Layout. The Expanded hitlist layout also include links to SRG Details, PO Details and CAN Details. Click on the link and another screen will pop up with the details. Click on the folder to view the Grant Folder.

The screenshot displays the eRA Web QT interface in Microsoft Internet Explorer. The main window shows the 'View Hitlist' page with an 'Expanded Hitlist' for 'R01, MH, 2004, New'. A red dashed arrow points from a folder icon in the hitlist table to the 'View Grant Folder' window.

View Grant Folder - Microsoft Internet Explorer

Address: <http://apps.era.nih.gov/webqt/grantfolder/ViewGrantFol>

Grant Folder

Grant Number	1 R01 MH069424-01
PI Name	CANNON, TYRONE D
Project Title	Brain Function and Structure in Prodromal Schizophrenia
Institution	UNIVERSITY OF CALIFORNIA LOS ANGELES

[Summary Statement](#)
[Abstract](#)
[e-Application](#)

Reports

[PI History - Brief](#)
[PI History - Detailed](#)
[Grant Snapshot](#)

PO Name Admin IC: [Heinssen, Robert](#)
Priority Score (Percentile): 261 (65.6)
RFAPA: PA99-090
CAN:

Council Date Admin IC: 200401
SRG Meeting: [2004/01 NPAS\(1\)](#)
PO Name Admin IC: [Dolan-Sewell, Regina](#)
Priority Score (Percentile): 147 (9.5)
RFAPA:
CAN: [8428931](#)

View Hitlist - Microsoft Internet Explorer

Address: <http://apps.era.nih.gov/webqt/hitlist/hitlistView.jsp>

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
National Institutes of Health
 Web Query Tool (Web QT)

Basic Search | My Queries | User Settings | Help

View Hitlist

Basic Hitlist | Expanded Hitlist

Expanded Hitlist: R01, MH, 2004, New

Sort By: Then By: Then By:
 ASC DESC ASC DESC

Select Document: Merge Selected Doc. Zip Select

Print Hitlist Export to Excel View Search

Select All / None for document

Grant No. Sort By	PI Name (Last, Fir		
1R01MH069424-01	CANNON, TYRON		
Former Grant Number: Project Title: Brain Function and Structure in Prodromal Schizophrenia Institution: UNIVERSITY OF CALIFORNIA LOS ANGELES Status: Pending Award. Non-fellowships			
1R01MH068767-01A1	CARPENTER, LINDA L	AD-D	
Former Grant Number: Project Title: DEX/CRH Response: Mood/Anxiety Disorder Endophenotype? Institution: BUTLER HOSPITAL (PROVIDENCE, RI) Status: Awarded. Non-fellowships only			

Address: <http://apps.era.nih.gov/webqt/displayMultiICPCC.do?applId=6773425>

III. The Hitlist

- To print the Hitlist click the Print Hitlist button.
- To export the Hitlist click the Export to Excel button. *Each field in the hitlist will be exported to its own column in Excel.*

The screenshot shows the eRA Web QT interface in Microsoft Internet Explorer. The address bar shows the URL: <http://apps.era.nih.gov/webqt/hitlist/hitlistView.jsp>. The page title is "View Hitlist". The navigation menu includes "Basic Search", "My Queries", "User Settings", and "Help". The main content area displays "Basic Hitlist: R01, MH, 2004, New". Below this, there are sorting options (ASC/DESC) and buttons for "Print Hitlist" and "Export to Excel". A table of hitlist entries is shown below, with columns for Grant No., PI Name, PCC Admin IC, Status, and Project Title. The table contains four rows of data. The "Print Hitlist" button is labeled with a red box and the number 6, and the "Export to Excel" button is labeled with a red box and the number 7. A red arrow points from the number 7 box to the "Export to Excel" button.

Grant No. Sort By	PI Name (Last, First, MI)	PCC Admin IC	Status	Project Title
1R01MH069424-01	CANNON, TYRONE D	AD-P	Pending Award. Non-fellowships	Brain Function and Structure in Prodromal Schizophrenia
1R01MH068767-01A1	CARPENTER, LINDA L	AD-D	Awarded. Non-fellowships only	DEX/CRH Response: Mood/Anxiety Disorder Endophenotype?
1R01MH068629-01A2	Carter, Cameron S	AD-P	Awarded. Non-fellowships only	Cognitive Neurogenetics of Schizophrenia
1R01MH070500-01	CASPER, KRISTIN M	AD-I	Unscored - Application	Genetic Predictors of Adult

III. The Hitlist

- To Merge or Zip selected documents you must first select the document.
- Select the document by clicking the Select Document drop down box and selecting a document.
- A check box in the first column will indicate if the document is available. You can select ALL or NONE (none is the default). You can also select/unselect individually by clicking each box

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
National Institutes of Health
Web Query Tool (Web QT)

Welcome milnert
[Log-out](#)

Basic Search My Queries User Settings Help

View Hitlist

Basic Hitlist Expanded Hitlist

Basic Hitlist: R01, MH, 2004, New

Sort By: PI Name (Last) Then By: 9
ASC DESC ASC DESC

Select Document: Abstract Merge Selected Doc. Zip Selected Doc.

