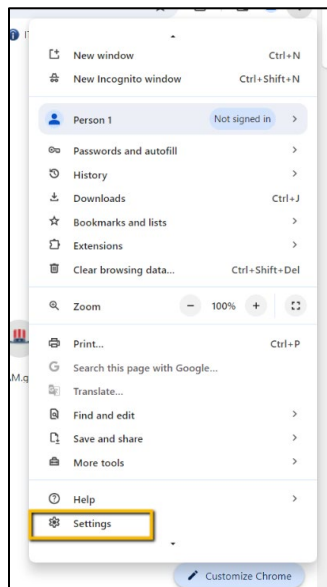# Pre-Defined Report for Sponsored Projects and Award Tracking Modules

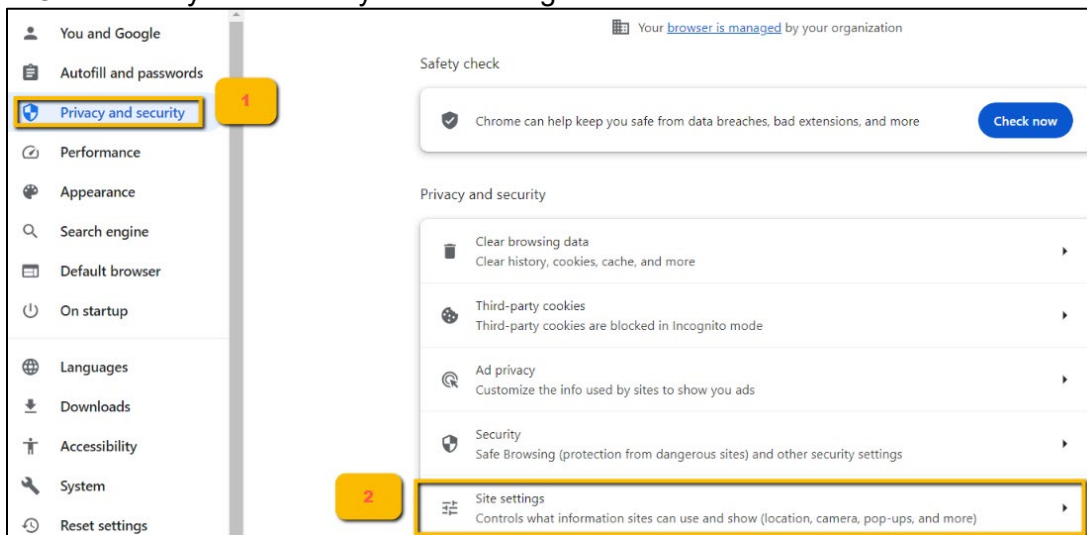**Allowing Popups:** Some Pre-defined reports require that pop-ups from GeauxGrants be enabled in your desired browser.
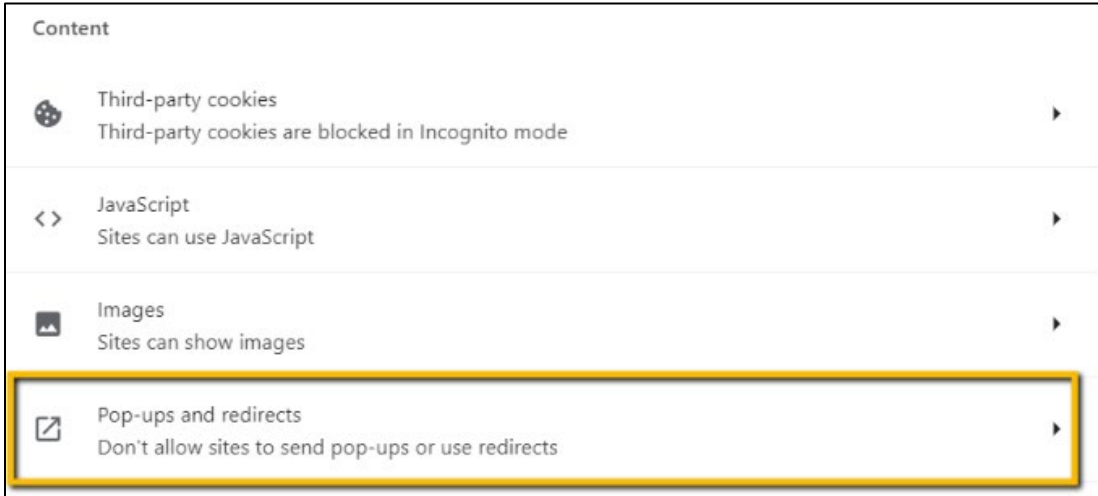
Chrome:

