

Current and Pending Support – Pre-defined Reports

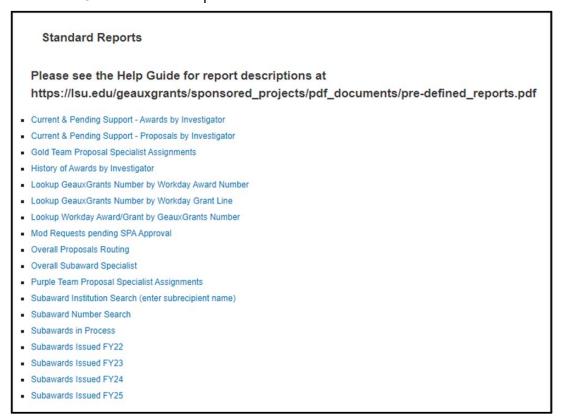
Allowing Popups: See <u>Pre-defined Reports Overview</u> for instructions for enabling pop-ups from GeauxGrants.

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.



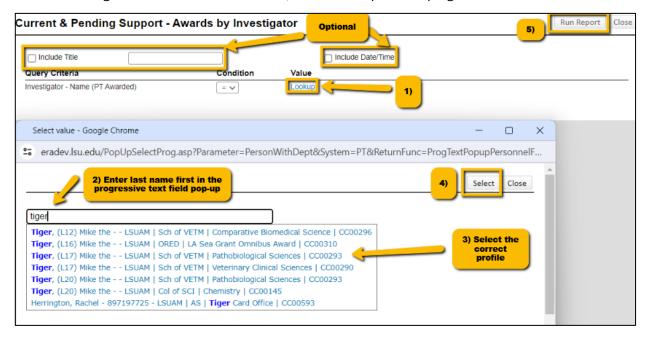
· Click on desired report.



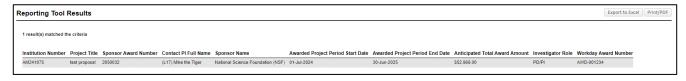


Current & Pending Support - Awards by Investigator

 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.



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

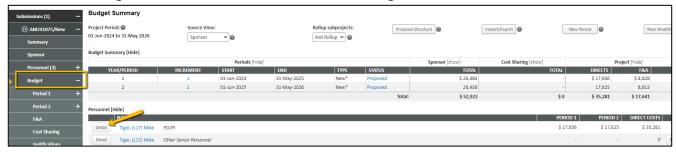


- NOTE: The Awarded Project Period End Date is based on current award documents. You may be expecting outyears which have not been obligated. If outyears are expected, then list anticipated project period end date on your Current & Pending Support.
- In order to locate committed effort. Click on blue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

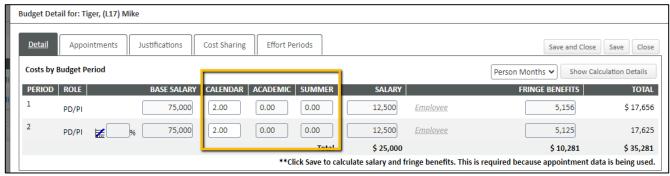




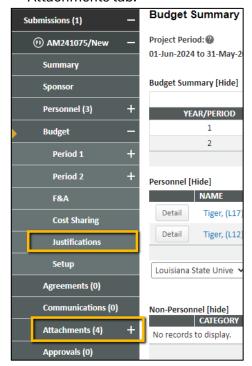
Click Budget tab and then click Details next to investigator's name.



This will show you the yearly proposed effort.



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

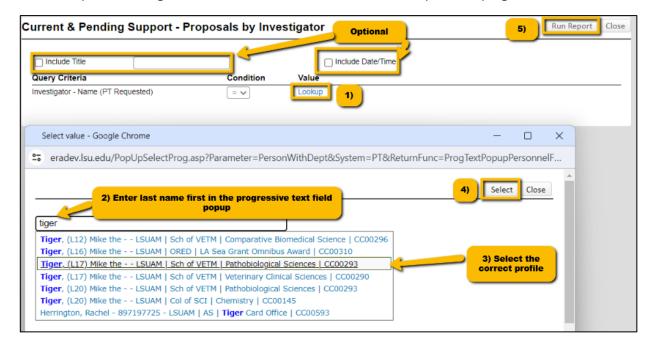




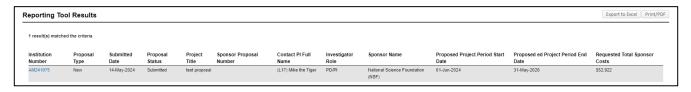
- You should also review future transactions to see if any Modification/Prior Approval Requests have been submitted and approved by the sponsor for effort reductions.
- Workday also tracks effort for Senior/Key Personnel who require sponsor prior approval to reduce effort. Refer to Award Key Personnel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





Last Updated 12/04/2024

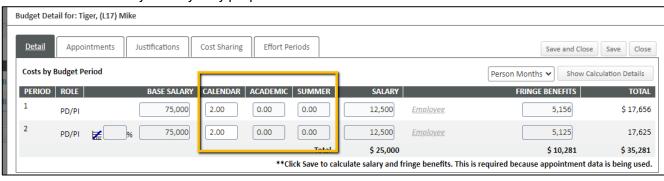
• In order to locate proposed effort. Click on blue hyperlink for Institution Number. This will open the Proposal Tracking record. Click plus sign next to Submission to expand.



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

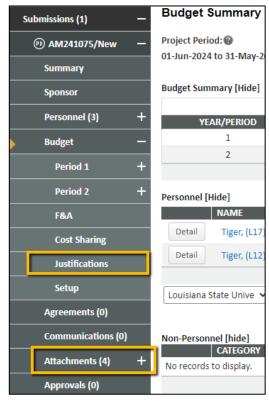


• This will show you the yearly proposed effort.





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



• If any proposals listed on this report have been declined by the sponsor, please email osp@lsu.edu 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.

