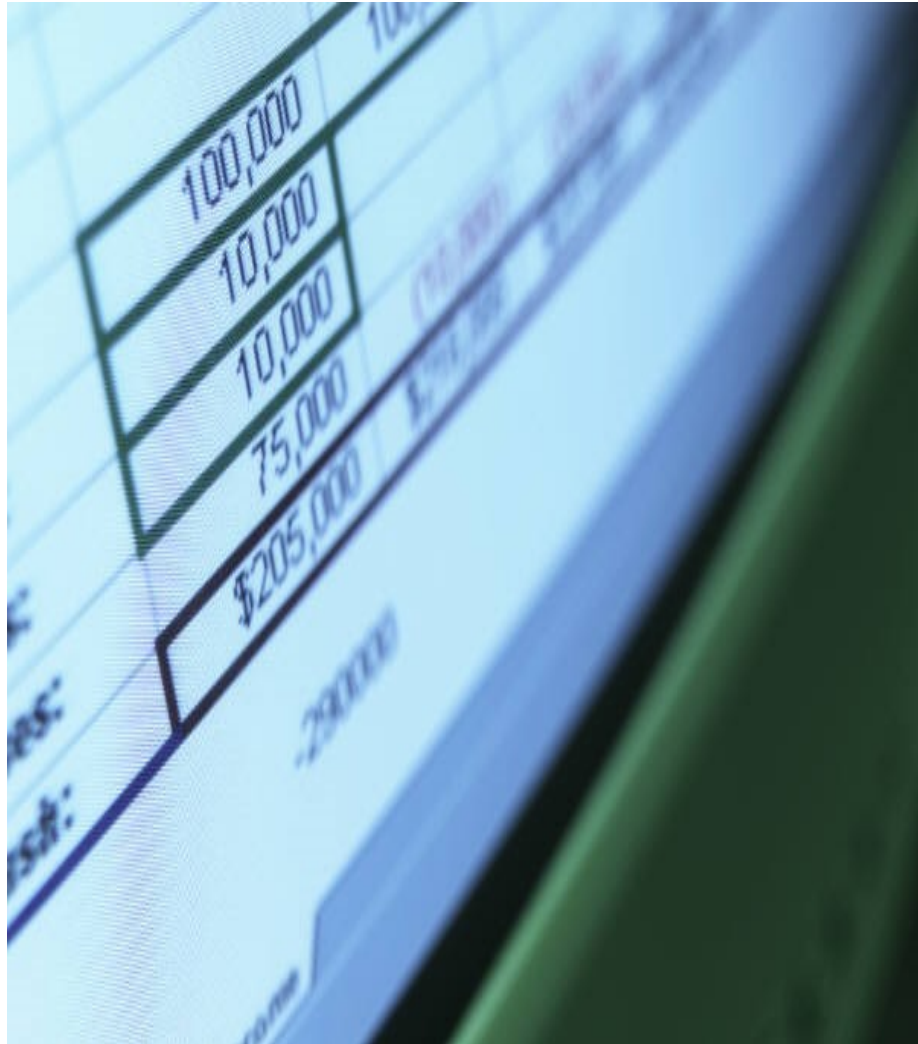


The University of Iowa

Electronic Financial Reports - Grant Reports

User Manual



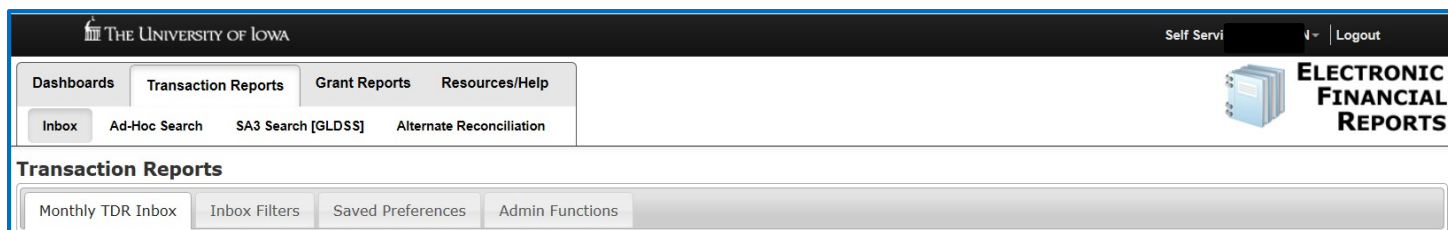
Grant Accounting Office

Last updated 02/11/2020

Part I – EFR Inbox

Grant Reports are electronically distributed to the Electronic Financial Reports (EFR) Portal. The EFR portal is accessed through Employee Self-Service (“Administration” tab).

The EFR Portal:



Part II – Grant Reports tab

When the Grant Reports tab is selected, the list of awards presented will include all awards listed by grant/budget reference field (BRF) that you are able to view based on established roles that have been assigned to you (PI, Co-I(nvestigator), PI Department Research Administrator, Co-I(nvestigator) Department Research Administrator, WhoKey Reviewer, Alternate Department Contact).


• EFR Grant Reports – Grant Inbox - standard version:

Acctg Prd 07, FY2020 / January (Period 7), 2020

Grant Inbox Free Balance

My Research Portal

UI Grant Number ▲	BRF	Award Desc	Current Month Financial Activity	Budget Begin Date	Budget End Date	PI Name/Co PI ↓	Reports							
11281200	01	NIH-NIGMS-Minig the Coprophilo	Y	12/01/2019	11/30/2020	██████████	Financial Summary	IACR Recap	Transaction Detail	Payroll Summary	Subaward Summary	Key Personnel Committed Effort	Cost Share Summary	Award Information
