

Grants Projection Tool

User Guide

Last Updated: November 9th, 2016

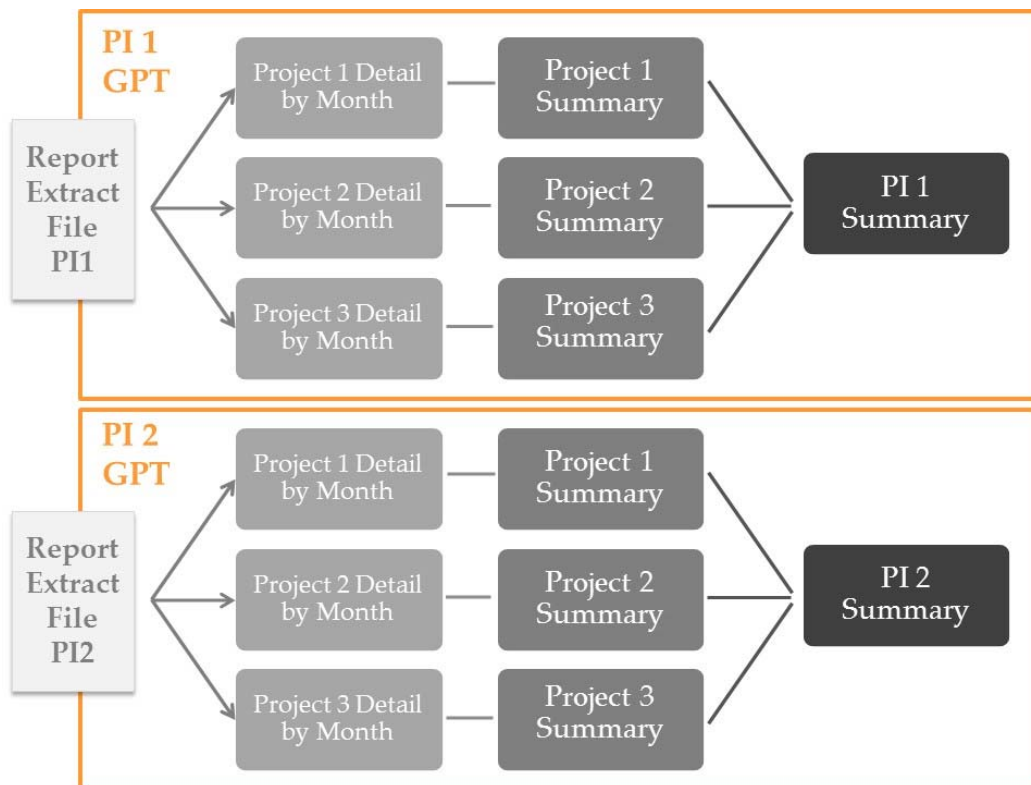
Grants Projection Tool Overview

Informed Sponsored Fund Planning

The Grants Projection Tool is intended to help Grants Managers provide Principal Investigators (PIs) with information to support sponsored project financial decisions. Utilizing anticipated and actual expense data, the tool enables projection and planning for multi-year sponsored projects. The tool helps PIs and Grants Managers:

- Anticipate and plan for labor commitments which are not yet reflected in Labor Accounting/ reports
- Anticipate the impact of additional (contingency) funding
- Project the impact of equipment purchases prior to PO creation
- Project the impact of hiring new personnel
- Understand how to manage funding across multiple project years
- Consolidate funding information into a single view by PI and/or project
- Compare and anticipate month-to-month expenditures in a single view

How the Tool Works



The Grants Projection Tool is a customized excel workbook which pulls downloaded sponsored project financial information into individual editable project worksheets. Within the tool, users review and update expense and projection data by project in a series of tabs. This information is summarized by PI and project data entered into the tool, overrides report information. The tool is organized into five main tabs.

Summary Data Tab

The Summary Data tab is an editable tab which enables navigation throughout the workbook. Supports the entire workbook.

Project Detail by Month Tab(s)

Provides a month-by-month view of project financial activity. This tab pulls information from the report extract. The user then has the ability to review all of this data, and if anything is incorrect or missing, then the user can plug in the correct values.

Project Summary Tab(s)

Provides a summary of a single project. There is one Project Summary worksheet for each project, so there may be multiple project summaries in a single workbook. If a PI has four projects, there will be four Project Summary tabs (one per project). The fields in this tab are **not** editable. The information in this tab pulls from the override column in the Project Data Entry tab.

PI Summary Tab

Provides a summary of all projects for a single PI. There is one PI Summary tab (one worksheet) for the entire workbook. The fields in this tab are **not** editable. The information in this tab pulls from each Project Summary tab.

Before You Begin

Terms, Concepts and Definitions

Budget

A controlling amount, which sets “spendable balance”. In the non-sponsored world, these are set on a fiscal year basis. In the sponsored world, they’re on a project or inception-to-date basis.

Actuals

Revenues or expenses which have been incurred.

Forecast

An estimate of actual activity, to compare to the budget or plan. At Princeton, forecast is a bit different than a plan or a projection in that forecasts change, and are used to indicate performance with respect to a plan.

Projection

An estimate based on planned and actual activity.

