



Current and Pending Support – Pre-defined Reports

Allowing Popups: See <u>Pre-defined Reports Overview</u> for instructions for enabling pop-ups from GeauxGrants.

How to Access Pre-Defined Reports:

• To access the reports, Click Sponsored Projects then click Pre-Defined reports. **IMPORTANT:** Output of reports is based on your current security role in GeauxGrants.

Sponsored Projects	Click Sponsored Pojects or Award Tracking			<i>v</i>
Award Tracking	based on what information you want			
Human Protocol	Proposal			2) Then click
IACUC	Accessing Records/Reporting			Pre-Defined Reports
Conflict of Interest / PM-11	Locate records by using filters	Show a listing of All my records	Pre-Defined Reports	
SPIN				
GeauxGrants Help Desk				

• Click on desired report.

Standard Reports								
Please see the Help Guide for report descriptions at								
https://lsu.edu/geauxgrants/sponsored_projects/pdf_documents/pre-defined_reports.pdf								
Current & Pending Support - Awards by Investigator								
Current & Pending Support - Proposals by Investigator								
Gold Team Proposal Specialist Assignments								
History of Awards by Investigator								
Lookup GeauxGrants Number by Workday Award Number								
Lookup GeauxGrants Number by Workday Grant Line								
Lookup Workday Award/Grant by GeauxGrants Number								
Mod Requests pending SPA Approval								
Overall Proposals Routing								
Overall Subaward Specialist								
Purple Team Proposal Specialist Assignments								
Subaward Institution Search (enter subrecipient name)								
Subaward Number Search								
Subawards in Process								
Subawards Issued FY22								
Subawards Issued FY23								
Subawards Issued FY24								
Subawards Issued FY25								



Current & Pending Support - Awards by Investigator

• Allows users to search for Active Awards by Investigator. You will be prompted to look up the investigator's name. Once selected, click Run Report in top right corner.

Irrent & Pending Support - Awards by Investigator Optional	5) Run Report
Include Title Include Title Include Date/Time Include Date/Time Include Date/Time Investigator - Name (PT Awarded) Include Date/Time Include Date/Tim	
Select value - Google Chrome	- n x
 eradev.lsu.edu/PopUpSelectProg.asp?Parameter=PersonWithDept&System=PT&ReturnFunc= 	=ProgTextPopupPersonnelF
2) Enter last name first in the progressive text field pop-up	4) Select Close

• The output provides most data points for federal Current & Pending Support or Other Support.

1 result(s) matched the criteria Institution Number Project Title Sponsor Award Number Contact PI Full Name Sponsor Name Awarded Project Period Start Date Awarded Project Period End Date Anticipated Total Award Amount Investigator Role Workday Award Number	Reporting Tool	Results								Export to Excel	Print/PDF
Institution Number Project Title Sponsor Award Number Contact PI Full Name Sponsor Name Awarded Project Period Start Date Awarded Project Period End Date Anticipated Total Award Amount Investigator Role Workday Award Number	1 result(s) matched th	e criteria									
	Institution Number	Project Title	Sponsor Award Number	Contact PI Full Name	Sponsor Name	Awarded Project Period Start Date	Awarded Project Period End Date	Anticipated Total Award Amount	Investigator Role	Workday Award Number	
AM241075 test proposal 2050032 (L17) Milke the Tiger National Science Foundation (NSF) 01-Jul-2024 30-Jun-2025 \$52,968.00 PD/PI AV/D-001234	AM241075	test proposal	2050032	(L17) Mike the Tiger	National Science Foundation (NSF)	01-Jul-2024	30-Jun-2025	\$52,968.00	PD/PI	AWD-001234	

- **NOTE:** The Awarded Project Period End Date is based on current award documents. You may be expecting outyears which have not been obligated. If outyears are expected, then list anticipated project period end date on your Current & Pending Support.
- In order to locate committed effort. Click on blue hyperlink for Institution Number. This will open the Proposal Tracking record. Click plus sign next to Submission to expand.

