Johns Hopkins University
PI Dashboard Documentation
3/19/2021

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Overview

While managing sponsored awards, it is important for principal investigators, administrators and analysts to have access to reports summarizing financial activity for all awards within a PI's portfolio. The PI Dashboard provides such a tool, and allows users to generate reports for any PI managing a grant or sponsored program at Johns Hopkins.

After selecting a PI within the dashboard, users may generate reports summarizing expenditures, projecting available balances, listing labor percentages by month for everyone supported by the PI's grants and sponsored programs, and generate salary history reports for all people who have been paid on the PI's awards since July 2014.

The available reports are as follows:

- Award Overview - all active awards for a PI.
- Award Summary - all sponsored programs for an award.
- Sponsored Program Overview - all active sponsored programs for a PI.
- Sponsored Program Burn Rates - budget period burn rate overview and projected balances.
- Personnel Summary - percent effort for personnel on PI's grants and sponsored programs.
- Salary History - historical labor distribution for any person working on sponsored awards
- Charts - Graphs reflecting budget balance, commitments and available balance.

In the following sections we will explain these reports, and provide examples of the data and calculated fields.

Timing of Data Updates - The PI dashboard is updated each month following monthly close, and as a general rule will be updated and available to users on the 7th business day of the month.

Identifying Individuals by Pernr and Person ID - When using the dashboard, users should be aware of the following differences related to how people are selected in the reports.

For all reports except *Personnel Summary* and *Salary History* reports, award and sponsored program PIs are identified using their SAP *person_id* as opposed to their *pernr*. Person ID is an SAP master data element that uniquely identifies individuals, while pernr is assigned to a person in a position, and may not identify unique individuals, especially when someone is working in multiple jobs concurrently, such as a full-time technical advisor who also works part-time as a lecturer, with each job having separate pernrs.

For the award and sponsored program reports, person ID is used to identify PIs, because there are instances where individuals have awards under multiple pernrs, and it is important to ensure all awards for a PI are reported together. Reporting by person ID ensures that if grants are set up in SAP with different pernrs for the same person, they will still all be reported together.

In the personnel summary and salary history reports, however, the faculty, staff and students are reported by employee pernr. This means if an individual has concurrent employment and is working for a PI on multiple jobs, their pay and salary commitments will be shown separately for each pernr.

Award Overview Report

Overview

The *Award Overview* report provides an overview of all grants for the selected PI. All active awards are displayed, as well as any closed awards that have balances or active sponsored programs. For closed awards, the grant number is displayed in red italic font.

Selecting Principal Investigators and Filtering on Key Characteristics

Users may run reports for any principal investigator managing awards or sponsored programs at Johns Hopkins, and may filter the resulting award list by award and sponsor type, status, organization, and fiscal period. Users may also modify the display to include or exclude awards where the selected individual is a Co-PI by toggling the *Include Co-PI Awards* checkbox. Finally, users may choose to display commitments only through the end of the current budget period, or view all commitments for the award.

For awards where budget period is expired, users should always select all commitments to ensure accurate reporting.

To select a PI for review, simply begin typing their last name in the Award PI text box, make your selection from the names listed, and hit Go to generate the report. In the example below, all PIs with last names of Smith are shown in the display. As explained above, the Award PI drop-down uses person ID as the unique identifier for PIs to ensure all sponsored activity for a individual is available with one selection item. So, in the example below, we can be certain there are two people named Howard Smith, and that is not the same person with two pernrs.

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After making your selection and hitting Go, the Award Overview for the selected PI will be displayed. The default sort order will be months remaining, award end date and award ID, although users may sort on as many fields as they wish by clicking on the column headers in the order they wish to sort. After sorting in this manner, users may return to the default sort order by selecting *Clear Sort* from above the report title.

Description of Report Fields

The *Award Overview* report contains the following fields. With the exception of cash balance and Co-Pi, these fields are also included on the *Award Summary* and *Sponsored Projects Overview* reports. The following descriptions are applicable to all three reports.

Award # - the University assigned grant number. Users may drill on this value to view the *Award Summary* report for the selected grant.

Dept Use/Award Alias - an abbreviation of the project title.

Co-Pi - this field indicates if the selected PI is a Co-Investigator on the award, based on information gathered from the Coeus proposal tracking system. Users may toggle the *Include Co PI Awards* checkbox at the top of the screen to include or exclude Co-Pi records from the report.

Award Start Date - the effective start date of the award.

Award End Date - the anticipated end date of the award.

Months Remaining in Budget Period - number of months remaining in the current budget period. See the header of the *Award Summary* report for the award and budget period begin and end dates. Note: if the budget period is expired and months remaining equals zero, users should not use the budget period commitments and available balance, as these amounts may be inaccurate. In cases where the budget period is expired, users should select *All Commitments* for an accurate *available balance.*

ITD Budget (Direct + F&A) - total amount funded to date for the entire award, including all active and closed sponsored programs.

Display 1. Award Overview Report

ITD Total Expenses (Direct + F&A) - total amount spent to date on the award. This includes all direct and indirect expenditures for all award sponsored programs. Cost sharing accounts are excluded from these totals.