11281900	01	NIH-NIEHS-Rapid Uranium Sensor	Y	02/01/2019	01/31/2020	██████████	Financial Summary	IACR Recap	Transaction Detail	Payroll Summary	Subaward Summary	Key Personnel Committed Effort	Cost Share Summary	Award Information
12333800	01	UNIV OF CONN - REG OF GAMMA DE	Y	04/01/2018	03/31/2020	██████████	Financial Summary	IACR Recap	Transaction Detail	Payroll Summary	Subaward Summary	Key Personnel Committed Effort	Cost Share Summary	Award Information
13103100	02	KALMAN & CO, INC.: Chemometric	Y	08/08/2014	03/07/2020	██████████	Financial Summary	IACR Recap	Transaction Detail	Payroll Summary	Subaward Summary	Key Personnel Committed Effort	Cost Share Summary	Award Information
▶ 137118xx	01	DoEd: Doctorial Training Oppor	Y	09/01/2017	08/31/2020	██████████	Financial Summary	IACR Recap	Transaction Detail	Payroll Summary	Subaward Summary	Key Personnel Committed Effort	Cost Share Summary	Award Information
14035700	01	DOE-Forbes-SubtleVariationsOxo	Y	07/15/2019	07/14/2020	██████████	Financial Summary	IACR Recap	Transaction Detail	Payroll Summary	Subaward Summary	Key Personnel Committed Effort	Cost Share Summary	Award Information

Awards that have multiple sub-components established will be displayed with an “xx” for the last two characters of the UI Grant Number field. The symbol  can be selected to show each sub-component.

Grant Report selection can be made at 1) the single sub-component to see financial data for a specific 8-digit grant and BRF, or 2) the summary “xx” of multiple components for a 6-digit grant and BRF (if applicable).