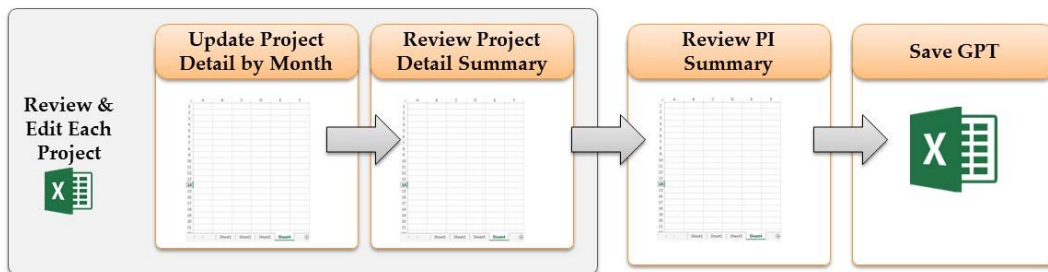
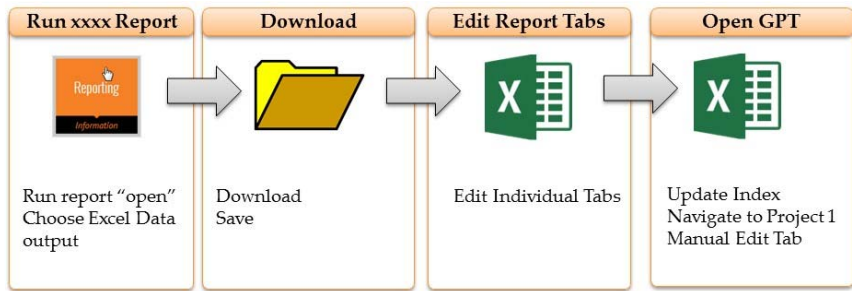
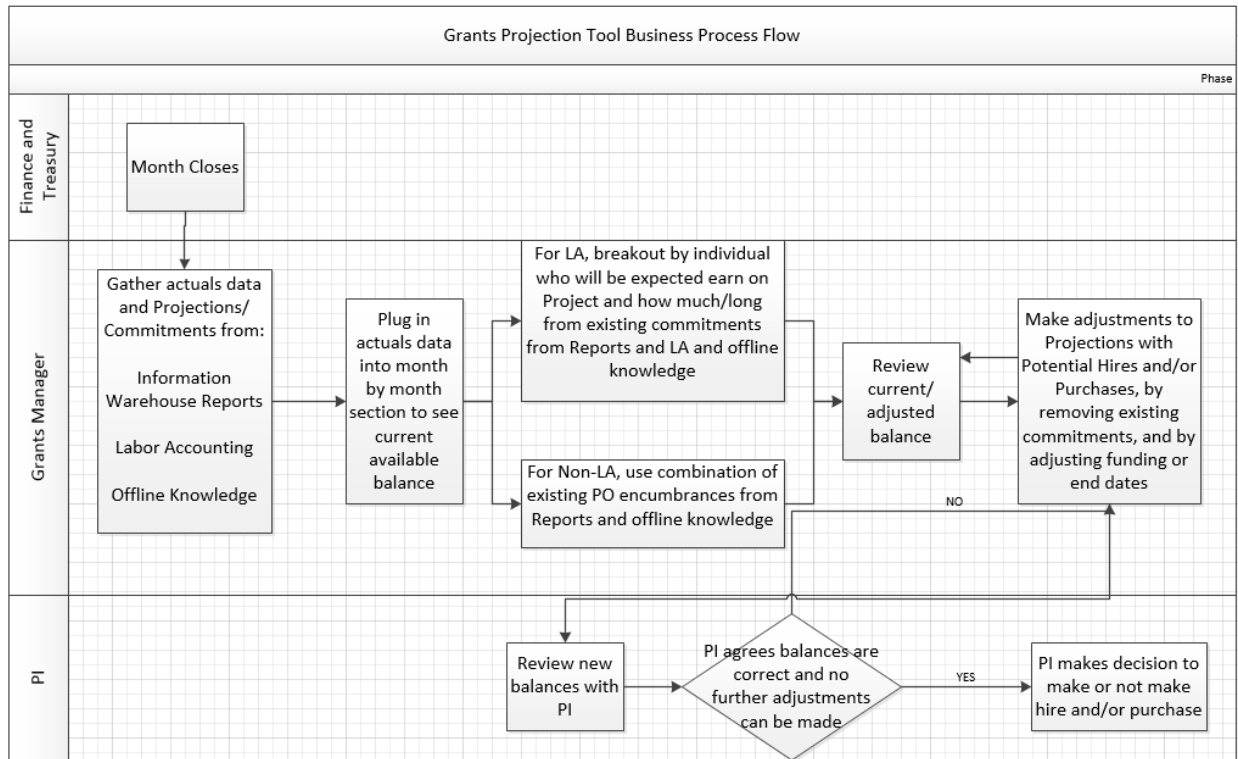
Commitments

Expected amounts to spend that may not be reflected in the accounting system and encumbrances yet.

Encumbrances

Committed, but not yet realized expenditures, recorded in the accounting system.

Process Overview



1. Run the Grants Projection Tool report

The Grants Projection Tool report provides the actual expense source information which is pulled into the Grants Projection Tool.

Report Prompts Description

This report must be run by PI. The user can filter down further if he or she wishes to only see certain projects for a PI and not all of a PI's project portfolio.

Prompt Name	Description	Usage Recommendations
PI	Run for specific PI(s)	Must fill out this prompt.
Project	Run for specific Project(s)	If you only want certain project(s) for a PI returned.
Department	Run for specific Departments(s)	If you only want projects within specific department(s) for a PI returned.
Award	Run for specific Award(s)	If you only want projects within specific award(s) for a PI returned.