Budget Balance - the remaining balance after subtracting ITD Budget - ITD Total Expenses. Commitments are not included in this balance, which means any pending salary expenditures or purchase orders are not reflected in this figure. See available balance below for a balance which includes commitments.

Budget Period Commitments/All Commitments - dollars committed for direct cost expenditures for salary, subawards, equipment and other expendables. Although the default display will show budget period commitments, users may display all commitments by selecting *All Commitments* from the selection box.
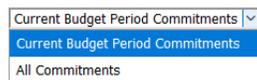
When the budget period is expired, indicated by months remaining equal 0, budget period commitments and available balance are shown using a strike-through font. This is because budget period commitments should not be used when budget periods are expired, and these balances are presented for informational purposes only. When the budget period is expired, users should select *All Commitments* for an accurate available balance.

Note, in some instances budget period commitments may exceed all commitments, especially when the budget period is expired. This may occur when a reporting period closes and commitments clear early in the next fiscal period. For example, if the budget period ends after September 2018, and September 2018 just closed, there may be commitments which cleared early in October 2019, which will not be reflected in budget period commitment amounts.

Available Balance - the remaining balance after subtracting expenditures and commitments from the budget. Calculated as:

```
ITD Budget – ITD Total Expenditures – Budget Period Commitments.
Available Balance for grant 129120 = 719,875 – 279,573 – 267,327 = $172,975
```

Cash Balance - compares cash collected to total expenditures to provide an indication of the amount owed to Hopkins.   Cash balance is calculated as *Cash Collected - ITD Total Expenses*.   A negative cash balance is a cash deficit, and represents an amount owed to Hopkins. Positive cash balances reflect cash surpluses. **Note**: these signs are flipped when compared to the SAP Analysis Cash Balance Report.

Estimated Direct Cost Balance - reflects the estimated total direct cost balance for the entire award. The figure is obtained by calculating direct cost balance for each sponsored program and aggregating the totals for the award. For examples of this calculation for each sponsored program in grant 129120, please see Display 2. For this grant, the aggregated estimate is calculated as follows:

```
(ITD Budget – ITD Expenditures) / (1 + FA Rate)
(719,875 – 279,573) / (1 + .6375)        = Estimated Direct Cost Balance
440,302 / 1.6375                         = 268,886
```

Estimated Direct Cost Balance (less BP period salary and subaward commitments) - indicates the amount available for expendable spending after subtracting all salary and sub-award commitments for the remainder of the budget period. When the budget period is expired, no values are displayed in this column, because they may be misleading.

In this example, there are outstanding budget period salary commitments totaling $106,672, and subaward commitments of $92,398 (not shown on the report).   When these commitments are subtracted from the estimated direct cost balance of $268,886, the revised direct cost balance of $69,817 reflects the amount available for supplies and other costs through the remainder of the budget period. For detail by sponsored program, please see Display 2.

```
Estimated Direct Cost Balance – Salary Commitments – Subaward Commitments
268,887 – 106,672 – 92,398                  = $69,817
```

Note: this estimated amount does not reflect pending commitments for equipment and expendables, and users should also consider these commitments when using the estimated direct cost balance provided in this column.

Projected Direct Cost Balance (using current period monthly burn rate) - this field provides an estimate of the remaining balance at budget period end if salary and expendable burn rates remain unchanged. That is, if spending in these categories remains consistent with budget period burn rates, the balance in *this field reflects potential surplus dollars.*

Calculated as direct cost balance - (monthly salary and expendable burn rate * remaining months in budget period). No values will be displayed in this column when the budget period is expired.

The example below shows the calculations.

In our example, there are 7 months remaining in the budget period based on a budget period end date of 03/31/2020. The average monthly expenditure for salaries during the budget period has been $9,139. For other expenditures, excluding equipment and subawards, the burn rate has been $1,053 per month.

Assuming expenditures on the award continue at the same rate, we estimate $71,343 will be spent in the final seven months for salaries and other expenses. If spending occurs at this rate, there will be a projected direct cost surplus balance of $197,544 when the current budget period ends on 3/31/2020.

Table 1. Projected Direct Cost Balance - Using Current Budget Period Monthly Burn Rate

Sponsored Program	Estimated Direct Cost Balance	Salary Monthly Burn Rate	Other Monthly Burn Rate	Months Remaining	Estimated Expenditures to end of Budget Period	Projected Direct Cost Balance
90078891	116,210	7,402	976	7	58,648	57,562
90080849				7		
90081116	96,250	1,736	77	7	12,695	83,555
96019195	56,426			7		56,426
Total	$268,887	$9,139	$1,053	7	$71,343	$197,544

As a final note on the direct cost estimate columns, users should exercise caution when using these estimates. First, you should consider the Budget and Available Balance columns. The direct cost estimates are based on budget balance, which does not include commitments, so users should consider outstanding commitments for equipment and other expendables when using these estimates.

After reviewing equipment and expendable commitments, assess if the last two columns are both positive, which suggests a green light to proceed with spending. If the estimated direct cost balance less salary and subaward commitment is negative, and the project direct cost balance is positive, however, that indicates there may be large salary or subaward commitments which could take the award into deficit.