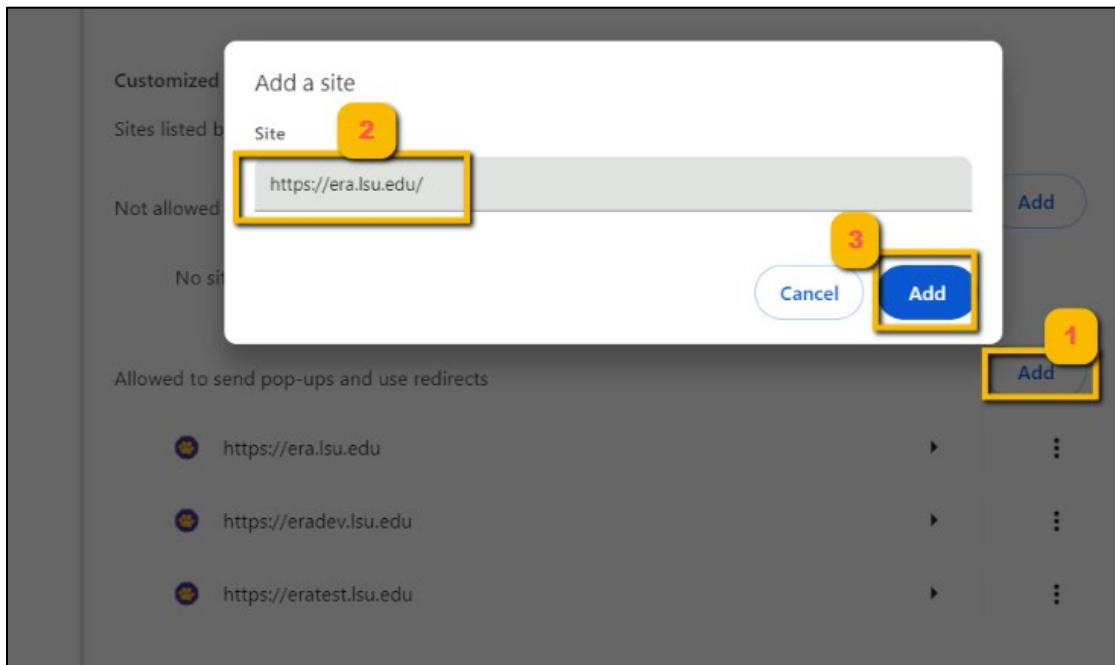- Click the ellipsis (three vertical dots) in the upper right of a main browser window and click Settings.

- Click Privacy and Security > Site Settings
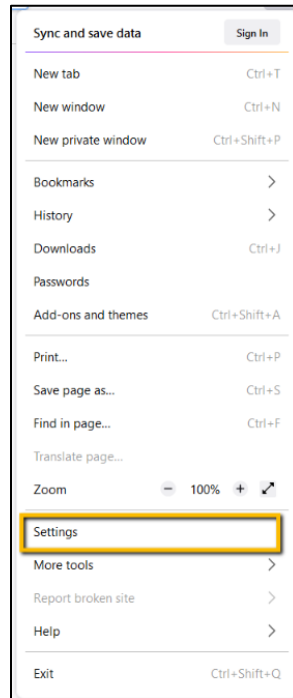
- Click Pop-ups and redirects