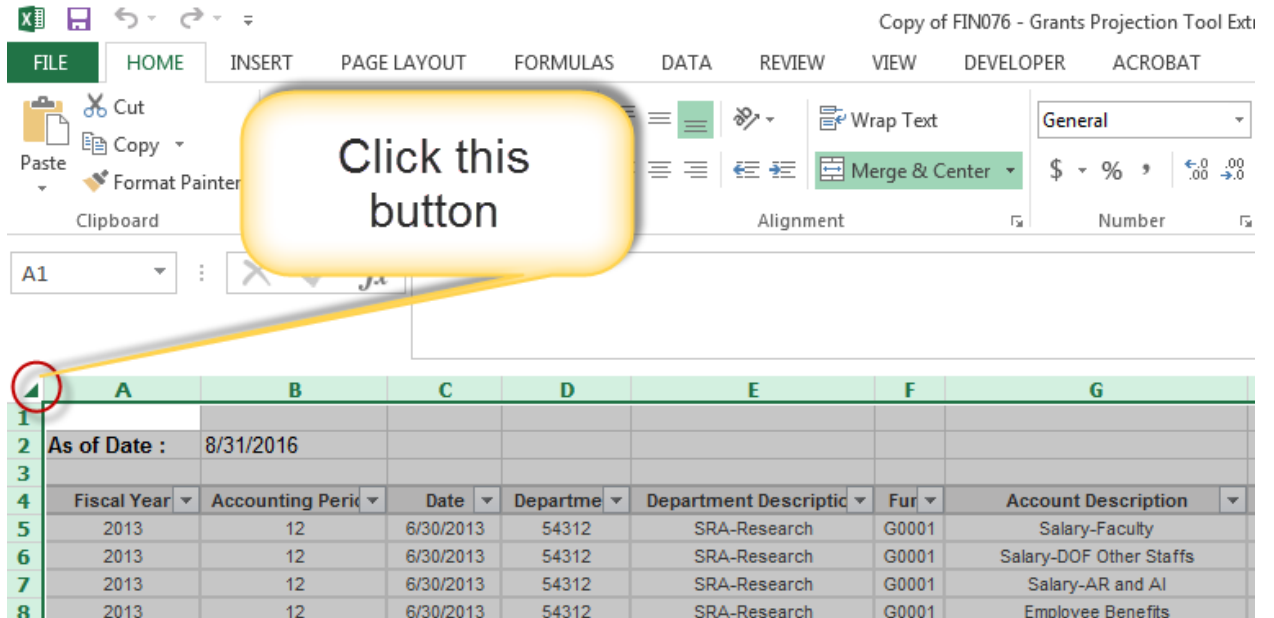
Report Steps

Step	Description	Notes
1	Access the Information Warehouse and navigate to the Sponsored Research Folder	University Financials – Prime > Sponsored Research
2	Select the FIN076 Grants Projection Tool report	
3	Select the appropriate prompts (see above)	See Report Prompts section above for best methods of prompt usage.
4	Click Run	This will automatically export to Excel.
5	Copy the entire Project_1 sheet and paste special it into the FIN076 Data tab in the GPT file.	To select entire sheet, click the button directly above row 1 and to the left of column A, then right click and click copy. You will then paste special values this into Cell A1 in the FIN076 Data tab in the GPT (See “How To Paste Special Values” screenshots below). This data represents all of the PI's sponsored projects (depending on project status and use of filters) for the

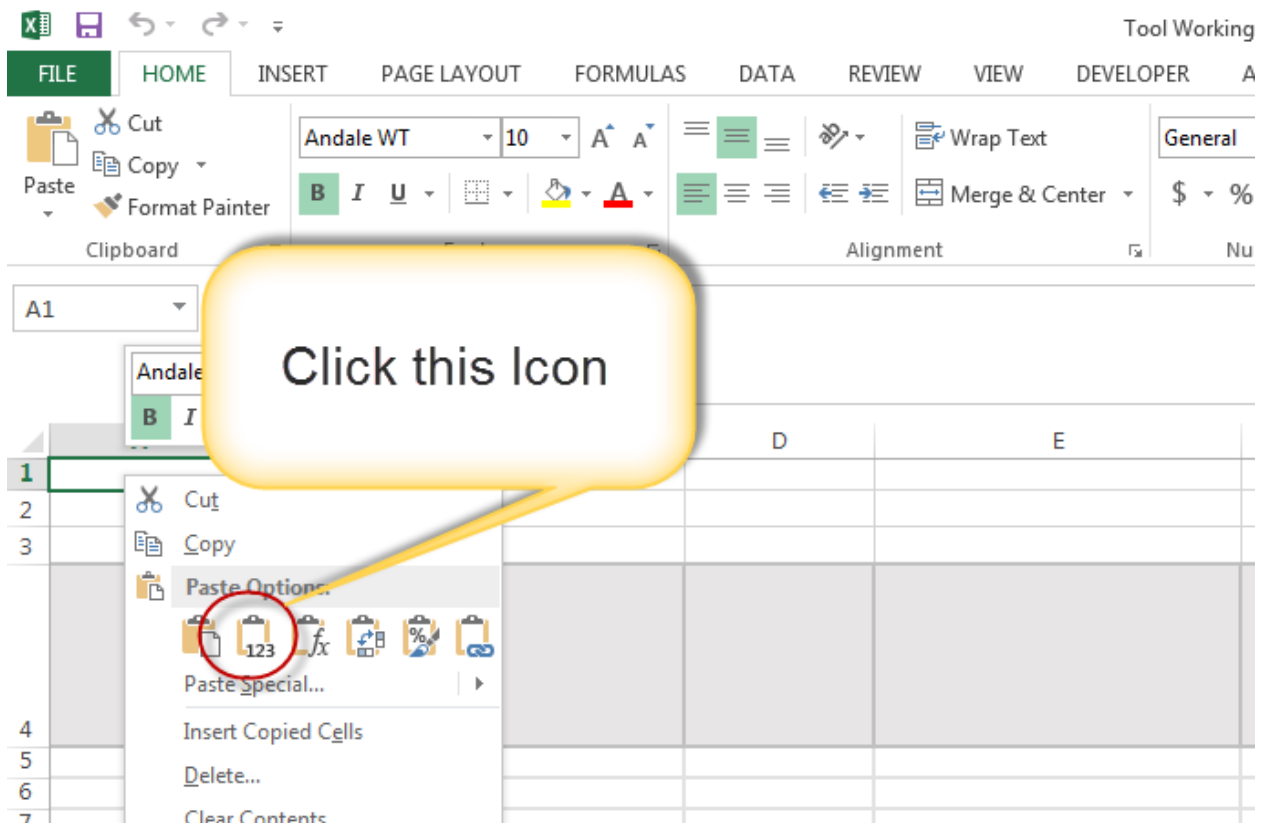
Step	Description	Notes
		budget, expenses and non-LA encumbrances that exist in PeopleSoft.
6	Copy the data from the LA_Encumbrances_2 tab and paste special it into the LA Data and Edits tab in the GPT file	<p>To select entire sheet, click the button directly above row 1 and to the left of column A, then right click and click copy. You will then paste special values this into Cell A1 in the LA Data and Edits tab in the GPT.</p> <p>The data on this tabs represents all open commitments on a PI's projects (again depending on the project status and prompts entered by the user) that exist in LA (Previous FY, Current FY and 2 future FYs).</p>
7	(Optional) Copy the Projects on the Projects_3 tab and paste special them into the Summary Data Entry tab	<p>Copy just the projects you want to bring into the GPT and paste special values them into cell B4 of the Summary Data tab in the GPT.</p> <p>This is an optional step, the user can also just type in the Projects starting in cell B4 in the Summary Data tab of the GPT (Step 2 in next section).</p>

