Understanding the GM097 Sponsored Project Actuals Balance Report in Cognos Analytics

The GM097 displays a comprehensive view of a research departments' entire research project portfolio, including non-clinical sponsored projects, cost-shared projects, and clinical trials.

This report is used by Principal Investigators, Department Research and Finance Administrators, and ASRSP as one tool to manage the suite of sponsored projects for which they are responsible.

Step 1 Navigate to the report

Begin by logging into Cognos Analytics.

1. Click **Team content**, from the Navigation Panel.
2. Click **Finance, Facilities, and Research Administration** folder.
3. Click **School** or **Central** folder.
4. Click **Sponsored Programs Management** folder.
5. Click the **report title** to see the prompt page.

Step 2 Respond to prompts and run the report

1. Respond to prompts as needed to filter the report. The report contains all sponsored chart strings to which you have access.
2. Click Finish. Result: the report appears in HTML or your default format.

Prompt Name	Prompt Description
Date Options	• **Current Period:** Use this prompt to automatically choose Current Fiscal year and Accounting period. For example, if you are running the report on the calendar date of December 5 2018, the report will return results same as if you were to run the report for Fiscal Year 2019, Accounting Period 4. This is a useful prompt to use when you want to setup scheduled output to be delivered via email on a particular date of every month. • **Previous Period:** Use this prompt to automatically choose Previous Fiscal year and Accounting period. For example, if you are running the report on the calendar date of September 5 2018, the report will return results same as if you were to run the report for Fiscal Year 2018, Accounting Period 12. This is a useful prompt to use when you want to setup scheduled output to be delivered via email on a particular date of every month. • **User Defined Period:** Use this prompt to filter report by Fiscal Year and Accounting Period.

Prompt Name	Prompt Description
Manager/Reviewer	Select your or your manager's name, if available, to limit the report. The Manager for Sponsored Projects is generally the Project PI.
Fund	Select one or more Cost Share or Sponsored Funds.
Contract Status	Select one or more Contract Statuses.
Department Prompt	• **Department Search & Select:** Search and Select for one or more departments to which you have access.
Project Status	Filter Project prompt and reports results by All Projects (Default), Active Projects Only, Inactive Projects Only.
GCFA	Select one or more Grant and Contract Financial Administrators (GCFAs).

Report Results

A Protocol Number	B ASRSP GCFA	C Award ID	D Fund	Department ID	Department Description	Project Id	Activity ID	E PI Name	F Activity Start Date	Activity End Date	Project Start Date	G Project End Date	Award Start Date	H Award End Date	Contract Start Date	I Contract End Date
STU00 ▮	-	SP0048852	640	▮	▮	60049439	01	▮	3/16/18	3/16/19	3/16/2018	3/16/19	3/16/18	3/16/19	3/16/18	3/16/19
STU00 ▮	-	SP0052303	640	▮	▮	60053400	01	▮	10/1/18	10/1/19	10/1/2018	10/1/19	10/1/18	10/1/19	10/1/18	10/1/19
STU00 ▮	-	SP0052506	640	▮	▮	60053318	01	▮	11/5/18	11/5/19	11/5/2018	11/5/19	11/5/18	11/5/19	11/5/18	11/5/19
	-	SP0053559	640	▮	▮	60052917	01	▮	1/9/19	1/9/20	1/9/2019	1/9/20	1/9/19	1/9/20	1/9/19	1/9/20
STU00▮	-	SP0054197	640	▮	▮	60053229	01	Kruse,Lacey Lea	1/22/19	1/22/20	1/22/2019	1/22/20	1/22/19	1/22/19	1/22/19	1/22/20

J Sponsor Name	K Sponsor Reference Award #	L FAIN	M Award Title	N Project Title	O Primary Project ID	P Activity Status	Q Project Status	R Contract Status	S Contract Type	T FA Rate %	FA Base	U Rate Type
Northwestern Memorial Foundation	Agmt 2/22/19	Not Available	Advanced Wireless Wearable Sen	Advanced Wireless Wearable Sen	60053839	A	Open	PENDING	SPONSORED	0.00%	NOFA	No F&A
Damon Runyon Cancer Research Foundation	Award Letter 5/17/19	Not Available	Development of Novel Therapeut	Development of Novel Therapeut	60053797	A	Open	PENDING	SPONSORED	0.00%	NOFA	No F&A
Doris Duke Charitable Foundation	2019107	Not Available	The genetic basis of altered T	The genetic basis of altered T	60053803	A	Open	PENDING	SPONSORED	10.00%	TDC	Non Federal-Organized Research

	V Cash Received for Award	W * Total Invoiced for Award	X Invoiced less Cash Received	Y Project Budget Total	Z Direct Cost Expenditures	AA Direct Cost Encumbrance	BB F&A Expenditures	CC F&A Encumbrance	DD Available Balance	EE Calculated Direct Cost Balance
	$16,500.00	$16,500.00	$0.00	$16,500.00	$0.00	$0.00	$0.00	$0.00	$16,500.00	$15,000.00
	$90,092.32	$90,092.32	$0.00	$11,827.30	$11,827.30	$0.00	$0.00	$0.00	$0.00	$0.00

