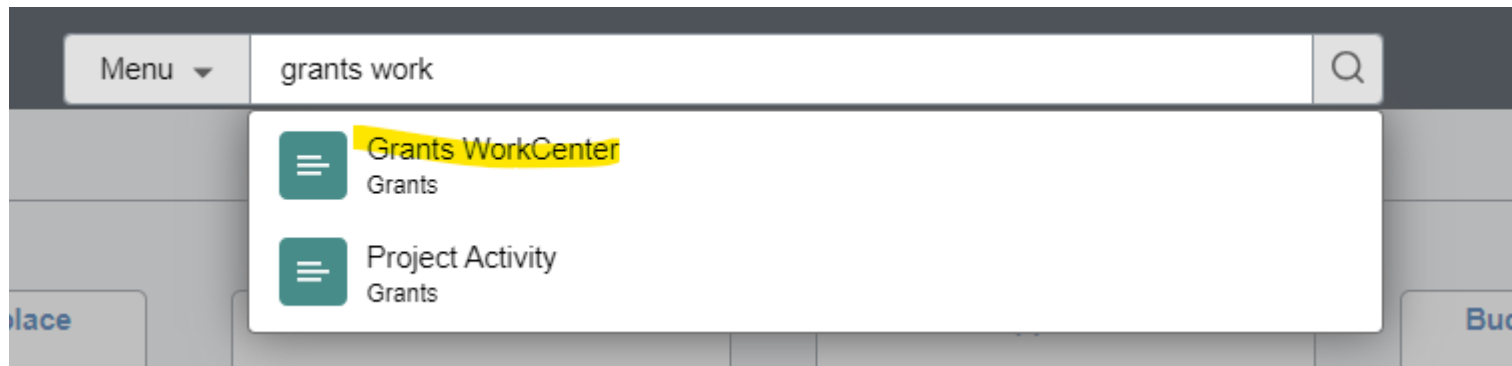


Grants WorkCenter for Sponsored Projects

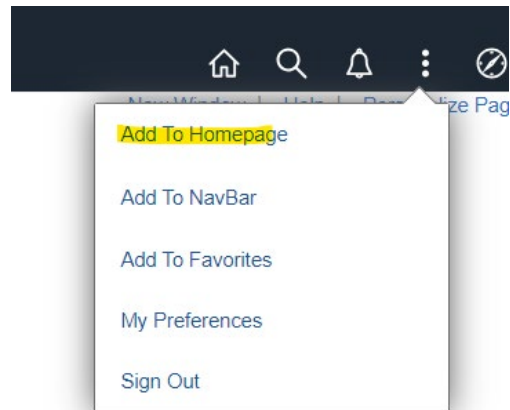
The Grants WorkCenter is a project dashboard in EIS that lets you obtain important information about the current status of your active sponsored projects. This can be used instead of Cognos.

Navigating to the WorkCenter

1. If you are not using a UNT computer, you will need to first activate the VPN client or use the browser <https://vpn.unt.edu>.
2. Log in to <https://myfs.unt.edu>
3. Under Menu, search for Grants WorkCenter.



You can add this as a quick link tile:



Using Project Dashboard

1. Click **Project Dashboard** to the left and enter NGRCT into the Business Unit field and your GFXXXX award account number in Project field and then the **View** button.
2. This will open the dashboard that has the authorized dates, award amount, current balance, overall burn rate, and a link to more financial information.
 - a. If you obtain an extension to the project, the authorized dates will change.
3. Click on the GFXXXX link to drill down on financials for more detailed expenditure information.

[Favorites](#) > [Main Menu](#) > [Grants](#) > [Grants WorkCenter](#) > [Grants Dashboard](#)

ENTERPRISE INFORMATION SYSTEM | **rls0089 on FSPD (ps-fspd-app11.its.unt.edu) - Production** | 10/20/2021 12:50:41

Grants WorkCenter

[Main](#) | [Reports/Queries](#)

Grants PI Dashboard

[Project Dashboard](#)

[Project Financial](#)
[Sponsored Direct Transactions](#)
[Cost Share Dashboard](#)
[Cost Share Transactions](#)
[All Project Status Report](#)

Links

System Links

- Display Submitted epar
- Approve an Epar
- Create Requisition
- Manage Requisitions
- Concur pCard/Travel/Emp

Hello, Rochelle Lynn Sykes

Project Dashboard Filter Criteria

Business Unit: Project: Major Subdivision ID:
 Department: PI Empl ID:

Sponsored Project Dashboard

Total Active Projects: [Click to drill on financials](#) As Of Date: 10/20/2021 Current award balance [Print](#)

Project List [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Business Unit	Department	Project	Start Date	Authorized End Date	Authorized Funding	Expenses	Encumbrance	Pre Encumbrance	Balance	Burn Rate
NGRCT	133	GFXXXX	05/15/2020	02/29/2024	343,475.00	75,796.62	12,489.00	0.00	255,189.38	25.70%

Sponsored Project Summary [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)


GF30096 - Using Cross Language Analysis to Investigate Factors for Differential Marking

Sponsor:	National Science Foundation	Sponsored Award #:	1953296
Department:		Project Dates:	05/15/2020 - 02/29/2024
Project Status:	Approved	Authorized End Date:	02/29/2024
PI Name:		Budget Period:	2 of 2
Department Admin:	Sykes,Rochelle Lynn	FA Rate/Base:	48.5% MTDC
Total Sponsored Amt:	\$343,475.00	Total Cost Share:	\$0.00

Using Project Financials

- **Authorized Funding** – Categories where the funding is budgeted. This is set up according to your Budget Builder
- **Expense** – Money that has already been spent
- **Encumbrance/Pre-Encumbrance** – Money that is set aside for an expense but is not yet spent. Usually from requisitions pending payment and salary authorized on an ePAR.
- **Balance** – The amount remaining on each line.

Project Financial Summary						
Category	Authorized Funding	Expenses	Encumbrance	Pre Encumbrance	Balance	Burn Rate
Sponsored Direct Total	242,815.00	52,106.82	12,489.00	0.00	178,219.18	26.60%
Sponsored Indirect Total	100,660.00	23,689.80	0.00	0.00	76,970.20	23.53%
Sponsored Project Total	343,475.00	75,796.62	12,489.00	0.00	255,189.38	25.70%
Cost Share Total	0.00	0.00	0.00	0.00	0.00	None
Project Total	343,475.00	75,796.62	12,489.00	0.00	255,189.38	25.70%

Project Financial Details						
						Expand All Details: <input type="checkbox"/>
Sponsored Detail						
Click for detailed tranactions  View Sponsored Direct Transactions						
Category	Authorized Funding (A)	Expense (B)	Encumbrance (C)	PreEncumbrance (D)	Balance (A)-(B)-(C)-(D)= (E)	%Available
B5010 - Salaries and Wages ▶ Details	95,576.00	39,454.14	0.00	0.00	56,121.86	58.72%
B5050 - Payroll Related Costs ▶ Details	37,568.00	1,514.55	0.00	0.00	36,053.45	95.97%
B5100 - Professional Fees and Services ▶ Details	0.00	8,000.00	0.00	0.00	-8,000.00	None
B5161 - Subcontracts ▶ Details	12,489.00	0.00	12,489.00	0.00	0.00	0.00%

View Transactions

The default **Date Range** (blue) is to view the last 30 days. The drop down will allow you to see 60, 90 or from inception. Use from inception if you wish to see all transactions. After you select a new date range, use the **View Transactions** (orange) button to refresh the report.

You can download the report into Excel using the icon (green).

You can drill into more details information by clicking the blue hyperlinks (purple).

Sponsored Direct Transaction Filter Criteria Hit view to run with new parameters

Drop down to view more transactions

Business Unit: Project: Document Type: Voucher ID: Requisition ID:

Date Range: Fiscal Year: Transaction type: Journal ID: PO Number:

Account: From Acctg. Period: To Acctg. Period:

[View Transactions](#)

[Download into Excel](#)

Sponsored Direct Transaction Details Drill into details of transaction | Personalize | Find | View All | First 1-13 of 20 Last

Business Unit	Project	Account	Transaction Type	ID Type	ID	Expense Amount	Encumbered Amount	PreEncumbered Amount	Accounting Date	Fiscal Year	Accounting Period
NGRCT	GFXXXXX	C5300-General Supplies Exp	ENCUM	PURCHASE ORDER	NT0000	0.00	5,897.98	0.00	05/28/2024	2024	9

Re-budgeting between categories

You may determine that the approved budget allocations are not consistent with actual project needs and may request the formal reallocation of funds from one category to another that better reflects the project requirements. In general, up to 10% of the budget may be flexed between categories without sponsor approval, but this depends on the awarding agency, the terms in the contract, and the effect of the change in expense on the project's scope of work.

- Some categories, like Scholarships, may not be re-budgeted for other use without sponsor approval
- Some categories are charged different IDC rates, so changing the budget will affect the authorized direct and indirect totals.