	Done Save test proposal Test (L17) Mike the Tiger (National Science Foundation (NSF))								
Submissions (1) —	Submission Sun	-							
Add New PT	түре 👩	NUMBER	MASTER 👩	REPORTABLE	CREATED	SUBMITTED	STATUS 👩		
Add New PD	New	AM241075	۲		10-May-2024	14-May-2024	Submitted		
Admin Staff (0) Agreements (0)									



Last Updated 12/04/2024

• Click Budget tab and then click Details next to investigator's name.

Sub	missions (1) —	Budget Summary										
() AM241075/New —	Project Period:	Source View:			Rollup subprojects:		Proposa	al Structure	Import/Export	New Period	New Modifie
	Summary	01-Jun-2024 to 31-May-2026	Sponsor	~ @		Not Rollup 👻 🚱						
	Sponsor	Budget Summary [Hide]										
	Personnel (3) +			Periods [hide	e] END				Sponsor [show]	Cost Sharing [show]		Project [hide]
		YEAR/PERIOD	INCREMENT	START 01-Jun-2024	31-May-2025	TYPE New*	STATUS Proposed		TOTAL \$ 26,484	TOTAL		F&A \$ 8,828
	Budget —	1	1								- \$ 17,656	
	Period 1 +	2	2	01-Jun-2025	31-May-2026	New*	Proposed		26,438		- 17,625	
								Total:	\$ 52,922	\$	0 \$ 35,281	\$ 17,641
	Period 2 +	Personnel [Hide]										
	F&A	No								PE	RIOD 1 PERIC	D 2 DIRECT COSTS
	Cost Sharing	Detail Tiger, (L17) Mike	PD/PI							\$	17,656 \$ 17,	625 \$ 35,281
	Justifications	Detail Tiger, (L12) Mike	Other Senior Personnel								-	- 0 F

• This will show you the yearly proposed effort.

Budget Detail for: Tiger, (L17) Mike			
Detail Appointments Justifications	Cost Sharing Effort Periods		Save and Close Save Close
Costs by Budget Period		1	Person Months Show Calculation Details
PERIOD ROLE BASE SALARY	CALENDAR ACADEMIC SUMMER	SALARY	FRINGE BENEFITS TOTAL
1 PD/PI 75,000	2.00 0.00 0.00	12,500 <u>Employee</u>	5,156 \$ 17,656
2 PD/PI 📈 % 75,000	2.00 0.00 0.00	12,500 <u>Employee</u>	5,125 17,625
	Tatal	\$ 25,000	\$ 10,281 \$ 35,281
	**Click Save to cal	lculate salary and fringe benefits. This is r	equired because appointment data is being used.

• You can also review the Budget Justification from either the Budget-Justifications tab or Attachments tab.





- You should also review future transactions to see if any Modification/Prior Approval Requests have been submitted and approved by the sponsor for effort reductions.
- Workday also tracks effort for Senior/Key Personnel who require sponsor prior approval to reduce effort. Refer to <u>Award Key Personnel Commitments</u> for instructions.

Current & Pending Support - Proposals by Investigator

• Allows users to search for Proposals in Submitted status by Investigator. You will be prompted to look up the investigator's name. Once selected, click Run Report in top right corner.



• The output provides most data points for federal Current & Pending Support or Other Support.

Reporting To	ol Results										Export to Excel Print/Pi
1 result(s) match	ed the criteria										
Institution Number	Proposal Type	Submitted Date	Proposal Status	Project Title	Sponsor Proposal Number	Contact PI Full Name	Investigator Role	Sponsor Name	Proposed Project Period Start Date	Proposed ed Project Period End Date	Requested Total Sponsor Costs
AM241075	New	14-May-2024	Submitted	test proposal		(L17) Mike the Tiger	PD/PI	National Science Foundation (NSF)	01-Jun-2024	31-May-2026	\$52,922



Last Updated 12/04/2024

• In order to locate proposed effort. Click on blue hyperlink for Institution Number. This will open the Proposal Tracking record. Click plus sign next to Submission to expand.