Column Definitions

Indicated by Letter	Column Name	Column Description
A	Protocol Number	<u>Clinical Portfolio only</u>: The IRB Protocol Number associated with the Clinical Award, if any. If more than one, the maximum value.
B	ASRSP GCFA	The Grant and Contract Financial Administrator (GCFA) responsible for managing the award in Accounting Services for Research and Sponsored Programs (ASRSP).
C	Award ID	The NUFinancials and InfoEd Award Number to which the Project belongs.
D	Fund, Department ID, Department Description, Project ID and Activity ID	These columns show the chartfields associated with budget and expenditure for the project. The Activity ID is always 01 unless the sponsor requires that spending be restricted by grant year. When this occurs the Activity ID will show the budget period of the grant; 01, 02, 03, etc.
E	PI Name	The current Principal Investigator for the Project.
F	Activity Start and End Date	The Start and End Dates for the Activity.
G	Project Start and End Date	The Start and End Dates for the Project.
H	Award Start and End Date	The Start and End Dates for the Award
I	Contract Start and End Date	The Start and End Dates for the Contract.
J	Sponsor Name	The NUFinancials Sponsor Name.
K	Sponsor Reference Award #	The identifier assigned by the sponsor to the award.
L	FAIN	The Federal Award Identification Number is an additional identifier provided by the federal government. This field displays "Not Available" for non-federal and non-federal flow-through awards.
M	Award Title	The 30-character Award Title.
N	Project Title	The 30-character Project Title.

O	Primary Project ID	For Awards with multiple projects, this column lists the project designated as the Primary in NUFinancials. For single-project Awards, it will be the same as the Project ID column.
P	Activity Status	Active or Inactive.
Q	Project Status	Generally Open or Closed.
R	Contract Status	PENDING, ACTIVE or CLOSED
S	Contract Type	The Contract Type generally indicates the billing method. Options are FIXED_DEF (Fixed Price Deferred Revenue), FP (Fixed Price), INV (Invoiced), LOC (Letter of Credit), PPD (Prepaid), SCH (Scheduled), and SPONSORED (Sponsored: Contract Type not yet assigned).
T	FA Rate % and FA Base	The Facilities & Administration (F&A) Rate is used to calculate charges to the sponsor (for facilities usage and administrative support). This is also called Indirect Cost. On most Federal awards, a negotiated F&A rate reimburses the University for these Indirect Costs. The F&A rate is a percentage charged against the actual (direct cost) amount of a transaction. Non-federal awards may or may not apply the same negotiated rate; they may reimburse at a lower rate, by a lump sum, or not at all (depending on the terms and conditions of the proposal). The F&A Base indicates which accounts are included in the F&A calculation. As an example, on most federal awards, supplies are usually included, while equipment is not.
U	Rate Type	A description of the negotiated F&A Rate applied to the Project.
V	Cash Received for Award	Total payments received and applied for all Projects associated with the Award.
W	Total Invoiced for Award	Total amount invoiced by Northwestern to the sponsor. *This amount is of the date the report is run, rather than as of the final day of the accounting period selected.*
X	Invoiced less Cash Received	A calculation of Unpaid Invoice amounts: Total Invoiced less Cash Received. *As noted above, this figure may overstate the actual unpaid amount if run for prior accounting periods.*
Y	Project Budget Total	The cumulative budget from the start of the project/activity through the fiscal year and accounting period for which the report was run. These totals include any increases or decreases made to the budget over time.

Z	Direct Cost Expenditures	The cumulative total of posted (paid) expense transactions from the start of the project/activity through the fiscal year and accounting period.
AA	Direct Cost Encumbrance	Encumbrances are the total commitments against the budget that are not yet posted (actual paid expenses). These include Requisitions/Purchase Orders, Payroll encumbrances, and Journals and Expense reports still in workflow.
BB	F&A Expenditures	The cumulative total of F&A expense posted to the project.
CC	F&A Encumbrance	F&A calculated on Direct Cost Encumbrances. Present on this report, but not in NUFinancials.
DD	Available Balance	Non-clinical Portfolio: Total Budget less Direct and F&A Expenditures and Encumbrances. Clinical Portfolio: Cash Received less Direct and F&A Expenditures and Encumbrances.
EE	Calculated Direct Cost Balance	A calculation of the Direct Cost portion of the Available Balance.

See Also:

- **Understanding the GM045 Sponsored Project Budget Statement in Cognos Analytics** (https://kb.northwestern.edu/page.php?id=81146)

- **Guide to Cost Allowability for Sponsored Charges** (https://www.northwestern.edu/asrsp/expenses/cost-allowability-for-sponsored-charges.html)