Award Summary Report

The *Award Summary* report provides an overview of all sponsored programs for a specific award, and is activated by entering a number in the award text box or selecting the award number link from the *Award Overview* report. In this report, all sponsored programs affiliated with the award are displayed, with closed sponsored programs displaying in red italic font. By default, cost sharing accounts are not shown, although users may include them by unchecking *Exclude Cost Sharing Accounts* at the top of the screen.

| Award Overview | Award Summary | Spon Prgm Overview | Spon Prgm Burn Rates | Personnel Summary | Salary History | Charts |

Award [129120]   ☑ Exclude Cost Sharing Accts   Month [Aug 2019 ∨] [Current Budget Period ∨] [Go] [Reset]

Excel   PDF

Award Summary by Sponsored Program
As of August 2019 Close (Fiscal Period: 2002)   Printed Jul 08, 2020
Total Number of Sponsored Programs: 4

Award PI Name	Knierim, James		Project Start Date	07/01/2018	
SAP Award # / Award ID	129120 / R01MH118926		Project End Date	03/31/2023	
Award Name	Crcns: Dynamics Of Gain Recalibration In The Hippo		Budget Period Start Date	04/01/2019	
Award Primary Dept	115520: Mind Brain Institute		Budget Period End Date	03/31/2020	
Award Auth Group	1155200313: Mbi/Knierim James				
Sponsor	National Institute of Mental Health		Award Funding		
Total Award Amt	Funded Amt	$719,875	$1,773,737		Funding to Date	719,875	07/01/2018	03/31/2020
Award Type	Grant		Future Funding	1,053,862	04/01/2020	03/31/2023

Sponsored Program #	Sponsored Program Name	PI - Sponsored Program	F&A Rate	Months Remaining in Budget Period	ITD Budget (Direct + F&A)	ITD Total Expenses (Direct + F&A)	Budget Balance (Direct + F&A)	Budget Period Commitments	Available Balance	Estimated Direct Cost Balance	Estimated Direct Cost Balance (Less BP Salary and Subaward Commitments)	Projected Direct Cost Balance (Using Current Budget Period Monthly Burn Rate)	Generate Chart for this Program
90078891	R01MH118926	Knierim, James	63.75	7	373,818	183,523	190,294	136,578	53,717	116,210	32,959	57,562	Chart
90080849	*Cowan Allocation*	*Knierim, James*	*63.75*	*7*	*0*	*0*	*0*		*0*	*0*			Chart
90081116	New Cowan Allocation	Cowan, Noah	63.75	7	191,592	33,982	157,610	38,351	119,258	96,250	72,830	83,555	Chart
96019195	R01MH118926	Knierim, James	63.75	7	154,466	62,068	92,398	92,398	0	56,426	(35,972)	56,426	Chart
Totals					**719,875**	**279,573**	**440,302**	**267,327**	**172,975**	**268,887**	**69,817**	**197,543**	

Footnotes:
Estimated Direct Cost Balance: Calculated as (ITD Budget - ITD Expense) / (1 + FA Rate) for each sponsored program and totaled for award.
Estimated Direct Cost Balance (Less budget period salary and subaward commitments): Calculated as (Estimated Direct Cost Balance) - (Budget Period Salary Commitments + Budget Period Sub-Award Commitments)
Projected Direct Cost Balance: Calculated as (Estimated Direct Cost Balance) - (Budget Period Direct Cost Burn Rate exclusive of equipment and subaward costs * Remaining Months in Budget Period)

Display 2. Award Summary Report

The contents of the Award Summary report are explained below.

Header Fields - this report lists master data for the award, including award name and ID, award title, primary department and cost center, sponsor, total award amount, award type, project and budget period begin and end dates, funding to date and anticipated future funding.

For each of the award's sponsored programs, the following fields are displayed.

Sponsored Program Number - the sponsored program number for the allocation. If this value is red font, that indicates the sponsored program is closed. Closed sponsored programs are included when the award remains open.

Sponsored Program Name - abbreviation of the sponsored program name.

PI Sponsored Program - the principal investigator for the sponsored program.

F&A Rate - the facilities and administrative rate for the sponsored program. Sometimes referred to as the indirect cost rate.

Months Remaining - the number of months remaining in the current budget period. To view the current budget period dates, see the report header.

ITD Budget - this field shows the amount funded to date for all active and closed sponsored programs from the beginning of the award to the present. In the example report, this reflects all budgeted amounts from the beginning of the grant on 7/1/2018 through the end of the budget period on 03/31/2020.

ITD Total Expenses - this column lists the aggregated total of all direct and indirect expenditures from the beginning of the grant through the most recently closed fiscal period. In the example report, that is August 2019, which is fiscal year 2020, fiscal month 2 (fiscal period 2002).

Budget Balance - this is the available budget balance, and is the difference between the previous two columns. When viewing this column, users should understand that current commitments are not reflected in the balance, although they will be reflected in the *Available Balance*.

Budget Period Commitments/All Commitments - this column shows the total outstanding commitments for direct and indirect costs.   By default, commitments are only shown through the end of the current budget period. Generally this means that salary commitments extending past the budget period are excluded, although blanket purchase orders with commitments for each month will be capped as well.