How to Paste Special Values

- a. Click the button in the top left hand corner of the tab so that the entire sheet is shaded



- b. Right click and then select “copy”
- c. Click on Cell A1 and then right click and then click the clipboard icon with “123”



2. Grants Projection Tool Setup

After the Grants Projection Tool Extract report is run, there are several setup steps.

Summary Data Tab Snapshot

Manual Data Entry			
Tab:	Project ID:	Project Nickname:	Project PI:
Project 1	11111111	Zack's Project 1	Davis,Zack
Project 2	22222222	Zack's Project 2	Davis,Zack
Project 3		#N/A	#N/A
Project 4		#N/A	#N/A
Project 5		#N/A	#N/A
Project 6		#N/A	#N/A
Project 7		#N/A	#N/A
Project 8		#N/A	#N/A
Project 9		#N/A	#N/A
Project 10		#N/A	#N/A
Project 11		#N/A	#N/A
Project 12		#N/A	#N/A
Project 13		#N/A	#N/A
Project 14		#N/A	#N/A
Project 15		#N/A	#N/A
Project 16		#N/A	#N/A
Project 17		#N/A	#N/A
Project 18		#N/A	#N/A
Project 19		#N/A	#N/A
Project 20		#N/A	#N/A

Note: Do not enter anything into the cells below if the pulled data is correct.

Project 1

Project Nickname: _____
 Project Owning Department: _____
 Fund: _____
 Grant Year: _____
 Start Date: _____
 End Date: _____

Project 2

Project Nickname: _____
 Project Owning Department: _____
 Fund: _____
 Grant Year: _____
 Start Date: _____

Worksheet Description

Worksheet Steps

Step	Description	Notes
1	Download/Save GPT to Local or Shared Drive, then open up file	Should name each file by PI and Date
2	Type in the Project IDs that should pull into the excel file	Only need to do this if you did not paste special Projects in Step 8 from previous section.
3	If they notice that from the extract that any of the following items are incorrect , then they can type in the correct version in the Summary Data tab that will feed into the Project Detail by Month tab: 1. Project Nickname	This should be done in section below yellow highlighted note that says "Note: Do not enter anything into the cells below if the pulled data is correct"

Step	Description	Notes
	2. Project Owning Department 3. Fund 4. Grant Year 5. Start Date 6. End Date	
4	(Optional) In the Tab column of the Summary Data tab, user can click on the hyperlink to navigate directly to corresponding Project Detail by Month tab	Other way to navigate is to click on the tabs at the bottom of the Excel file

3. Review and Update Project Detail by Month tab

A tab will be created for each Project.