An example of a multiple sub-component award that has been expanded:

▼ 117129xx

11712900

11712997

The reports can be viewed by selecting one of the report buttons:

Financial Summary

IACT Recap

Transaction Detail

Payroll Summary

Subaward Summary

Key Personnel Committed Effort

Cost Share Summary

Award Information

- EFR Grant Reports – Grant Inbox – Free Balance version:

The University of Iowa

Self Service

Logout

Transaction Reports

Grant Reports

Resources/Help

Inbox

Ad Hoc Search

My Research Portal

Export to Excel

Grant Reports

Acctg Prd 03, FY2016 / September (Period 3), 2015

Grant Inbox

Free Balance

Expand All

Collapse All

Fund	Org	Dept/Sdept	Grant #	BR	Fn	PI #	Status	aMfk	rMfk	Current Budget / Cuml Receipts	Cuml Expenditures	Encumbrances	Free Balance	Budget Begin	Budget End	Project Begin	Project End	Award Desc	Grant Report
510	11	107000000	11501041	10	20		C	N	N	\$ 22,650.00	\$ 22,497.02	\$ 0.00	\$ 152.18	04/01/14	03/31/15	09/29/90	03/31/17	NSF-ELHS - EHSRC Pilot Stone	Report
510	11	107000000	132027xx	01	20		A	N	N	\$ 300,000.00	\$ 229,626.12	\$ 0.00	\$ 70,373.88	04/01/13	03/31/16	04/01/13	03/31/16	US EPA: Sources & Radiative Pr	Report
510	11	107000000	15233800	01	20		A	N	N	\$ 216,203.00	\$ 52,453.60	\$ 86,213.33	\$ 77,536.07	08/01/14	07/31/17	08/01/14	07/31/17	NSF-Stone: Combustion Emission	Report
510	11	107000000	16235000	01	20		A	N	N	\$ 349,999.00	\$ 80,843.04	\$ 70,661.96	\$ 198,594.01	08/15/14	07/31/17	08/15/14	07/31/17	NSF-Stone: Science Appointment	Report

A button allows you to toggle between the standard (default) Grant Inbox and a more detailed version called Free Balance. The Free Balance version includes the WhoKey elements (Fund, Org, Dept/Sdept, BR, Fn), status of the award (I-Inactive, A-Active, C-Closing), if the award is an advance MFK (aMfk), if the award is a renewal MFK (rMfk), cumulative budget/receipts, cumulative expenditures, current period encumbrances, free balance, budget begin and end dates, project begin and end dates, and the Award Desc title for each award. The Report button in the last column will take you to the grant reports for the award.

The

Export to Excel

 button in the right corner allows the Free Balance inbox to be exported to Excel.

Part III – Grant Reports

(a) Report Header

The WhoKey in the header indicates an 8-character single component versus a 6-character multiple component.

An example of a WhoKey listed for multiple 6-digit component:

PI Name: [REDACTED]	Grant/Contract/Protocol #: 1 T32 GM077973-01	Budget Period: 08/01/2006 - 06/30/2007
Sponsor: US Department of Health & Human Services, National Institutes of Health	Award Description: Statistics in Microbiology, Infectious Diseases & Bioinformatics	WhoKey: 510-20-522000000-117129xx-10-01

An example of a WhoKey listed for a single 8-digit component:

PI Name: [REDACTED]	Grant/Contract/Protocol #: 1 T32 GM077973-01	Budget Period: 08/01/2006 - 06/30/2007
Sponsor: US Department of Health & Human Services, National Institutes of Health	Award Description: Statistics in Microbiology, Infectious Diseases & Bioinformatics	WhoKey: 510-20-522000000-11712900-10-01

Clicking on the WhoKey will expand the header to show the WhoKey elements and descriptions:

PI Name: [REDACTED]		Grant/Contract/Protocol #: 1 T32 GM077973-01		Budget Period: 08/01/2006 - 06/30/2007	
Sponsor: US Department of Health & Human Services, National Institutes of Health		Award Description: Statistics in Microbiology, Infectious Diseases & Bioinformatics		WhoKey: 510-20-522000000-11712900-10-01	
Fund Source:	510	Current Restricted Federal	Function:	10	Instruction
Collegiate Unit:	20	College of Public Health	Department/SubDepartment:	522000000	Biostatistics
Grant Number:	11712900	NIH NIGMS-Statistics in Micro	Budget Reference Field:	01	

(b) Reports

(b)(i) Financial Summary:

This summary report replaced the FMS and SGRE paper reports that were discontinued in January 2013. It provides a cumulative summary of actual expenditures incurred by budget category. With this electronic version, users have the ability to expand a budget category to view the institutional account descriptions, payroll information, Subaward information and amounts included in a summary budget line and the ability to view up to twelve months of monthly activity at a time. One of two types of summary report formats will be displayed on the tab, Budget and Expense Summary (FMS) or Revenue and Expense Summary (SGRE). The type of summary report the user views is controlled by Grant Accounting.