When the budget period is expired, any commitments are displayed in a strike-through font. This is so users understand the budget period commitment balances may be inaccurate and should not be used. In this situation, users should change the filter from *Current Budget Period* to *All Commitments*. That will provide more accurate information, as all cleared commitments will be reflected in the total shown.

Available Balance/Available Balance Budget Period - this is a calculated field that represents the available balance for each sponsored program on the grant. The available balance will change contingent on the commitments selected.   If b*udget period commitments* are selected, the available balance will be for the current budget period. This is likely a more useful figure, especially if future budget allocations are anticipated and there are salary commitments that extend past the end of the current budget period. Refer to the report header to see if future funding is expected. As noted above, however, when budget periods are expired, users should not rely on the budget period available balance since commitments may have cleared that are not reflected in the available balance.

Estimated Direct Cost Balance - this column is the available direct cost balance for each sponsored program, before considering outstanding commitments. For each sponsored program, the direct cost balance is estimated using the budget balance and F&A rate as shown below for sponsored program 90078891 (see Display 2).

```
(ITD Budget – ITD Expenditures) / (1 + FA Rate)
(373,818 – 183,523) / (1 + .6375)        = Estimated Direct Cost Balance
190,294 / 1.6375                         = 116,210
```

Estimated Direct Cost Balance (less budget period salary and subaward commitments) - this field shows the estimated direct cost balance after subtracting all salary and subaward commitments. This figure provides a estimate of the dollars available during the remainder of the budget period for supplies and other expendables.

In this example, there are outstanding budget period salary commitments totaling $106,672, and subaward commitments of $92,398 (not shown on the report).   When these commitments are subtracted from the estimated direct cost balance of $268,887, the revised direct cost balance of $69,817 reflects what is available for supplies and other costs through the remainder of the budget period.

Table 2. Estimated Direct Cost Balance
(less Budget Period Salary and Subaward Commitments)

Sponsored Program	Estimated Direct Cost Balance	Salary Commitments	Subaward Commitments	Estimated Direct Cost Balance (less BP Salary & Subaward Commitments)
90078891	116,210	83,251	0	32,959
90080849				
90081116	96,250	23,421	0	72,830
96019195	56,426	0	92,398	(35,972)
Total	$268,887	$106,672	$92,398	$69,817

Projected Direct Cost Balance (using current period monthly burn rate) - this calculated field provides an estimate of projected direct cost balance using the budget period burn rate exclusive of equipment and subaward expenditures. If spending remains consistent with the budget period burn rate, then *the balance in this field reflects potential surplus dollars.*   The example below shows the calculations for award 129210.

In the example, there are 7 months remaining in the budget period based on the budget period end date of 03/31/2020. The average monthly expenditure for salaries during the current budget period has been $9,139, while for other expenditures, excluding equipment and subawards, the burn rate has been $1,053 per month.

Assuming expenditures on the grant continue at the same rate, we estimate $71,343 will be spent in the final seven months for salaries and other expenses. If spending occurs at this rate, there will be a projected direct cost balance of $197,543 when the current budget period ends on 3/31/2020.

```
Projected Balance = Direct Cost Balance - Salary + Expendable Burn * Months
Projected Balance = 268,887 - (9,139 + 1,053) * 7
Projected Balance = 268,887 - 71,343 = $197,543
```

Table 3. Projected Direct Cost Balance - Using Current Budget Period Monthly Burn Rate
(using current budget period monthly burn rate)

Sponsored Program	Estimated Direct Cost Balance	Salary Monthly Burn Rate	Other Monthly Burn Rate	Months Remaining	Estimated Expenditures to end of Budget Period	Projected Direct Cost Balance
90078891	116,210	7,402	976	7	58,648	57,562
90080849				7		

Table 3. *Projected Direct Cost Balance - Using Current Budget Period Monthly Burn Rate*
(using current budget period monthly burn rate)

Sponsored Program	Estimated Direct Cost Balance	Salary Monthly Burn Rate	Other Monthly Burn Rate	Months Remaining	Estimated Expenditures to end of Budget Period	Projected Direct Cost Balance
90081116	96,250	1,736	77	7	12,695	83,555
96019195	56,426			7		56,426
Total	**$268,887**	**$9,139**	**$1,053**	**7**	**$71,343**	**$197,543**

Sponsored Program Overview Report

The Sponsored Program Overview report provides an overview of all sponsored programs for the selected PI using the same fields that are contained in the *Award Overview* and *Award Summary* reports. All active sponsored programs and closed sponsored programs with balances are displayed. For closed sponsored programs, sponsored program number will be displayed in red italic font.

Display 3. *Sponsored Program Overview Report*

Sponsored Program Burn Rates Report

The *Sponsored Program Burn Rates* report provides an overview of all sponsored programs for the selected PI. All active sponsored programs and closed sponsored programs with balances are displayed. For closed sponsored programs, sponsored program number will be displayed in red italic font.

In the report, projected expenditures and burn rates are provided for each sponsored program, with estimated balances calculated using the budget period burn rate.

