

Grants Portal- Project Summary

Main Menu > Grants > Grants Work Center

1. Navigation:
A) Main Menu > Grants > Grants Work Center

2. Search Option tab:
A) Click on Search Option tab.
B) Click Search button.

3. Financial Calculating Option:
A) Balances: select Cost Share, Sponsor, or Both
B) Date Selection: enter As of Date or Month End

4. Demographics (tab):
A) Project, Project title, Award Id, Start/End dates, Sponsor, Contact PI, Department, Grant Admin

PC Bus Unit	Project	Project Title	Award ID	Award Title	Start Date	End Date	Spon
UTESP	226351239A	TASK 1- REDUCED-ORDER METHODS	OR20120157	TASK 1- REDUCED-ORDER METHODS AND SYSTEM APPROXIMATIONS	04/01/2013	12/31/2013	STAN UNIV

5. Financial (tab):
A) Project, Funded, Budgeted, Expended, Encumbered, Remaining balance, Avg Monthly burn rate, remaining months, Total forecast, Uncommitted balance, Uncommitted Percentage, Short title

PC Bus Unit	Project	Funded	Budgeted	Expended	Encumbered	Pre Encumbered	Remaining Balance	Average Monthly Burn Rate	Remaining Months	Total For
UTESP	226351239A	190,000.00	190,000.00	162,249.72	0.00	0.00	27,750.28	7,054.34	0	

Total Amount of Selected Items		Funded:		Budgeted:		Expended:		Encumbered:		Pre-Encumbered:		Remaining Balance:	
Selected:	1	190,000.00	190,000.00	162,249.72	0.00	0.00	27,750.28						



PeopleSoft Tips

- All projects check marked in the Detail section will appear in the Total Amount of Selected Items balances.
- You can always **expand** or **export** to an Excel Spreadsheet using the icons in green above.
- **Hyperlinks** allow drill down to more specific detailed information.

Grants Portal- Project Details

Main Menu> Grants> Grants Work Center

1. Navigation:
A) Main Menu> Grants> Grants Work Center

2. Searching Option:
A) Business Unit: enter UTESP
B) Project: enter valid project #, click Search

3. Financial Calculating Option:
A) Balances: select Cost Share, Sponsor, or Both
B) Budget Period: optional From/Through
C) Date Selection: enter As of Date or Month End

4. Demographics (tab):
A) Professional Resource, Department Allocation

Professional Resource			
Team Member	Name	Project Role	% Effort
6001011883	Ceberio, Martine C	PI	

Department Allocation		
Department	Department ID	% Allocation
Computer Science	720300	100.00

Certification									
Certification Code	Indicator	Certification Date	Expiration Dt	Approval Date	Name	Assurance Number	Exemption Number	Review Type	Comments
		02/25/2015		02/25/2015					

Grants Portal- Project Details (Cont)

Project Detail | Demographics | **Activities** | Subcontracts | Budget Status

Hello, Guadalupe Gomez 5 You have 10 new items in your worklist.

Searching & Calculation Option

PC Business Unit: UTESP Project: 226351239A TASK 1: REDUCED-ORDER METHODS

Budget Period: Through: Account:

Date Selection: As of Date:

Activities							Personalize Find [A] [Grid] First 1 of 1 Last
1	Description	Activity Type	Activity Status	Start Date	End Date	Facilities and Admin	
1	REDUCED-ORDER METHODS AND SYST			04/01/2013	12/31/2013	Facilities and Admin	

Institution & Sponsor Links | Project Forecast | Project Variance | Project Attachment | Reports

5. Activities (tab):

- A) Description, Activity Type, Activity Status, Start/End dates, Facilities & Admin

Project Detail | Demographics | Activities | Subcontracts | **Budget Status**

6

Sponsor							Personalize Find [A] [Grid] First 1-9 of 9 Last
Budget Item	Budgeted	Expended	Encumbered	Pre-Encumbered	Remaining Balance		
BENEFITS L6	22,658.00	0.00					
F & A L6	62,909.00	0.00					
FAC_SALARY L6	38,961.78	0.00					
OTHER_DIRECT L6	8,228.00	0.00					
PART_EXPENSE L6	542.00	0.00					
Total Direct:	190,000.00	162,249.72	0.00	0.00	27,750.28		
Total FA:	0.00	0.00	0.00	0.00	0.00		
Totals:	190,000.00	162,249.72	0.00	0.00	27,750.28		

Overall Cost Share							Personalize Find [A] [Grid] First 1 of 1 Last
Budget Item	Budgeted	Expended	Encumbered	Pre-Encumbered	Remaining Balance		
	0.00	0.00	0.00	0.00	0.00	0.00	
Total Direct:	0.00	0.00	0.00	0.00	0.00	0.00	
Total FA:	0.00	0.00	0.00	0.00	0.00	0.00	
Totals:	0.00	0.00	0.00	0.00	0.00	0.00	

Budget Totals			
Budgeted:	190,000.00	Expended:	162,249.72
Encumbered:	0.00	Pre-Encumbered:	0.00
Remaining Balance:	27,750.28		

Institution & Sponsor Links | Project Forecast

6. Budget Status (tab): Sponsor & Cost Share

- A) Budget item, Budgeted, Expended, Encumbered, Remaining balance.
- B) Budget Totals: Budgeted, Expended, Encumbered, Remaining balance.

PeopleSoft Tips



- You can always **expand** or **export** to an Excel spreadsheet using the icons in green above.
- Hyperlinks** allow drill down to more specific Project Detail information.