An example of a Financial Summary tab (report):

Full Screen

THE UNIVERSITY OF IOWA

Reporting Period: Acctg Prd 07, FY2020 / January (Period 7), 2020

Sponsor: US Department of Health & Human Services, National Institutes of Health

Grant/Contract/Protocol #: 2 T32 GM008365-26A1

Budget Period: 07/01/2017 - 06/30/2018

Award Description: Predoctoral Training Program in Biotechnology

WhoKey: 510-19-411200000-117045xx-20-12

Financial Summary

IACT Recap

Transaction Detail

Payroll Summary

Subaward Summary

Cost Share Summary

Key Personnel Committed Effort

Award Information

Expand All | Collapse All

Excel

Close Out

Budget and Expense Summary

Show Previous: 0 Months

Budget Category	Original Budget (\$)	Current Budget (\$)	Current Month Expenditures (\$)	Cumulative Expenditures (\$)	Encumbrances (\$)	Free Balance (Overdraft) (\$)
Supplies						
▶ Supplies	0.00	0.00	0.00	9,997.32	0.00	-9,997.32
Total Supplies	0.00	0.00	0.00	9,997.32	0.00	-9,997.32
Faculty/staff Travel						
▶ Faculty/staff/other Travel Domestic	0.00	0.00	0.00	1,970.02	0.00	-1,970.02
Total Faculty/staff Travel	0.00	0.00	0.00	1,970.02	0.00	-1,970.02
Other Costs						
▶ Publications	0.00	0.00	0.00	100.00	0.00	-100.00
▶ Other	25,200.00	25,200.00	0.00	449.59	0.00	24,750.41
Total Other Costs	25,200.00	25,200.00	0.00	549.59	0.00	24,650.41
Trainee Stipends & Fringe						
▼ Trainee Stipends	143,064.00	143,064.00	0.00	141,076.88	0.00	1,987.12
▼ Fellowships Student			0.00	141,076.88	0.00	
			0.00	23,844.00	0.00	
			0.00	23,844.00	0.00	
			0.00	21,857.00	0.00	
			0.00	23,844.00	0.00	
			0.00	23,844.00	0.00	
			0.00	23,843.88	0.00	
▶ Trainee Fringe Benefits	0.00	0.00	0.00	10,581.01	0.00	-10,581.01
Trainee Stipends & Fringe	143,064.00	143,064.00	0.00	151,657.89	0.00	-8,593.89
Trainee Travel						
▶ Trainee Travel Domestic	1,800.00	1,800.00	0.00	100.00	0.00	1,700.00
Total Trainee Travel	1,800.00	1,800.00	0.00	100.00	0.00	1,700.00
Modified Total Direct Costs	170,064.00	170,064.00	0.00	164,274.82	0.00	5,789.18
▶ Tuition & Fees	37,501.00	37,501.00	0.00	36,582.25	0.00	918.75
Total Direct Costs	207,565.00	207,565.00	0.00	200,857.07	0.00	6,707.93
▶ F & A Costs	13,805.00	13,805.00	0.00	13,141.99	0.00	463.01
End Of Yr Budget Balance Transfer	0.00	0.00	0.00	0.00	0.00	0.00
Budget Adjustments						
Unexpended Budget Restricted	0.00	-7,170.94	0.00	0.00	0.00	-7,170.94
Total Budget Adjustments	0.00	-7,170.94	0.00	0.00	0.00	-7,170.94
Total Costs	\$ 221,170.00	\$ 213,999.06	\$ 0.00	\$ 213,999.06	\$ 0.00	\$ 0.00