Display 4. *Sponsored Program Burn Rates Report*

When initially viewing this report, the default sort order will be by month remaining in budget period, Award PI and Award #. Users may change this by clicking on header names in the report.

Award # - the University assigned grant number. Users may drill on this value to view the *Award Summary* report for the selected award.

PI - The principal investigator for the grant. Note, the grant PI will differ from the report PI in instances where the report PI has an allocation from another PI's grant. In the example above, the report PI, James Knierim, has allocations from grants belonging to both Michela Gallagher and Noah Cohen.

Sponsored Program Number and Name - the sponsored program number and an abbreviation of the sponsored program name. When the sponsored program number is displayed in red font that indicates the sponsored program is closed.

Months Remaining in Budget Period - months remaining in the budget period as calculated using award master data from the SAP tables (ZTS_AWARD_BYYEAR table). To view budget period dates, users should go to the *Award Summary* report.

% of Months Remaining in Budget Period - this calculated field provides the user with an idea of the amount of time remaining in the budget period.   For example, if the budget period is 12 months in duration, and 4 months have been completed then 67% of months are remaining (8/12 = 67%).

Budget Balance as of Month End (Direct Only) - this field shows the remaining direct dollars available for the current budget period. The field is calculated as:

```
Direct Cost Budget - Inception to Date Direct Expenditures
```

When highlighted in yellow, this balance is likely overstated due to unallocated budget amounts, which result in F&A not being excluded from the estimated direct cost balance.   See sponsored program 90065074 in Display 4.

Budget Period Commitments (Direct Only) - this field shows all outstanding direct cost commitments for the remainder of the budget period. By capping commitments, especially salary commitments at budget period end date, we are ensuring that the available balance reported in the following column accurately reflects available funds based on the budget allocation for the current budget period.   In the example above, this PI has outstanding budget period commitments of $728,665.

Available Balance (Direct Only) - the available direct cost balance for the remainder of the budget period. Calculated as:

```
Budget Balance at Month End (Direct Only) - Budget Period Commitments (Direct Only)
```

Budget Period Monthly Burn Rates

This section of the report provides burn rates during the current budget period. The first two columns (A/B) show burn rates for completed months, while columns C/D are estimates for the amount that can be spent each month for the remainder of the budget period. Equipment and subaward costs are excluded from these historical and future burn rates, because limiting to salary and other expenditure burn rate generally provides a more accurate estimate of available funds.

A. Budget Period Monthly Burn Rate (Excluding Equipment and Subaward Costs) - The monthly burn rate in *column A is the average amount spent each month of the budget period for salary and other expenses*.   Equipment and subaward costs are excluded from the calculations since they are more likely to be one-time or fixed costs.

Using the burn rate provided in column A, users can verify the *Projected Direct Cost Balance* shown on the award overview and summary reports. Multiplying this figure by remaining months and subtracting that from the *Estimated Direct Cost Balance* yields the projected direct cost balance.

For example, for sponsored program 90078891 there are 7 months remaining in the budget period and the estimated month burn rate for salary and other expenses is $8,378.   From the Award Summary report in Display 2, we see the estimated direct cost balance for sponsored program 90078891 is $116,210.   After performing the calculations, we can estimate a projected direct cost balance of $57,562 for the remaining 7 months of the budget period (see *Award Summary* for sponsored program 90078891 report and the corresponding calculations below).

As of August 2019 close the following amounts are reported for this sponsored program.

```
Estimated direct cost balance        = $116,201          (see award summary rpt)

Estimated monthly burn for salary and other = $8,378     (see sponpgm burn rate rpt)

Estimated spend for salary & other to budget period end = 7 * $8,378 = $58,646

Projected Direct Cost Balance = $116,210 - $58,646 = $57,562
```

The Projected Direct Cost Balance (using current budget period monthly burn rate) is calculated in this manner and displayed on the *Award Summary* report, with the award totals aggregated and reported for the award on *Award Overview* report for the PI.

B. Budget Period Monthly Burn Rate (Expendables Only) - The monthly burn rate in *column B is the average amount spent each month of the budget period for other expenses*, which are also referred to as *expendables*, and include all direct cost expenditures except equipment, salaries and sub-awards. This figure will be used in subsequent calculations to project the amount available to spend for the remainder of the budget period.

In instances where users wish to know the burn rate for personnel costs, users can subtract column B from column A to calculate the salary and fringe burn rate as shown below.

```
Estimated monthly burn for salary and other = $8,378

Estimated monthly burn other = $976

Calculated monthly burn rate for salary and fringe = $8,378 - $976 = $7,402
```

C. Budget Period Monthly Burn Rate to Achieve $0 Balance (Direct Only) - The amount shown in *column C is the estimated direct dollars that can be spent each month for the remainder of the budget period*. This is calculated as follows for sponsored program 90078891:

```
Budget Balance as of Month End (Direct Only) = $106,989

Months Remaining in Budget Period = 7

Column C: Monthly Burn Rate to Achieve $0 Balance (Direct):  $106,989 / 7 = $15,284
```

D. Budget Period Monthly Burn Rate to Achieve $0 Balance (Expendables Only) - The amount shown in *column D is an estimate of the direct dollars available to spend per month for the remainder of the budget period on items other than salary, equipment and subawards*.