Project Detail Tab Snapshot

Research funding profile for Professor 99999999													
Beginning date:													
Ending date:													
Department													
Fund													
Project													
Activity?													
Award													
Data updated:													
Grant Year:													
PO Encumbrances	Jan-16 EXTRACT	Jan-16 ADJUSTMENT	Jan-16 FINAL	Feb-16 EXTRACT	Feb-16 ADJUSTMENT	Feb-16 FINAL	Mar-16 EXTRACT	Mar-16 ADJUSTMENT	Mar-16 FINAL	Apr-16 EXTRACT	Apr-16 ADJUSTMENT	Apr-16 FINAL	
Beginning Balance			\$ 1,295,000			\$ 1,256,728			\$ 1,218,455			\$ 1,180,183	
Funding Increment													
Salary-Faculty	\$ 2,265.43		\$ 2,265.43	\$ 2,265.43		\$ 2,265.43	\$ 2,265.43		\$ 2,265.43	\$ 2,265.43		\$ 2,265.43	
Salary-DOF Other Staffs	\$ (49.32)		\$ (49.32)	\$ (49.32)		\$ (49.32)	\$ (49.32)		\$ (49.32)	\$ (49.32)		\$ (49.32)	
Salary-HR Admin	\$ (30.09)		\$ (30.09)	\$ (30.09)		\$ (30.09)	\$ (30.09)		\$ (30.09)	\$ (30.09)		\$ (30.09)	
Salary-Bi-Weekly (Union included)	\$ 1,381.91		\$ 1,381.91	\$ 1,381.91		\$ 1,381.91	\$ 1,381.91		\$ 1,381.91	\$ 1,381.91		\$ 1,381.91	
Salary-AR and AI	\$ 978.29		\$ 978.29	\$ 978.29		\$ 978.29	\$ 978.29		\$ 978.29	\$ 978.29		\$ 978.29	
Student Hourly Wages	\$ 7,117.26		\$ 7,117.26	\$ 7,117.26		\$ 7,117.26	\$ 7,117.26		\$ 7,117.26	\$ 7,117.26		\$ 7,117.26	
Other Salary	\$ 685.39		\$ 685.39	\$ 685.39		\$ 685.39	\$ 685.39		\$ 685.39	\$ 685.39		\$ 685.39	
Employee Benefits	\$ 14.00		\$ 14.00	\$ 14.00		\$ 14.00	\$ 14.00		\$ 14.00	\$ 14.00		\$ 14.00	
Undergraduate Student Aid	\$ 13.58		\$ 13.58	\$ 13.58		\$ 13.58	\$ 13.58		\$ 13.58	\$ 13.58		\$ 13.58	
Fellowship Tuition	\$ 18.70		\$ 18.70	\$ 18.70		\$ 18.70	\$ 18.70		\$ 18.70	\$ 18.70		\$ 18.70	
Fellowship Stipend	\$ 11.48		\$ 11.48	\$ 11.48		\$ 11.48	\$ 11.48		\$ 11.48	\$ 11.48		\$ 11.48	
Institutional Allowance	\$ 80.10		\$ 80.10	\$ 80.10		\$ 80.10	\$ 80.10		\$ 80.10	\$ 80.10		\$ 80.10	
Assistantship Tuition	\$ 8.28		\$ 8.28	\$ 8.28		\$ 8.28	\$ 8.28		\$ 8.28	\$ 8.28		\$ 8.28	
Domestic Travel	\$ 48.86		\$ 48.86	\$ 48.86		\$ 48.86	\$ 48.86		\$ 48.86	\$ 48.86		\$ 48.86	
International Travel	\$ 11.41		\$ 11.41	\$ 11.41		\$ 11.41	\$ 11.41		\$ 11.41	\$ 11.41		\$ 11.41	
Participant Support	\$ 8.54		\$ 8.54	\$ 8.54		\$ 8.54	\$ 8.54		\$ 8.54	\$ 8.54		\$ 8.54	
Sub-Contracts \$25k and below	100000	\$ 7.00	\$ 7.00	\$ 7.00		\$ 7.00	\$ 7.00		\$ 7.00	\$ 7.00		\$ 7.00	
Sub-Contracts over \$25k		\$ 596.76	\$ 596.76	\$ 596.76		\$ 596.76	\$ 596.76		\$ 596.76	\$ 596.76		\$ 596.76	
Other Services	\$ 4,341.53		\$ 4,341.53	\$ 4,341.53		\$ 4,341.53	\$ 4,341.53		\$ 4,341.53	\$ 4,341.53		\$ 4,341.53	
Professional Services	\$ 46.83		\$ 46.83	\$ 46.83		\$ 46.83	\$ 46.83		\$ 46.83	\$ 46.83		\$ 46.83	
Maintenance Services	\$ 28.57		\$ 28.57	\$ 28.57		\$ 28.57	\$ 28.57		\$ 28.57	\$ 28.57		\$ 28.57	

Worksheet Description

For each month, there are three columns.

Extract – All fields in this column pulls actual expenses and encumbrances by budget category that have from the downloaded Grants Projection Tool report for the specified Accounting periods (does open or closed matter?)

Adjustment – Certain fields (all non-Labor categories) in this column are editable. This data will be entered by the user either directly into the cell or will pull from user edits on the LA edit tab. User will enter in information when they know that the extract is either missing or has incorrect data.

Final – All fields in this column are not editable. The amounts in this column pull from the adjustment column. If there is no override, this column will be populated with the extract amount. The amounts in this column are used as the source for calculations in the Project Summary and PI Summary tabs.

Field Name	Description	Editing Tips
Start Date	Anticipated start date	Do not edit on this page. If incorrect, edit on Summary Data Entry tab (Step 3 in previous section).
End Date	Anticipated end date	Do not edit on this page. If incorrect, edit on Summary Data Entry tab (Step 3 in previous section).
Department	Department responsible for maintaining the Project	Do not edit on this page. If incorrect, edit on Summary Data Entry tab (Step 3 in previous section).
Fund	Fund that designates if the Project is Government (G0001) or Non-Government (G0002)	Do not edit on this page. If incorrect, edit on Summary Data Entry tab (Step 3 in previous section).
Project	N/A	None – Do not edit this
Activity	N/A	None – Do not edit this
Award	Award that the Project belongs to	None – Do not edit this
Date Updated	Date the report was run through via the prompt selections	None – Do not edit this
Grant Year	If a Grant has 5 years, which year of the Grant are you in?	Do not edit on this page. If incorrect, edit on Summary Data Entry tab (Step 3 in previous section) and it will automatically pull onto this page.
F&A Rate	Percent of F&A that will be charged on expenses (Depending on the F&A base).	None – Do not edit this. If the F&A rate is incorrect, then please contact your ORPA GCA and SRA Analyst to have this corrected and then rerun the report after it has been fixed.
F&A Base	Determines if only select expense types will draw F&A (MTDC) or if all expense types will draw F&A (TDC)	None – Do not edit this. If the F&A base is incorrect, then please contact your ORPA GCA and SRA Analyst to have this corrected and then rerun the report after it has been fixed.
Benefits rate	Percent of benefits that will be charged on certain types of salary (e.g. Salary-Faculty)	Enter in the benefits rate that you would like to calculate on commitments. <u>Only one rate can be entered, so this will have to be updated each fiscal year.</u>

Beginning Balance	Balance at the beginning of month and year	None – Do not edit this
Funding Increment	Additional funding that will be given to the award	If additional funding is expected, input the anticipated amount in the Adjustment column for the month when the funding is expected.
PO Encumbrances	Any PO encumbrances that either exist in PS or the user knows about, but are not sure in which month the encumbrance will become an actual (e.g. subaward encumbrances)	User will edit in the Adjustment column if there are encumbrances that user knows about that do not exist in PS.
Ending Balance	Calculation of beginning balance plus funding increment minus expenses/encumbrances	None – Do not edit this

