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 Main Menu, find Grants and then Grants WorkCenter.
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.
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.
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.
- **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.