Calculated as column C – budget period burn rates for salary, equipment and sub-awards.

```
Salary Burn Rate = $7,402

Equipment Burn Rate = $1,773

Sub-Award Burn Rate = 0

Expendable Burn Rate to Achieve $0 Balance = $15,284 - $7,402 - $1,773 = $6,109
```

Award Start Date - the effective date the award begins.

Award End Date - the anticipated effective end date of the award.

Personnel Summary Report

This report allows users to view actual percent effort for the past 6 months and committed effort for the next 12 months for all faculty, staff and students working on a PI's grants or sponsored programs. Users may also combine reports for multiple PIs and select up to 20 PIs for one report. For actual salary, the report only includes those salary wage types that are eligible for inclusion in the Effort Reporting system. This includes wage types: 1000, 1002 and 3015.

After generating the personnel summary report, users may drill to detail by person or cost object, use the filter options to display more fields, display an employee's complete labor distribution, or limit the display to employees working on the PI's grants or sponsored programs. These options are explained further below.

Display 5. Personnel Summary - Filters and Selection Boxes

After selecting one or more PIs, the report will display percentage of actual salary paid by grant and sponsored program during the past 6 months. Salary commitments are shown for the next 12 months for salaried employees only. Hourly employees are shown if they were paid during the past 6 months, but salary commitment are not since hourly employees do not have salary commitments.

Although this will not occur frequently, if there are situations where a JHHS employee is working on a JHU award, their salary and commitments will not be included in this report.

Finally, there may be situations where labor distribution changes mid-month. In these cases, we have reported the average by cost object when reporting commitments. There will be instances where we cannot cleanly determine the average, and in this case the commitment total may exceed 100% for one month.

General PI - The General PI drop down allows users to select one or more PIs for inclusion in the report. To select multiple PIs, toggle the Multiple PIs radio button, and select the names of each PIs to include. After listing an individual in the name drop down, add them to the report list by selecting the + sign. After selecting all PIs for the report, you may run the report by hitting Go.

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Award and Sponsored Program Reporting - To view all information for a specific grant, users can enter the grant number in the Award box. The example below will yield a report showing all faculty, staff and students paid from grant 129220.

Type [Award ⌄] Award [129220]

To view the personnel summary report for a specific sponsored program, users should select Spon Program from the Type Box, and enter the sponsored program number in the text box.   In the following example, all faculty, staff and students paid from sponsored program 90078976 will be displayed in the report.

Type [Spon Program ⌄] Spon Program [90078976]

Limiting Display to Grant PI or Sponsored Program PI - By default, the report displays labor distribution for all employees paid on either the PI's grants or sponsored programs. To limit the report to employees working on the PI's grants, users may select *PI is Grant PI* from the *Show (All Personnel)* filter box.   Similarly, users may limit the display to the PI's allocations, by selecting *PI Is Cost Object PI*.
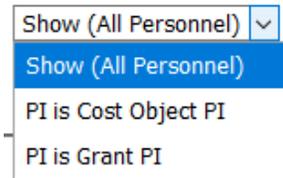
Show (All Personnel) ⌄
Show (All Personnel)
PI is Cost Object PI
PI is Grant PI

Group By - By default, the report is grouped by employee type and name. Users may change the display to order by cost object using the *Group By* selection box.
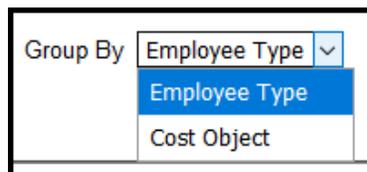
Group By [Employee Type ⌄]
Employee Type
Cost Object

All Labor - As noted above, by default the report only shows labor distribution for accounts where the selected PI is the grant or sponsored program PI. To see an employee's entire labor distribution, users may toggle the *All Labor* option, which will add all non-sponsored and other sponsored accounts to the display for Staff and Students. When All Labor is selected, the sum of each person's labor distribution should total 100%.

For PIs using PI Dashboards, selecting *All Labor* will show 100% labor distribution for themselves and for all the staff and students working on the grants and sponsored programs.   Labor distribution for other PIs will remain unchanged, and will remain limited to records where the faculty member is paid on the selected PI's grants or sponsored programs. To view 100% all labor distribution, users may also drill to detail by using the link to the individual's pernr.

Include Co-PI Awards - By default, the Personnel Summary report will display all grants where the selected PI is specified as the grant PI in SAP, or listed as a Co-Investigator in Coeus.   To exclude records where they are co-investigators, users can toggle the Include Co PI awards option.

Show All Columns - For additional information, users may expand the report to show additional columns by selecting the *Show All Columns* box.   Making this selection will add the following to the display: employee type, home department and title; grant number, name and PI; cost object PI; and last date that an Eform was processed to change an individual's labor distribution.

Subtotals - For most of the filter options in the report, subtotals will be displayed. Users have the option of deselecting subtotals using this option.