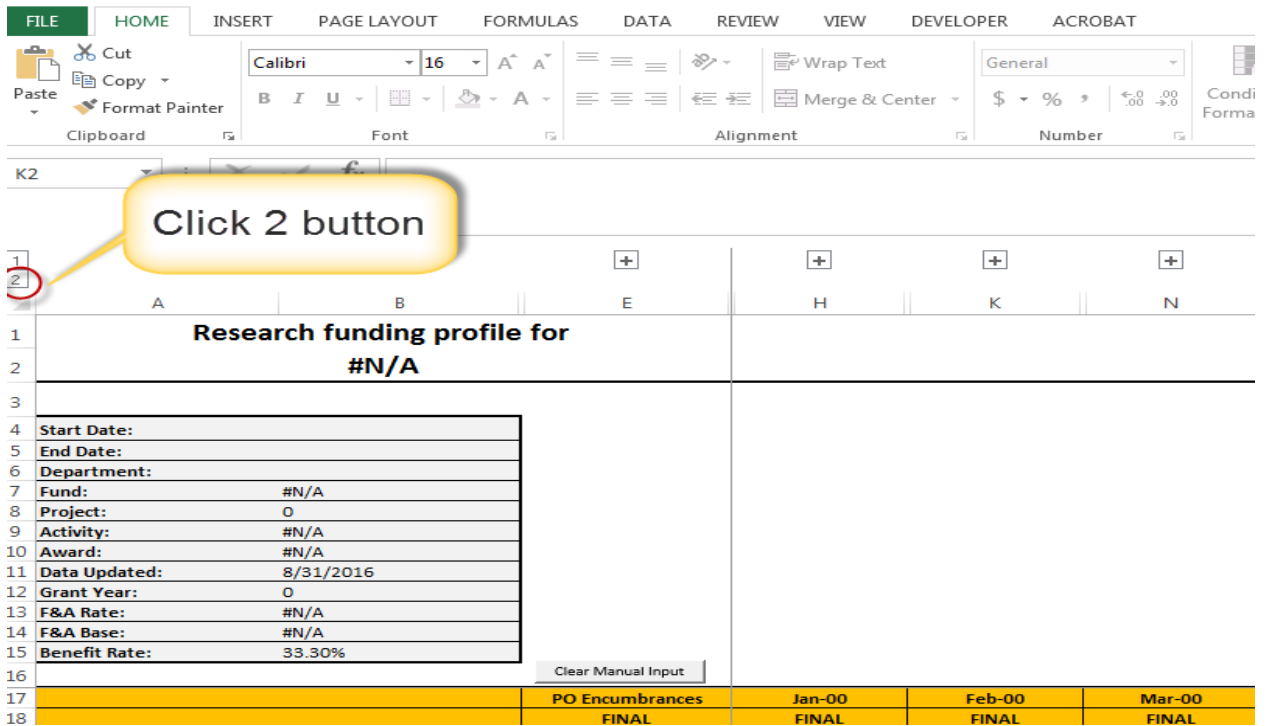
Worksheet Steps

Step	Description	Notes
1	User will review data that exists in the Final Column for each budget category and month	If all data is correct and no additional information exists, then the user can move onto the next tab, if corrections need to be made, then will go to step 2. When running the GPT the 2nd time (or more) for the same PI, the user will need to check to see if any adjustments need to be removed. Example, if you made an adjustment in July 2016 and now that month has passed and the user ran the report through August 2016, the user will need to remove that adjustment from July 2016, since that amount is now an actual and should not be adjusted.
2	User will click the “2” button at the top of the excel file to expand to see all columns (see “How to Group/Ungroup” screenshots below).	Extract and Adjustment columns will be hidden originally, hitting the “2” button will expand all columns.
3	If the user needs to edit a PO encumbrance but are not sure in which month the encumbrance will become an actual (e.g. subaward encumbrances),	User needs to type in the change/delta amount and not the new total into the Adjustment column. Example: If Subcontracts over \$25K is \$100,000 and user knows that they should be

