Report Description
The Award Management Summary report provides an on-line summary view of all Projects and Activities for an award.

Purpose
The Award Management Summary report is used to monitor awards approaching their end dates (next three months) and highlight Project and Activity balances and deficits. We recommend monthly review of this report to prioritize action that may be required on awards approaching their end dates.

Key Information
- Runs for one accounting period and fiscal year at a time.
- Output is customizable:
  - You can choose to include or exclude:
    - Projects that are approaching their obligated end date (90 days or less from current date).
    - Awards that are in deficit (balance is less than $0).
  - You can choose to select one or more:
    - Departments. When no selection is made, the report returns data for all Departments.
    - Project PIs. When no selection is made, the report returns data for all Project PIs.
    - Awards. When no selection is made, the report returns data for all awards.
    - Projects. When no selection is made, the report returns data for all Projects.
Sample Report Output *(This sample uses default ‘customize output appearance’ prompts)*

Amounts with a **blue underline** are drillable and will open a new tab containing a more detailed report.

**Column Definitions**

- **Department**: Department number responsible for maintaining the project.
- **Sponsor Name**: Agency or organization that funded the award to Princeton.
- **Sponsor Award Number**: A unique award identification number assigned by the awarding agency to the Princeton award.
- **PS Award Number**: A unique internal award number assigned by PeopleSoft for the internal tracking and monitoring of the Princeton award.
- **Project**: A unique internal project number assigned by the PeopleSoft system to allocate funds within the Princeton award.
- **Project Status**: Identifies the status of a Project as one of the following: Open, Ended, or Closed.
- **Activity**: Mandatory ChartField that is generally 101 for the life of a project. However, for projects with carryforward restrictions, the activity will change for each budget year in sequential order e.g. 102, 103, 104, etc.
• **Activity Status:** Indicates the status of an Activity as one of the following: Active or Inactive.

• **Project PI:** The Principal Investigator responsible for the referenced Project.

• **Activity Start Date:** The obligated Start date for the referenced activity.

• **Activity End Date:** The obligated End date for the referenced activity.

• **Grant Year-to-Date Expenses:** Expenses incurred during the current Grant Year through the Fiscal Year and Accounting Period.

• **Total Anticipated Funding:** The total amount of funding that is Anticipated, not obligated from the Sponsor for the entire award period.

• **Inception-to-Date Budget:** Budget allocated since the start of the project until the Fiscal Year and Accounting Period.

• **Inception-to-Date Expense:** Expense amount incurred since the start of the project until the Fiscal Year and Accounting Period.

• **Unencumbered Balance:** Total Inception-to-Date Budget less Inception-to-Date Expense. The balance does not include encumbrances.

• **Encumbrance:** Unpaid commitment on purchase orders and Labor Accounting lines against a Program.
  - Includes Facilities and Administrative (F&A) encumbrances.
  - Commitments that are not recorded in the financial systems do not constitute an encumbrance, therefore, are not included.

• **Available Balance:** Calculation that equals Inception-to-Date Budget less Inception-to-Date Expense less Encumbrance for a Sponsored Project.