Exporting Your List of Data Use Agreements from Agreements-DUA
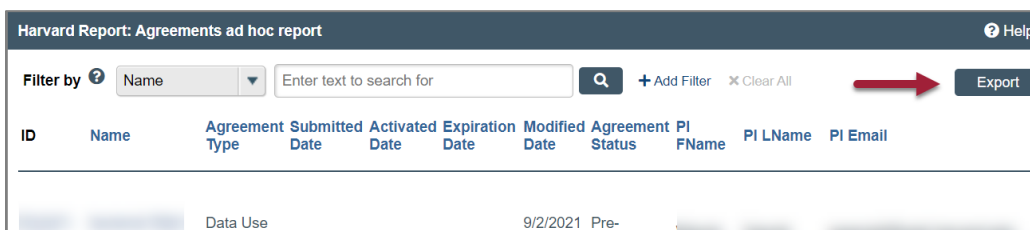
From a report in Agreements-DUA, you can export a list of certain outside activities that *may be* used to help you complete the Biosketch and Other Support disclosure requirements for sponsored projects.
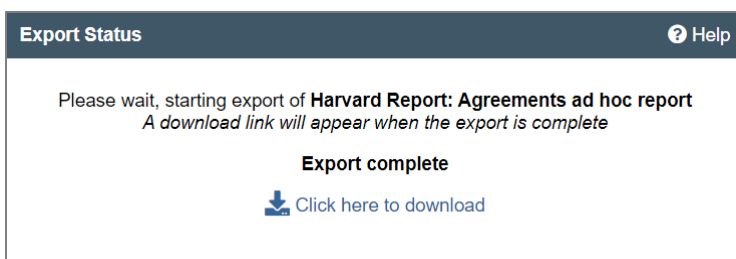
To Export a DUA List:

1. Login to OAIR at dua.harvard.edu.
2. Click on the following link to run the report: Harvard Report: Agreements ad hoc report.

   Note: You must be logged into the system already before you try to run the report.

3. In the report window, scroll all the way to the right and click the **Export** button.

4. In the pop-up displaying the status of your export, click the **Click here to download** link that displays once the export process is complete.

5. Open or save the .csv file to your computer as prompted in the browser.

   Note: You may need to enable pop-ups in your browser if it is set to block them by default.

The downloaded file will include for each of your DUAs and amendments: the organization name, the highlighted terms, and a link to the Agreements record for further details. Specific links to DUA funding status is not included.