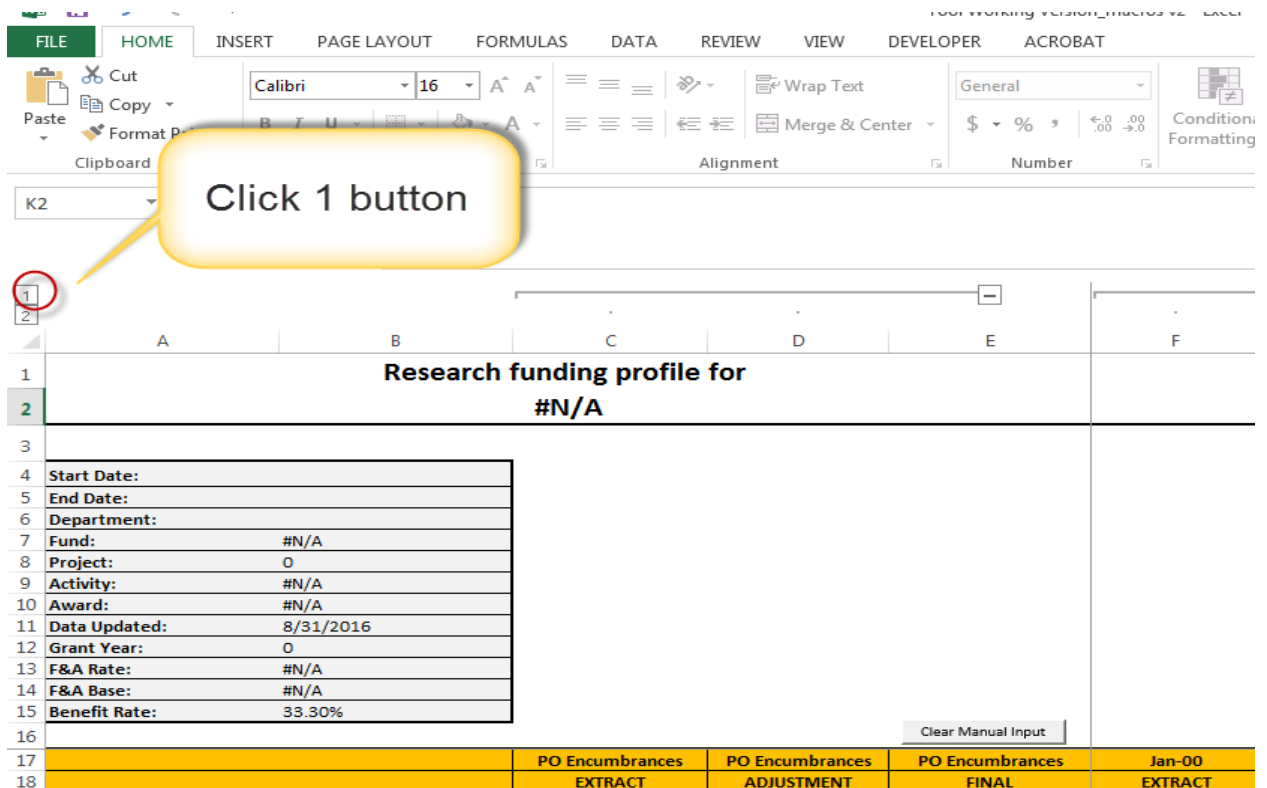
Step	Description	Notes
	then they will edit the PO encumbrance adjustment column directly	\$250,000, then the user should type \$150,000 into the Adjustment column.
4	If the user has to make an edit to a non-LA encumbrance and knows which month the encumbrance will occur, then the user will directly type in the amount of the adjustment into the Adjustment column in the budget category and month that he/she expects the encumbrance to hit.	
5	If the user has to make an edit to an LA encumbrance, then the user will go to the LA edit tab (See Section 4 "Review the LA Edit Tab" below	Formula in Adjustment column will pull the data from the LA edit tab
6	(Optional) Click on "1" button to collapse Extract and Adjustment columns (see "How to Group/Ungroup" screenshots below)	This would just be for ease of viewing the Final columns only
7	Review again all data in Final column to ensure it is correct	If all information is correct, user can move onto next tab, if not, user can go back to step 2-6

How to Group/Ungroup

- a. To ungroup the columns so that the extract and adjustment columns are visible, click the 2 button at the top



- b. To group the columns so that only the final columns are visible, click the 1 button at the top



4. Review the LA Data and Edits Tab

Notes	Person	Employee Start Date	Budget Category	Project	Oct-16	Nov-16	Dec-16
	Davis, Zack		Salary-AR and AI	11111111	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
	Davis, Zack		Assistantship Tuition	11111111	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Petito, Allison		Salary-AR and AI	22222222	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
	Petito, Allison		Assistantship Tuition	22222222	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00

Worksheet Description

Field Name	Description	Data Source
Notes	Any notes the user feel would be beneficial	User entered
Person	Name on individual working for PI	User entered/extract
Employee Start Date	When the employee started at the university	User entered
Person Category	Labor budget category that the individual belongs to	User entered/extract
Project	Project the individual is working on/will be working on	User entered/extract
Months	Dollar amount that the individual is expected to earn for each month.	User entered/extract

Worksheet Steps

Step	Description	Notes
1	Review the data from the report extract to see if any changes need to be made	
2	<p>If necessary, change information that was pasted into the tool (project, category, commitment)</p> <ol style="list-style-type: none"> To change the category, choose from drop down option in cell (all salary categories will be selectable) To change Project, choose from drop down option in cell (all Projects on the Summary data tab will be selectable) To change commitment find the cell that matches on person, category, project and month. Then type in new dollar amount that person is expected to earn 	<p>When changing the commitment amount, the user must type in the total dollar amount and not the change/delta amount. Example: If Zack is committed in LA for \$500 in December 2016 and should be committed for \$1,000, the user will type in \$1,000 in December 2016 column.</p> <p><u>If you are changing a salary type that ties to tuition, you must also change the tuition amount. If you are changing a salary that draws benefits, then the</u></p>

Step	Description	Notes
		benefits will auto-calculate on the Project Detail tab.
3	<p>If necessary, add or remove personnel from the tab</p> <ol style="list-style-type: none"> 1. To remove a person you can either clear the data from the cells, or delete the rows for that person 2. To add in a person, you will need to type in the person’s name manually, and then select the Category and Project first. Then type in the dollar amount of the expected commitments for each month. 	<p>When adding a graduate student, the user must add 2 lines (in most cases). One line for Salary/Stipend and one line for Tuition.</p> <p>For types that draw benefits, no line for benefits needs to be added. Benefits auto-calculate on Project Detail tab.</p>
4	Add in any notes the user feels would be beneficial	
5	Go to Project Detail Tab(s) to make sure that all edits have gone through	

5. Review the Project Summary Tab

Davis,Zack
Project Summary
Zack's Project 1
11111111

Beginning d.	10/1/2012
Ending date:	9/30/2016
Department	9/1/2048
Fund	G0001
Activity	101
Award	CNV1002110
Data update	7/31/2016