Print Hitlist - Select Document - Summary Statement
Select All / None of Abstract View Search Criteria Save Query

	PI Name (Last, First, MI)	PCC Admin IC	Status	Project Title
<input type="checkbox"/>	ALTEMUS, MARGARET	AD-D	Unscored - Application judged non-competitive	Longitudinal Patterns of Adolescent Emotion and Cortisol
<input type="checkbox"/>	BARKLEY, RUSSELLA	AD-I	Pending Award. Non-fellowships	Anxiety in the Perinatal Period
<input type="checkbox"/>	BARNES, GRACE M	AD-I	Pending Award. Non-fellowships	ADHD in Adults: Driving Related Anger and Aggression
<input type="checkbox"/>			Unscored - Application	Risk Factors for Pathological

IV. Query Maintenance

1. To view the search criteria click on the [View Search Criteria](#) button on the *Hitlist* screen.
2. To make changes to the query click on the [Basic Search](#) tab.

The screenshot displays the eRA WebQT interface in Microsoft Internet Explorer. The main window title is "eRA Web QT - View Hitlist - Microsoft Internet Explorer". The address bar shows the URL: <http://apps.era.nih.gov/webqt/hitlist/hitlistView.jsp>. The page header includes the National Institutes of Health logo and the text "U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES National Institutes of Health Web Query Tool (Web QT)".

The navigation bar contains buttons for "Basic Search", "My Queries", "User Settings", and "Help". The "Basic Search" button is highlighted with a red box. Below the navigation bar, the page title is "View Hitlist" with sub-tabs for "Basic Hitlist" and "Expanded Hitlist".

The main content area shows "Basic Hitlist: R01, MH, 2004, New". There are sorting options: "Sort By" (PI Name(Last)), "Then By" (empty), and "Then By" (empty). Radio buttons for "ASC" and "DESC" are present for each sorting level. A "Sort" button is also visible.

Below the sorting options, there are buttons for "Select Document" (set to "Abstract"), "Merge Selected Doc.", and "Zip Selected Doc.". At the bottom of this section, there are buttons for "Print Hitlist", "Export to Excel", "View Search Criteria", and "Save Query".

The table below shows the search results. The table has columns for "Grant No. Sort By", "PI Name (Last, First, MI)", "PCC Admin IC", "Status", and "Project Title".

Grant No. Sort By	PI Name (Last, First, MI)	PCC Admin IC	Status	Project Title
1R01MH071322-01	ADAM, EMMA K	AD-D	Unscored - Application judged non-competitive	Longitudinal Patterns of Adolescent Emotion and Cortisol
<input type="checkbox"/> 1R01MH070927-01	ALTEMUS, MARGARET	AD-D	Pending Award. Non-fellowships	Anxiety in the Perinatal Period

A "Search Criteria" dialog box is open in the top right corner, titled "eRA WebQT - Search Cri...". It contains a table with the following data:

Field	Operator	Value
Fiscal Yr	=	2004
Admin IC	=	MH
New Grant	=	true
Activity	=	R01
Project Title	=	true
Sum Statement	=	true

The dialog box also has a "Close" button. A red dashed arrow points from the "View Search Criteria" button on the main page to the dialog box.

IV. Query Maintenance

3. To clear the search criteria for all sections click on the [Clear Search Criteria](#) option.

Note: The [Show Search Criteria](#) and [Save Query](#) options are also available on this screen.

eRA Web QT - Basic Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media

Address <http://apps.era.nih.gov/webqt/hitlist/webQTSearch.jsp> Go Links

NATIONAL INSTITUTES OF HEALTH U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
National Institutes of Health
Web Query Tool (Web QT)

Welcome milnert [Log-out](#)

Basic Search My Queries User Settings Help

Basic Search

- Grant/PI
- Institution
- Meeting
- Assignment
- Grant Dates
- Grant & Document Status
- Award & Budget Data
- Administrative Coding
- Text Search

Use the above links to access additional search parameters.

Set Sort Order

View Hitlist Layouts

Show All - Basic

Show All - Expanded

Show Search Criteria

Clear Search Criteria

Save Query

Retrieved Query Name: R01, MH, 2004, New

Enter at least one of the following required fields (or PI Last Name):

Fiscal Yr. (2002,2003) Council (Current, 200401) Admin IC (HG,CA,A) Serial No. Appl. ID

2004 [] MH [] [] [] Include Duals?

Additional Search Parameters

Grant ID ⓘ

Grant No. Grant Type Groupings

New Competing Non-competing Include Sub-Projects

Type Activity IC Code Serial Num Support Yr Suffix Subproj. ID RFA/PA Grant Status Group

[] R01 MH [] [] [] [] [] [] ALL

Project Title

[]

PI Last Name PI First Name MI SSN

[] [] [] []

Output Options: Click on any of the below buttons to execute the query and perform the intended action

Select Hitlist Layout Expanded Hitlist SEARCH Print Hitlist Export to Excel

Select Document - Select Document - Merge Documents Zip Documents

Click the links on the left panel to continue entering search criteria.

