SEARCH FOR ITEMS

By default ECU Research Management System (ECURMS) includes certain search fields within Search for Items under the Sponsored Project module, these include:

- Record Associated Departments
- Record Classification Codes
- Record Creation Date
- Record Key Words
- Record Number
- Record Owner
- Record Owner Primary Department
- Record Personnel
- Record Personel Department
- Record Primary Department
- Record Primary Sponsor
- Record Primary Sponsor Type
- Record Status
- Record Title
- Status Code Grouping
- Center/Program
- EOI Sponsor Name
- FMIS Project Account ID
- Ref Account Number
- Sponsor Opportunity Number
- Sub Award Number

The latest version of ECURMS provides users with the ability to add additional search fields to this list.

ADDING SEARCH FIELDS

To add additional search fields complete the following steps:

1. On the ECURMS home screen, click My Profile in the blue menu bar.
2. In the left-hand menu, click Portal Preferences under Setups.
3. Scroll to the Browse Preferences block on the right-hand side.
4. Choose the desired Search Field from the Sponsored Project drop box.
5. Click Save to add to your list.

ENHANCED SEARCH METHODS

The latest version of ECURMS includes enhancements to search with the ability to perform:

Exact Match search
ECURMS will search for the exact text entered.

Contains search
ECURMS will try to find any record that containing the text you have entered.

Wildcard search
Use ? to match any character and * to match everything.

For example, unsure whether the CI’s name was Bryan or Brian? A wildcard search can help here: Br?an. Or perhaps a sponsor search: National* will return all sponsors whose names start with National.

ECURMS will default to Exact Match, to choose an alternate search method click the grey box on the left-hand side and choose your desired method.