Grant Dashboard Report

USC Steps to Run the University Grant Dashboard Report

Office of Contracts & Grants
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The Grants Dashboard report is a printable output file that provides the supporting details of the Grants section of the University Dashboard. Users should note the following when running the Grant Dashboard report:

- The total project budget will be captured, regardless of the Accounting Dates used in the run control parameters. Pre-Encumbrances, Encumbrances, Expenses and Cost Share Expenses will only be captured for the accounting dates that are used in the run control parameters.
- When selecting “All” as the Project Status, “All” projects related to your criteria, regardless of its status, will be retrieved.
- When selecting “Active” as the Project Status, only projects with an “Active” status related to your criteria will be retrieved.
- When selecting “Inactive” as the Project Status, only projects with an “Inactive” status related to your criteria will be retrieved.
- When running the report by “Project” leave the “Project Status” blank.
- When report is run by “Award ID” output will be sorted by Project ID if multiple projects exist on the Award.
- When report is run by “Department” or “Award PI Name” output will be sorted by Award ID & Project ID if multiple Awards and/or Projects exist.

Navigation: USC Enhancements > Grant Dashboard Report

1. Click Add a New Value tab. (The next time the Grant Dashboard Report is run the user can click “SEARCH” and select the Run Control ID that was created for the Grant Dashboard Report.)
2. Name your Run Control. Click ADD.

3. Enter the “Accounting Date From” and “Accounting Date To” for the period that needs to be reviewed. The Grants Dashboard report can be run by Award ID, Project ID, Department or Award PI Name and the search can include All, Active or Inactive projects. Click RUN.
4. Click OK.

5. Click the Process Monitor hyperlink.
6. When Run Status is “Success” click on the Details hyperlink.

7. Click on the View Log/Trace hyperlink.
8. Click on the PDF hyperlink.
User can now Print or Save Grant Dashboard report.