## Award or Project Summary Report

Navigation:	Main Menu > Grants > Interactive Reports > HE Award or Prj Summary Report
	Favorites Main Menu > Grants > Interactive Reports > HE Award or Prj Summary Report
	HE Award or Prj Summary Report
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
	Search Criteria
	Search by: Run Control ID begins with
	Case Sensitive
	Search Advanced Search
	Find an Existing Value Add a New Value

- 1. Click on the Add a New Value tab if a run control does not exist for this report.
- 2. Enter the desired name of your run control (Eg. Award\_Prj\_Summary\_Rpt\_tf).
- 3. Click the Add button.

Favorites Main Menu > Grants > Interactive Repo	ts > HE Award or Prj Summ	ary Report 🧕	
Run Control ID: TF_Award_Prj_Summary_Rpt	Report Manager Proces	ss Monitor	Run
*Business Unit: UND01	*As of 04/14/2015	*Deficit Balances Only (Y/N):	No •
*Run by (Check one option):	O Award	*Active Statuses Only (Y/N):	No 🗸
	Project	(,	
*Select one or more options below:		Clear	All Options
PI:	or Project GCA:	٩	
Sponsor:			
College:			
or			
*Departments (Y/N): N -			
Save 🔍 Return to Search 🕇 Previous in List	↓ Next in List		🗐 Add 🖉 Update/Display

- 4. Enter the desired information into the **As of Date** field. The calendar icon may also be used to select the desired date.
- 5. The report can be run by either project or award. Select the award radio button to run the report by award. If running by award, the Project GCA (Grant Contract Administrator) field should be blank.
- 6. To run by PI awards/projects, fill in the PI field, or use the lookup to find the PI's EmplID

a Control ID: TF_Award_Prj_	Summary_Rpt	Rapi	at Manadar Eros	ess Montor		Run	
lusisess Unit: UND01 Q			*As of 04/16/2015	*Deficit Balar (Y/N):	ices Only	140	
"Run by (Check one option):		0	Award	*Active State (YIN):	rses Only	No.	
*Select one or more polions be	0712345	Q,	Project GCA:	Q	CHEM	All Option	6
Sponson		Q.		0.107			
College:		a,					
or "Departments (YN):	N •						

7. Enter the desired information, or use the lookup, in the **Sponsor** field if you would like to pull awards under a specific sponsor.

Control ID:	TF_Award_Ptj_Summary_Rp	Report Manager	Proceso Monitor	Run	
Business Unit:	UND01 Q	*As of 04/16/2 Date:	2015 P *Deficit Balances O	Ny Np	
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		Project	1.04		
*Select one of	more options below:		CI	ear All Options	
	PI:	Q or Project G	ck q		
	Sponsor; FED_930000	a			
	College:	a			
	or				
*De	partments (Y/N): N	<u>e</u> 2			

- 8. Other options may be selected as well to more narrowly define the report results.
- 9. A college/department may also be selected. *\*\*If running for a large college/department, it is suggested that the report be scheduled outside of normal business hours.*

When the **College** field is used, the departments that report to that college, are shown.

un Control ID:	TF_wward_Pri_	Summary_Røt	Report Manager	Proces	s Manitor		Hun	
"Business Unit	EUND91)Q		"As of Date: 04/16	/2015 (R)	*Deficit Bala (Y/N):	ences Only	No	
"Run by (Chi	eck one option):		C Award	*Active Sta (Y/N):	tuses Only	No	3	
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*Select one	or more options belo	INC.			11	Clear	All Option	10
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	showner.		×					
	College:	2300	G Dearts O	flice A&S				
	or	A-190A	.x +x+0+x	100000-10100				
	Departments (Vili):	N (*)						
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	*Department	Description.	al to the second	NIN IL	2000			
				Part Martin				
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10. To run for specific departments: Click the Y dropdown list item. Either enter the department number or use the lookup.

Control ID:	TF_Award_Prj_Summary_Rpt	Babott Managar Proce	ss Montaj	Run		
Business Unit 🖗	Pipoti Q	*As of Date: 04/15/2015 🗃	*Deficit Balances Only (YN):	No •	81	
'Run by (Check	one option):	C Award	*Active Statuses Only (YIN);	N0 •		
*Select one or r	more options below:	Project	Clear	All Options	R	
	Pt:	2, <sup>or</sup>	Project GCA:	٩		
	Sponsor:	a.				
l	College:					
"Dep	partments (YN): Y +	Refresh Grid - Remove	at Departments			
100	Department Description	annatice   figure 14   150   100   10	a per a 12 (part			
1	R240 Rural Heath		(*) (=)			

- 11. Once you have entered the desired search criteria, click **Run**.
- 12. If the desired output is other than a pdf, click on the <u>Grants Award or Prj Sum Report</u> hyperlink to choose the desired type of output for the NDUGM002 process (XLS for Excel), click **OK** in this window. Then click **OK** again to start the process.