User options on the Financial Summary tab:

- 1) Select the link to *Expand All* to expand every budget category to view applicable institutional account descriptions.
- 2) *Collapse All* to collapse the institutional account descriptions and just see budget categories.
- 3) Select the symbol next to a Budget Category: the ▸ to view the applicable institutional account descriptions for a single budget category or the to collapse institutional account descriptions of a single category to see just budget category.
- 4) Select the symbol next to a Personnel or Trainee Stipend institutional account description: the ▸ to view the individual's name(s) associated with a Personnel or Trainee Stipend institutional account or the ▼ to collapse the names to just the institutional account descriptions.
- 5) Select a number of months from the *Show Previous* drop down list to view more than one month of expenditures.
- 6) Select a different "Current Month" by changing the selection in the *Reporting Period* drop down
- 7) Select *Excel* button to view/work with the current report format as an Excel spreadsheet (this will include tabs for Budget Category_Summary, Budget Category_lact, and Personnel).
- 8) Select *Full Screen* to expand the report to fill the entire screen.
- 9) Select another tab (report): IACT Recap, Transaction Detail, Payroll Summary, Subaward Summary, Cost Share Summary, Key Personnel Committed Effort or Award Information.

(b)(ii) IACT Recap:

This report replaced the recap section of the TDS paper report that was discontinued in January 2013. It provides a revenue and expense recap by institutional account within budget categories for all WhoKeys established for a single 8-digit or a 6-digit multiple component grant program number and for cost share accounts. Additionally grant-to-date and fiscal year-to-date revenue and expenses are available at the Master File Key (MFK) level.

An example of the IACT Recap tab:

Full Screen THE UNIVERSITY OF IOWA Reporting Period: Acctg Prd 07, FY2020 / January (Period 7), 2020

Grant/Contract/Protocol #: 2 T12 HP14992-04 Budget Period: 09/01/2013 - 08/31/2014

Sponsor: US Department of Health & Human Services, Health Resources & Services Administration Award Description: Coordinating and Improving Oral Health Workforce Activities in Iowa WhoKey: 510-13-237000000-127066xx-10-04

Financial Summary **IACT Recap** Transaction Detail Payroll Summary Subaward Summary Cost Share Summary Key Personnel Committed Effort Award Information

▼ 127066xx-04

Fund	Org	Dept	Grant	Func	BRF	Action
510	13	237000000	127066xx	10	04	IACT Recap
510	13	237000000	12706600	10	04	IACT Recap
510	13	237000000	12706601	10	04	IACT Recap

▼ 327066xx-04

Fund	Org	Dept	Grant	Func	BRF	Action
			327066xx		04	IACT Recap
240	13	225000300	32706600	10	04	IACT Recap
050	13	237000000	32706600	21	04	IACT Recap

User options on the IACT Recap tab:

- 1) Select the “IACT Recap” button to view a report for a specific WhoKey.
- 2) Select ▾ button to expand the grant program and/or cost share account IACT recap report
- 3) If there are multiple WhoKeys available, the “xx” WhoKey can be selected to view a report with all the WhoKeys summarized together.
- 4) Select *Full Screen* to expand the report to fill the entire screen.
- 5) Select another tab (report): Financial Summary, Transaction Detail, Payroll Summary, Subaward Summary, Cost Share Summary, Key Personnel Committed Effort or Award Information

Note: If the IACT Recap tab is greyed out, there is no current or historic activity posted to the WhoKey

An example of the IACT Recap report

Full Screen

THE UNIVERSITY OF IOWA

Reporting Period: Acctg Prd 07, FY2020 / January (Period 7), 2020

Grant/Contract/Protocol #: 2 T12 HP14992-04

Budget Period: 09/01/2013 - 08/31/2014

Sponsor: US Department of Health & Human Services, Health Resources & Services Administration

Award Description: Coordinating and Improving Oral Health Workforce Activities in Iowa