Internet

IV. Query Maintenance

- To save a query click the Save Query button on the *Hitlist* screen

The screenshot shows the eRA Web QT interface in Microsoft Internet Explorer. The browser title is "eRA Web QT - View Hitlist - Microsoft Internet Explorer". The address bar shows the URL "http://apps.era.nih.gov/webqt/hitlist/hitlistView.jsp". The page header includes the National Institutes of Health logo and the text "U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES National Institutes of Health Web Query Tool (Web QT)". The user is logged in as "milnert" and has a "Log-out" link. The main navigation menu includes "Basic Search", "My Queries", "User Settings", and "Help". The current page is "View Hitlist", with sub-tabs for "Basic Hitlist" and "Expanded Hitlist". The "Basic Hitlist" section is titled "Basic Hitlist: R01, MH, 2004, New". Below this, there are sorting options: "Sort By" (PI Name>Last), "Then By" (empty), and "Then By" (empty). There are also radio buttons for "ASC" and "DESC" sorting. Below the sorting options, there are buttons for "Select Document" (Abstract), "Merge Selected Doc.", and "Zip Selected Doc.". There are also buttons for "Print Hitlist", "Export to Excel", "View Search Criteria", and "Save Query" (circled in red). At the bottom, there is a table with columns: "Grant No. Sort By", "PI Name (Last, First, MI)", "PCC Admin IC", "Status", and "Project Title". The table shows two rows of data.

Address: <http://apps.era.nih.gov/webqt/hitlist/hitlistView.jsp>

Welcome milnert

[Log-out](#)

Basic Search My Queries User Settings Help

View Hitlist

Basic Hitlist Expanded Hitlist

Basic Hitlist: R01, MH, 2004, New

Sort By: Then By: Then By:

ASC DESC ASC DESC ASC DESC

Select Document:

Select [All](#) / [None](#) for document 1 - 10 of 122

Grant No. Sort By	PI Name (Last, First, MI)	PCC Admin IC	Status	Project Title
<input type="checkbox"/> 1R01MH071322-01	ADAM, EMMA K	AD-D	Unscored - Application judged non-competitive	Longitudinal Patterns of Adolescent Emotion and Cortisol
<input type="checkbox"/> 1R01MH070927-01	ALTEMUS, MARGARET	AD-D	Pending Award. Non-fellowships	Anxiety in the Perinatal Period

Internet

IV. Query Maintenance

5. Select Save Existing Query to update an existing saved query or Save As New Query
6. Select Query Type Private (available only to you) or IC (available to the IC)
7. Enter the Query Name and Description
8. Check the Save as Default Query box if you want the query to execute when the default box is checked on the login screen during the login process.

The screenshot shows the 'Save Query' form in the eRA Web QT application. The form is titled 'Save Query' and includes the following elements:

- Save Query** (Section Header)
- Save Existing Query
- Save as New Query
- Query Type**: Private (dropdown menu)
- Query Name**: (text input field)
- Description**: (text input field)
- Save as Default Query (with a red arrow pointing to it)
- Save Query** (button)
- Cancel** (button)

A red callout bubble points to the 'Save Query' button with the text: **Click here to Save**

IV. Query Maintenance

- To view queries you created select the My Queries tab. This tab is available from all screens.
- The Define New Query link will take you to the Basic Search screen.
- Actions available: Retrieve, Delete, Set as Default.

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Basic Search **My Queries** User Settings Help

Query List

[Define New Query](#)

Access Level	Query Name (click to run)	Default	Owner	Description	Actions
Private	Medstar		Tina Milner	Testing query fields	Retrieve Delete Set as Default
Private	R01, MH, 2004, New		Tina Milner	PCC AD%	Retrieve Delete Set as Default
Private	Test-TAM		Tina Milner	Testing screens, data elements, functions	Retrieve Delete Set as Default
Private	tina		Tina Milner		Retrieve Delete Set as Default

VI. Things to Remember

1. Blue diamond indicates data entered within that particular category
2. A between operator (To and From) is available for dates and numeric fields
3. Wildcards: (% - any number of character) (_ - only one character)
 - Activity Code
 - PI Last Name, First Name (first three characters cannot be a wildcard)
 - PO Last Name, First Name (first three characters cannot be a wildcard)
 - GS Last Name, First Name (first three characters cannot be a wildcard)
 - GMO Last Name, First Name (first three characters cannot be a wildcard)
 - Institution City
 - PCC Admin IC, User IC (first character cannot be a wildcard)
 - Grant Number and Former Grant Number
4. Performs a “contained in” text search (do not use wildcards)
 - Project Title
 - Institution Name, Department Name
 - Text Search
5. Accepts a list of comma delimited values
 - FY, Council - 3 max
 - Admin IC – 5 max
 - Serial No. – 20 max
 - Appl ID – 100 max
6. Text Search – 2000 character max
7. Hitlist – max return 2000 hits (displays 50 per page)
8. Merge Documents: abstracts and resumes – max 500 All others: 175