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OK Carosi						

- 13. Click the <u>Process Monitor</u> hyperlink.
- 14. Click the Refresh button until the NDU002GM process statuses are Success and Posted.

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- 15. Click the <u>NDU002GM</u> hyperlink.
- 16. Click the <u>NDUGM002 Success</u> hyperlink.

Process Detail	
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Process Name: NDU002GM	Renuari
Main Job Instance: 8685264	
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8685284 - NDU002GM Success	
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17. Click the <u>View Log/Trace</u> hyperlink.

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Instance 8685286	Type Crystal	
Name NDUGM002	Description GM Award or Prj Summary Report	
Run Status Buccess	Distribution Status Posted	
	Update Process	
Run Control ID TF_Award_Ptj_Summary_Rt Location Server Server PSNT Recurrence	t O Hold Request Queue Request Cancel Request O Delete Request Restart Request	
eiTime	Actions	
Request Created On 04/16/2015 9:28:154	M CDT Parameters Transfer	
Run Anytime After 04/16/2015 9:27.47A	M CDT Message Log	
Began Process At 04/16/2015 9:29:374	M CDT Batch Timings	
Ended Process At 04/16/2015 9:29:444	W CDT View Loo/Trace	

18. The report link may appear with a different extension depending on the output format selected. The second link in this window will be your report file. Click on the hyperlink to open the file.

View Log/	Trace								1
Report								?	Hel
кероп									
Report ID:	6723537	Process Ins	stance:	8685286		Message Log			
Name:	NDUGM002	Process Ty	pe:	Crystal					
Run Status:	Success								
GM Award or	Prj Summary Repo	rt							
Distribution	Details								
Distribution	Node: NDUSXCC	PY Exp	piration	Date: 07	7/24/2015				
File List									
Name			File Size	e (bytes)	Datetime Cr	eated			
CRW NDUG	M002 8685286.log		0		04/16/2015	9:29:44.197000AI	M CDT		
NDUGM002	8685286.PDF		75,529		04/16/2015	9:29:44.197000A	MCDT		
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## Example of the pdf report output:

	Project Summary Report Institution: University of North Dakota									Run Date & T	ime: 04/16/2015	Page 9:29:3	e 1 of 1 37 <mark>AM</mark>	
As of Date: 04/16/2	1015 PI: Ranger, Ralph Franz		GCA:			Sponsor:		College:		Department: N	Deficit Balance	tes Only: <sub>N</sub> Acti	ive Statuses C	Only: N
Dept Project	Tide	Sponsor Award #	Prm Prj	Status	Spensor ID	Sponsor Name	PI	Start Date	End Date	Budget	Amount Spent	Available Balance	% Compl	4 Sper
8240 - Rural Health														1
UND0019152	Mtn West Emergency Preparednes	157605	Yes	Closed	NONP_44700	University of Arizona	Renger, Ralph Franz,	11/01/2013	09/29/2014	\$20,000.00	\$18,933.97	\$1,066.03	100.00%	94.679
UND0019304	Evaluation of Mechanical CPR f	PF13.151	Yes	Closed	STAT_03100	ND Department of Health	Ranger, Ralph Franz,	06/01/2014	10/31/2014	\$150,000.00	\$150,000.00	00.02	100.00%	100.005
UND0019358	SD Eval of Mechanical CPR	14SC090156	Yes	Active	OGA_010450	SD Dept of Health	Renger Ralph Franz;	01/01/2014	01/31/2015	\$150,000.00	\$145,667.15	\$4,332.85	100.00%	97.119
UND0019786	Cardiac Care System Evaluation	2015PG-RHC012	Yes	Active	FDTN_06950	Helmsley Charitable Trust	Renger, Ralph Franz;	09/01/2014	08/31/2017	\$2,198,154.00	\$255,744.55	\$1,942,409.45	20.73%	11.639
UND0019963	Eval of Mechanical CPR -ND Yr2	CA13.260	Yes	Active	STAT_03100	ND Department of Health	Renger, Ralph Franz,	11/01/2014	10/31/2015	\$150,000.00	\$40,474.56	\$109,525.44	45.60%	26.989
UND0020154	Evaluation of Mechanical CPR f	15SC090156	Yes	Active	OGA_010450	SD Dept of Health	Renger, Ralph Franz;	02/01/2015	01/31/2016	\$150,000.00	\$15,498.66	\$134,501.34	20.33%	10.33*