	Done Save test proposal Test (L17) Mike the Tiger (National Science Foundation (NSF))								
Submissions (1)									
Add New PT	туре 👩	NUMBER 👩	MASTER	REPORTABLE	CREATED	SUBMITTED	STATUS 👩		
Add New PD	New	AM241075			10-May-2024	14-May-2024	Submitted		
Admin Staff (0) Agreements (0)									

• Click Budget tab and then click Detail next to investigator's name.

S	ubmissions (1) —	Budget Summary										
	@ AM241075/New —	Project Period: @	Source View:			Rollup subprojects:	[Propos	al Structure	Import/Export	New Period	New Modifie
	Summary	01-Jun-2024 to 31-May-2026	Sponsor	♥		Not Rollup 👻 🚱						
	Sponsor	Budget Summary [Hide]										
	Personnel (3) +			Periods [hide					Sponsor [show]	Cost Sharing [show]		Project [hide]
	r croonner (o)	YEAR/PERIOD	INCREMENT	START	END	TYPE	STATUS		TOTAL	TOTAL		F&A
	Budget —	1	1	01-Jun-2024	31-May-2025	New*	Proposed		\$ 26,484	-	\$ 17,656	\$ 8,828
<u> </u>	-	2	2	01-Jun-2025	31-May-2026	New*	Proposed		26,438		17,625	8,813
	Period 1 +							Total:	\$ 52,922	\$ 0	\$ 35,281	\$ 17,641
	Period 2 +	Personnel [Hide]										
	F&A	NA NA								PER	IOD 1 PERIC	D 2 DIRECT COSTS
	Cost Sharing	Detail Tiger, (L17) Mike	PD/PI							\$ 1	7,656 \$ 17,	625 \$ 35,281
	Justifications	Detail Tiger, (L12) Mike	Other Senior Personnel								-	- 0 F

• This will show you the yearly proposed effort.

Budget Detail for: Tiger, (L17) Mike				
Detail Appointments Justifications	Cost Sharing Effort Periods		Save and Close	Save Close
Costs by Budget Period		1	Person Months 🗸 Show Calc	ulation Details
PERIOD ROLE BASE SALARY	CALENDAR ACADEMIC SUMMER	SALARY	FRINGE BENEFITS	TOTAL
1 PD/PI 75,000	2.00 0.00 0.00	12,500 <u>Employee</u>	5,156	\$ 17,656
2 PD/PI 😹 96 75,000	2.00 0.00 0.00	12,500 <u>Employee</u>	5,125	17,625
	Tatal	\$ 25,000	\$ 10,281	\$ 35,281
	**Click Save to ca	lculate salary and fringe benefits. This is r	equired because appointment dat	a is being used.



Last Updated 12/04/2024

• You can also review the Budget Justification from either Budget-Justifications tab or Attachments tab.

Submissions (1) —	Budget Summary
🕫 AM241075/New 🗕	Project Period: 🚱
Summary	01-Jun-2024 to 31-May-2
Sponsor	Budget Summary [Hide]
Personnel (3) +	YEAR/PERIOD
Budget —	1
Period 1 +	2
Period 2 +	Personnel [Hide]
F&A	NAME
Cost Sharing	Detail Tiger, (L17)
Justifications	Detail Tiger, (L12)
Setup	Louisiana State Unive 🗸
Agreements (0)	
Communications (0)	Non-Personnel [hide]
Attachments (4) +	CATEGORY No records to display.
Approvals (0)	

• If any proposals listed on this report have been declined by the sponsor, please email <u>osp@lsu.edu</u> to let the Office of Sponsored Programs (OSP) know. OSP will then update the proposal status to Declined.

Exporting Reports to Excel

All reports can be exported to excel. After running the report, click on Export to Excel in top right corner.

Reporting Tool Results

Export to Excel Print/PDF