	Budget	Actuals	Commitment	Balance
	(+)	(-)	±	(=)
Salary-Faculty	20,512	20,317	0	195
Salary-DOF Other Staffs	167,333	81,693	0	85,640
Salary-HR Admin	0	0	0	0
Salary-Bi-Weekly (Union included)	0	0	0	0
Salary-AR and AI	0	31,662	36,000	(67,662)
Student Hourly Wages	0	0	0	0
Other Salary	0	0	0	0
Employee Benefits	65,562	34,851	0	30,711
Undergraduate Student Aid	0	0	0	0
Tuition	0	8,753	18,000	(26,753)
Fellowship Stipend	0	0	0	0
Institutional Allowance	0	0	0	0
Domestic Travel	8,853	7,176	10,000	(8,323)
International Travel	4,226	5,438	0	(1,212)
Participant Support	0	0	0	0
Subawards	0	0	25,000	(25,000)
Other Services	4,500	2,246	0	2,254
Supplies	31,019	34,093	0	(3,074)
Equipment	136,079	128,308	0	7,771
Utilities	0	171	0	(171)
Recharge Centers	0	72,612	0	(72,612)
Other Non-Salary	0	2	0	(2)
Total Direct Cost	438,084	427,322	89,000	(78,238)
F&A Charge	183,621	176,774	28,060	(21,213)
Total Before Future Funding Increment	621,705	604,096	117,060	(99,451)
Total After Future Funding Increment	1,621,705	604,096	117,060	900,549

Worksheet Description

Field Name	Description	Data Source
Start Date	Anticipated start date	Project Detail by Month Header
End Date	Anticipated end date	Project Detail by Month Header
Department	Department responsible for maintaining the Project	Project Detail by Month Header
Fund	Fund that designates if the Project is Government	Project Detail by Month Header

Field Name	Description	Data Source
	(G0001) or Non-Government (G0002)	
Project	N/A	Project Detail by Month Header
Activity	N/A	Project Detail by Month Header
Award	Award that the Project belongs to	Project Detail by Month Header
Date Updated	Date the report was run through via the prompt selections	Project Detail by Month Header
Grant Year	If a Grant has 5 years, which year of the Grant are you in?	Project Detail by Month Header
F&A Rate	Percent of F&A that will be charged on expenses (Depending on the F&A base).	Project Detail by Month Header
F&A Base	Determines if only select expense types will draw F&A (MTDC) or if all expense types will draw F&A (TDC)	Project Detail by Month Header
Benefits rate	Percent of benefits that will be charged on certain types of salary (e.g. Faculty-Salary)	Project Detail by Month Header
Budget	Amount to spend per category	Extract
Actuals	Amount spent per category	Project Detail by Month tab (All months up to through date)
Encumbrances/Commitments	Amount that will be spent per category	Project Detail by Month tab (Sum of all months after data updated date and PO encumbrances column)
Balance	Remaining amount (Budget – Actuals – Encumbrances/Commitments)	Calculation
Total Direct Cost	N/A	Calculation
Total Before Future Funding Increment	Total Direct Costs + F&A	Calculation
Total After Future Funding Increment	Total Direct Costs + F&A + Funding Increments entered	Calculation

Field Name	Description	Data Source
	in by user on Project Detail tab.	
Notes	N/A	Manual Input

Worksheet Steps

Step	Description	Notes
1	Confirm that adjustment information is appearing as expected	
2	Add in any notes the user feels would be beneficial	
3	(Optional) If you would like to hide rows that have \$0.00 in all columns for presentation purposes, select the row and then right click and the select "hide"	
4	Review with PI if this is preferred method	

6. Review the PI Summary Tab

Research funding profile for Professor Zack Davis											
Data updated: 4/12/2016		Move to B									
Project ID	Sponsor Award #	Project Owning Department	Project Nickname	Sponsor	Start Date	End Date	Current Balance	Current Balance (plus pending funding)	Forecasted Costs	Forecasted Available Funds	
99999999	123456789	SRA - Sponsored Research Accounting	Zack's Project	Princeton University	5/1/2012	4/30/2017	\$1,103,638	\$1,103,637.80	\$77,275	\$1,026,363	
10000002	ZMD123456	SRA - Sponsored Research Accounting	Zack's Project 2	Huron Consulting	\$42,005	\$43,100	\$558,154	\$558,154	\$106,860	\$451,294	
10000003	ZMD - 987654321	SRA - Sponsored Research Accounting	Zack's Project 3	NSF	2/1/2016	1/31/2021	\$701,143	\$703,408.18	\$351,390	\$352,018	
							Total Sponsored Research	\$2,362,995	\$2,365,200	\$535,525	\$1,829,675
							Total Gift and Contingency	\$5,000	\$5,200	-	\$200
							Total	\$2,367,995	\$2,370,400	\$535,525	\$1,829,875
Notes											

Worksheet Description

Field Name	Description	Data Source
Project ID	N/A	Extract
Project Owning Department	Department responsible for the Project	Extract
Project Title	N/A	Extract
Sponsor	N/A	Extract
Sponsor Award #	N/A	Extract
Start Date	Anticipated Start Date	Extract
End Date	Anticipated End Date	Extract
Current Balance	Balance for actuals only	Project Detail by Month
Current Balance + Pending Funding	Balance for actuals and manually input funding	Project Detail by Month
Forecasted Costs	Encumbrances and Commitments	Project Detail by Month
Forecasted Available Funds	Current Balance + Pending Funding – Forecasted Costs	Calculation
Total Sponsored Research	Sum of all Sponsored Projects on PI Summary	Calculation

Field Name	Description	Data Source
Total Non-Sponsored	N/A	Manual Input
Total	Total Sponsored Research + Gift and Contingency	Calculation
Notes	Any notes that user thinks would be helpful	Manual Input

Worksheet Steps

Step	Description	Notes
1	Confirm that information is appearing as expected	
2	Add in any Gift and Contingency Funds that the PI may have (Optional)	
3	Add in any notes that would be beneficial	
4	Review with PI if this is preferred method	