Personnel Summary for PI: James Knierim - 57775
As of August 2019 Close (Fiscal Period: 2002)
Labor distribution for all faculty, staff and students working on for the selected PI.
Six month history of actual salary is limited to Effort Reporting wage types: 1000, 1002, 3015

Employee		Cost Object #	Cost Object Name	6 Month History (Rolling)						12 Month Projection (Rolling)											
Pernr	Name			Actual Mar-19	Actual Apr-19	Actual May-19	Actual Jun-19	Actual Jul-19	Actual Aug-19	Projected Sep-19	Projected Oct-19	Projected Nov-19	Projected Dec-19	Projected Jan-20	Projected Feb-20	Projected Mar-20	Projected Apr-20	Projected May-20	Projected Jun-20	Projected Jul-20	Projected Aug-20
Faculty																					
135783	Cheng Wang																				
		90079841	R01NS039456	26.8%	32.7%	32.7%	32.7%	100%													
104612	Francesco Savelli																				
		90074476	Knierim Allocation	50%	50%	50%	0%	0%	0%												
		90078891	R01MH118926	50%	50%	50%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
138583	Heekyung Lee																				
		90065074	Ppg/Knierim	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	0%	0%	0%
103174	James Knierim																				
		90065074	Ppg/Knierim	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	0%	0%	0%
		90074476	Knierim Allocation	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	0%	0%	
		90078891	R01MH118926	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	0%	0%	
		90079841	R01NS039456	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	0%	0%
		90079939	Knierim Allocation	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%
23607	Kechen Zhang																				
		90078891	R01MH118926	5%	0%	0%	0%	5%	5%	5%	5%	5%	5%	5%	5%	5%	0%	0%	0%	0%	0%
104829	Manu Sasidharan Madhav																				
		90074476	Knierim Allocation	40.1%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	0%	0%
		90079939	Knierim Allocation	0%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	0%	0%
18127	Noah Cowan																				
		90081116	New Cowan Allocation	5%	0%	0%	0%	0%	0%												
182816	Xiaojing Chen																				
		90079841	R01NS039456	18.2%	18.2%	18.2%	18.2%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	0%	0%

Display 6. Personnel Summary Report - All Grants and Sponsored Programs for PI

Salary History Report

The salary history report provides an historical summary of payroll distribution for any employee who has worked on sponsored awards since FY15. The report allows users to research employees' payroll distribution over the past few years to determine if cost transfers should be made to or from specific sponsored or non-sponsored accounts.

Because payroll cost transfers can be made for any pay period within the past 18 months, the data for these prior pay periods is reloaded each month, ensuring that any recent payroll transfers are included in the percentages.

For example, if someone was initially paid on a sponsored award during semi-pay period 12/15/2019, and these charges were moved to a non-sponsored account during the 5/31/2020 pay period, when the data is reloaded following May close, the original sponsored payment will clear, and the percentage reported for that pay period will be the non-sponsored posting.

Display 7. *Salary History Report Selection Screen*

Period From and To - by default the report will display the past 12 months, although users have the option of selecting month ranges back to July, 2016. To change the start date simply select the dropdown, scroll to the desired month and make your selection. You may also change the end date by changing the Period To selection.

Selecting by Employee - the report can be run for any person paid on a sponsored account since July 2016. To make your selection, begin typing the last name into the selection box, and a pick list of names will be displayed. The names displayed will be by the pernr SAP master data element, so there

may be multiple entries for the same person, which is necessary due to concurrent employment. In the display below, the user Abenaa Jones is the same person with two different pernrs. By viewing her labor distribution separately, users can see how much she has been paid on each concurrent job.

Employee	Jones
	Jones Mccrae, Sheridan - 229807
gram Report	Jones, Abenaa - 228362
	Jones, Abenaa - 264694
riods and at	Jones, Alisha - 222395
	Jones, Amanda - 271023
	Jones, April - 9944
	Jones, Athenia - 196491
	Jones, Bre'shey - 122304
	Jones, Carli - 238391

Selecting by Sponsor Type - When viewing labor distribution for a specific individual, it may be helpful to limit the display to sponsored federal or non-federal awards, or to non-sponsored accounts. This can be done using the account type selection box as shown below.

Acct Type (All)
Acct Type (All)
Sponsored
Federal
Non Federal
Non Sponsored

Selecting by Award or Cost Object Number - To view all people paid on a specific grant or sponsored program during the specified time frame, users can use the select Award or Cost Object from the Type box, and then enter either the grant or cost object number on the text box. When entering by cost object, users can enter the sponsored program for sponsored accounts, or the funded program and fund center for non-sponsored accounts.