- Under "Allowed to send pop-ups and use redirects," click Add. Type in https://era.lsu.edu and click Add.
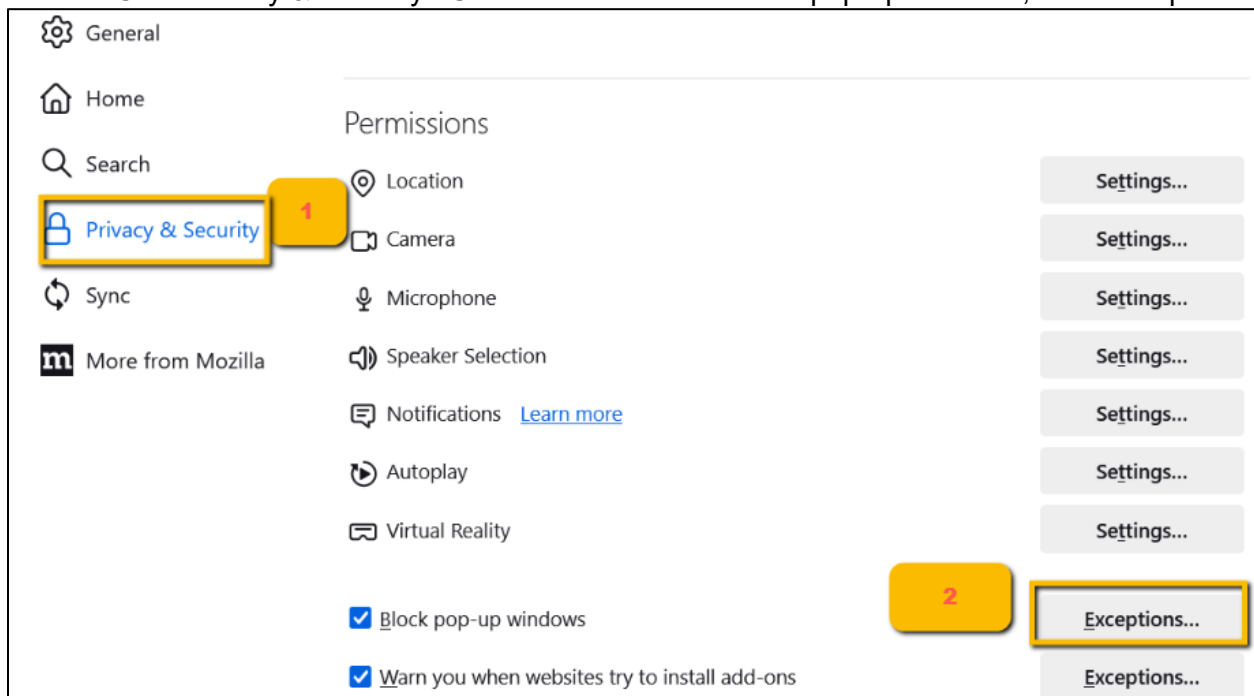
Firefox:

- Click the three horizontal lines in the upper right of a main browser window and click Settings.

- Click Privacy & Security. Under Permissions > Block pop-up windows, click Exceptions.
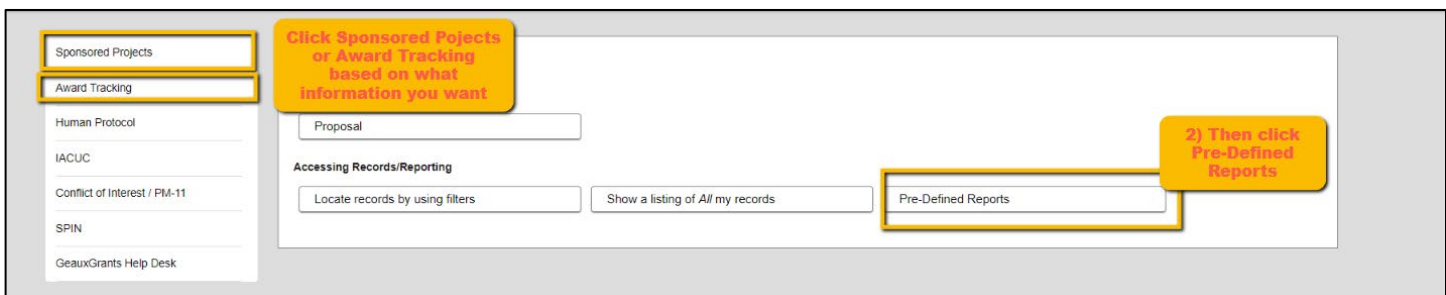
- Enter https://era.lsu.edu and click Allow and then Save Changes.

How to Access Pre-Defined Reports:

To access the reports, Click Sponsored Projects or Award Tracking then click Pre-Defined reports. If you have a suggestion for a new report to be created, please email osp@lsu.edu.

What does each report Do?

- Our reports are categorized by Sponsored Projects Module Reports and Award Tracking Reports. Each report is outlined below.
- **IMPORTANT:** Output of reports is based on your current security role in GeauxGrants.