Type	Award	Award	123456
	Award		
	Cost Object		

| Award Overview | Award Summary | Spon Prgm Overview | Spon Prgm Burn Rates | Personnel Summary | **Salary History** | Charts |

Period Jun 2019 To May 2020   Employee Knierim, James - 103174   Acct Type (All)   Type Award   Award [____]   Go   Reset

Salary Pct by Award and Sponsored Program Report   **Excel**   **PDF**

Personnel Salary Percentage by Award and Sponsored Program as of Jul 09, 2020

Award	Award Name	Employee Name	Pernr	Cost Object	Cost Object Name	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020
120462	Cognition and Hipp	Knierim, James	103174	90065074	Ppg/Knierim	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%	7.5%	7.5%
126697	A Control Theoreti	Knierim, James	103174	90074476	Knierim Allocation	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%
129120	CRCNS: Dynamics of	Knierim, James	103174	90078891	R01MH118926	5.0%	7.6%	7.6%	7.6%	7.6%	7.6%	7.6%	7.6%	7.6%	7.6%	5.0%	5.0%
129767	Science of Embodie	Knierim, James	103174	90079939	Knierim Allocation	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%						
129847	Multisite Analysis	Knierim, James	103174	90079841	R01NS039456	20.0%	19.7%	19.7%	19.7%	20.3%	20.3%	20.3%	20.0%	20.0%	20.0%	27.5%	27.5%
132433	A Neural Systems A	Knierim, James	103174	90084879	Knierim Allocation		15.0%	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%	5.0%	5.0%
		Knierim, James	103174	80000275	Neuro. Grad Prog.	5.6%	5.4%	5.4%	5.4%	5.4%	5.4%	5.4%	5.4%	5.4%	5.4%	5.4%	5.4%
				80009662	MBI/Faculty Salary	21.1%	3.9%	3.9%	3.9%	3.4%	3.4%	20.1%	20.4%	20.4%	20.4%	33.0%	33.0%

Display 8. *Salary History Report*

Charts

Two charts are available to view trends for grants or sponsored programs over the past 12 months. Users may activate this functionality by selecting *Chart* from one of the reports, or by selecting the *Chart* option from the top list of tabs.

Available Balance and Committed Funds

The *Available Balance and Committed Funds* graph is the default chart, showing available balance and outstanding budget period commitments by month for the past twelve months. Users may generate this graph for any grant or sponsored program. Additionally, users have the option of graphing *Direct Costs* or *All Costs*. When viewing *All Costs*, the reported balance and commitments will tie to the available balance and commitments reported on the Award Overview and Award Summary reports.

For example, the following chart shows All Costs for award 129120 as of August 2019 close. Comparing the chart's contents for this month, we see the Available Balance of $110,734 and Budget Period Commitments of $329,568 tie to the totals for this grant shown in the Award Overview report in Display 1.
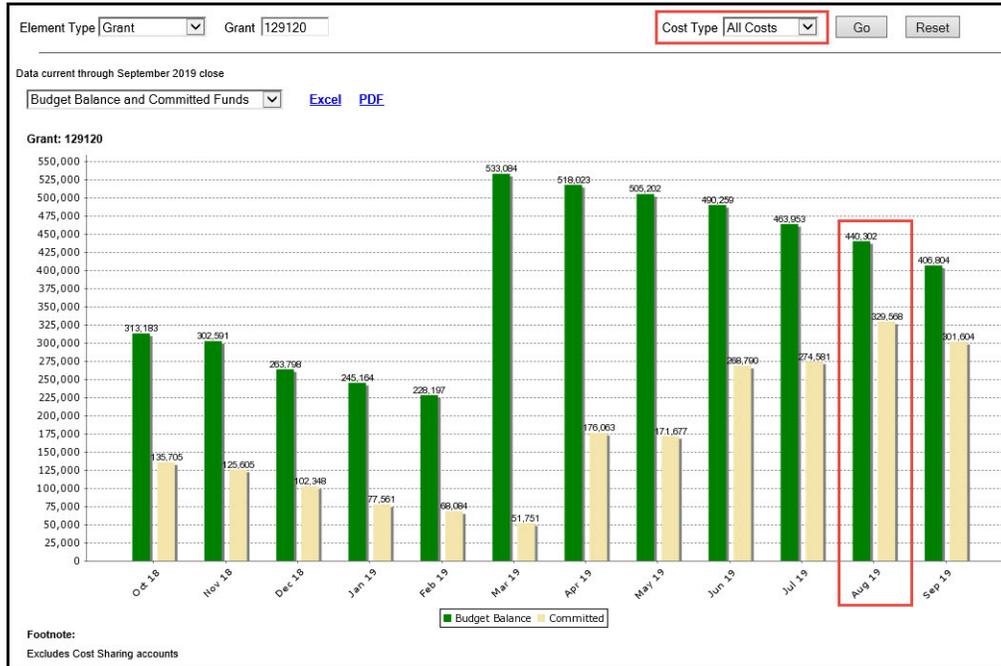
Display 9. *Available Balance and Committed Funds Chart - All Costs*

Budget Balance and Committed Funds

In some situations it may be more informative to view budget balance and open commitments, which allows you to see the total budget balance before it is reduced by outstanding commitments. For example, this may be useful if you are considering changing personnel expenses by increasing or reducing the number of people working on your grant.

In the example below, we see the budget balance and open commitments in a bar chart, with each category represented by a separate column. Comparing the chart's contents for August 2019, we see the budget balance of $440,302 and budget period commitments of $329,568 tie to the totals for

this grant shown in the Award Overview report in Display 1.

Display 10. *Budget Balance and Committed Funds - All Costs*

For additional information please contact:

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