Sponsored Projects Module Pre-Defined Reports

Standard Reports

Institutional Reports

Current & Pending Support - Awards by Investigator

Current & Pending Support - Proposals by Investigator

Gold Team Proposal Specialist Assignments

Mod Requests pending SPA Approval

Overall Proposals Routing

Overall Subaward Specialist

Purple Team Proposal Specialist Assignments

Subaward Institution Search (enter subrecipient name)

Subawards in Process

Subawards Issued FY22

Subawards Issued FY23

Subawards Issued FY24

Workday Award Number Lookup

Workday Grant ID Lookup

- **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. The report does not include effort. You will need to review proposed effort on the Proposal Development Budget tab and budget justification along with any sponsor approved effort reductions to determine effort to report.

- **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. The report does not include the proposed effort. You will need to review proposed effort on the Proposal Development Budget tab and budget justification to determine effort to report.

- **Gold Team Proposal Specialist Assignments -** Shows all the proposals currently in Routing or Routing Approvals Received status that are currently assigned to a Gold Team OSP Specialist for review. We recommend departments/colleges utilize the Overall Proposals Routing report since OSP may assign proposals across teams.
- **Mod Requests Pending SPA Approval –** Shows modification/prior approval requests currently in Routing or Routing Approvals Received that are under review by Sponsored Program Accounting.
- **Overall Proposals Routing -** Shows all the proposals currently in Routing or Routing Approvals Received status that are assigned to an OSP Specialist for review. We recommend departments/colleges utilize this report since OSP may assign proposals across teams.
- **Overall Subaward Specialist –** Shows all Subawards agreements and amendments that are currently being drafted or negotiated by an OSP specialist.
- **Purple Team Proposal Specialist Assignments -** Shows all the proposals currently in Routing or Routing Approvals Received status that are currently assigned to a Purple Team OSP Specialist for review. We recommend departments/colleges utilize the Overall Proposals Routing report since OSP may assign proposals across teams.
- **Subaward Institution Search (enter subrecipient name)** – Allows users to search by subawards issued to a specific Subrecipient Institution. This report contains a prompt where you will enter the subrecipient name and hit the run report button at the top right. You can also add a title and include the date and time.

- **Subawards in Process** – Shows all the Subaward agreements and amendments that are in process and the status for the subaward agreement or amendment. See Subawards Overview for a description of subaward statuses.
- **Subawards Issued FY22 –** Shows all Subaward agreements and amendments that were fully-executed July 1, 2021, through June 30, 2022.
- **Subawards Issued FY23 –** Shows all Subaward agreements and amendments that were fully-executed July 1, 2022, through June 30, 2023.
- **Subawards Issued FY24 –** Shows all Subaward agreements and amendments that were fully-executed July 1, 2023, through June 30, 2024.

- **Workday Award Number Lookup** – Allows you to enter a Workday Award Number to find the associated GeauxGrants Record Number.

- **Workday Grant ID Lookup** – Allows you to enter a Workday Grant Line Number to find the associated GeauxGrants Record Number.

Award tracking Pre-Defined Reports

- **Awards under Review** – Shows all the Award Increments that are in process and the status for the award increment. See Award Overview for a description of award increment statuses.
- **Fully Executed sent to SPA in the Last Month** – Shows all Award Increments that have been Fully Executed Sent to SPA in the last month based on your security.
- **Fully Executed sent to SPA in the Last Week** – Shows all Award Increments that have been Fully Executed Sent to SPA in the last week based on your security.
- **Gold Team Award Specialist Assignment** – Shows all Award Increments that are currently being reviewed by a Gold Team OSP Specialist or waiting on compliance approvals. We recommend departments/colleges utilize the Overall OSP Award Specialist Assignment report since OSP may assign award increments across teams.
- **Overall OSP Award Specialist Assignment -** Shows all Award Increments that are currently being reviewed by an OSP Specialist or waiting on compliance approvals. We recommend departments/colleges utilize this report since OSP may assign award increments across teams.
- **Purple Team Award Specialist Assignment** – Shows all Award Increments that are currently being reviewed by a Purple Team OSP Specialist or waiting on compliance approvals. We recommend departments/colleges utilize the Overall OSP Award Specialist Assignment report since OSP may assign award increments across teams.

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