WhoKey: 510-13-237000000-127066xx-10-04

Financial Summary

IACT Recap

Transaction Detail

Payroll Summary

Subaward Summary

Cost Share Summary

Key Personnel Committed Effort

Award Information

510-13-237000000-127066xx-10-04

Recap by Institutional Account within Budget Category

Excel

Back To WhoKey's

Description	Inst Acct	Org Acct	Dept Acct	CCTR	Current Month (\$)	Fiscal YTD (\$)	Cumulative (\$)	Encumbrances (\$)
Allocated Revenue	4012	000	00000	0000	0.00	0.00	379,663.76	0.00
Total Revenue					\$ 0.00	\$ 0.00	\$ 379,663.76	\$ 0.00
NonClin&Instr Fac&Sal-Acad Efft	5002	000	00000	0000	0.00	0.00	11,161.08	0.00
Clin Faculty Sal-Acad Effort	5004	000	00000	0000	0.00	0.00	62,406.41	0.00
Clin Faculty Sal-Acad Effort	5004	000	00000	9203	0.00	0.00	49,999.59	0.00
Graduate Asstships Research	5045	000	00165	0000	0.00	0.00	8,870.74	0.00
Fringe Benefits Faculty	5102	000	00000	0000	0.00	0.00	3,102.75	0.00
Fringe Benefits Clin Faculty	5104	000	00000	0000	0.00	0.00	13,450.96	0.00
Fringe Benefits Clin Faculty	5104	000	00000	9203	0.00	0.00	10,820.24	0.00
Fringe Ben Graduate Asst Rsrch	5145	000	00165	0000	0.00	0.00	1,337.17	0.00
P and S Salaries Regular	5202	000	00000	0000	0.00	0.00	25,728.86	0.00
Fringe Benefit P and S Regular	5302	000	00000	0000	0.00	0.00	8,928.78	0.00
Total Personnel					0.00	0.00	195,779.58	0.00
Books Periodic Subscrip Non Lib	6075	000	00000	0000	0.00	0.00	80.00	0.00
Total Supplies					0.00	0.00	80.00	0.00
Travel In State Fac and Staff	6025	000	00000	0000	0.00	0.00	183.00	0.00
Travel Out State Fac and Staff	6026	000	00000	0000	0.00	0.00	3,298.36	0.00
Motor Vehicle Rental	6058	000	00000	0000	0.00	0.00	751.80	0.00
Total Faculty/Staff Travel					0.00	0.00	4,233.16	0.00
UI Provided Serv Incl FM Svc	6218	000	00000	0000	0.00	0.00	5,080.75	0.00
Postage	6250	000	00000	0000	0.00	0.00	0.00	0.00
Total Other Costs					0.00	0.00	5,080.75	0.00
Fellow Associate	5055	000	00000	0000	0.00	0.00	8,050.08	0.00
FringeBen FellowAssoc,GME Post	5155	000	00000	0000	0.00	0.00	2,359.53	0.00
Trainee Stipends & Fringe					0.00	0.00	8,409.61	0.00
Subaward Subj To F&A	6230	000	00000	0000	0.00	0.00	25,000.00	0.00
Total Subaward Subj To F&a					0.00	0.00	25,000.00	0.00
Subaward Not Subj To F&A	6231	000	00000	0000	0.00	0.00	118,129.77	0.00
Total Subaward Not Subj To F&a					0.00	0.00	118,129.77	0.00
Grad RA/TA Tuition Costs	6350	000	00165	0000	0.00	0.00	4,053.00	0.00
Total Tuition & Fees					0.00	0.00	4,053.00	0.00
Reimbursed F and A Fed Direct	7340	000	00000	0000	0.00	0.00	18,897.89	0.00
Total F & A Costs					0.00	0.00	18,897.89	0.00
Total Costs					\$ 0.00	\$ 0.00	\$ 379,663.76	\$ 0.00

User options on the IACT Recap report:

- 1) Select *Excel* button to view/work with the current report format as an Excel spreadsheet (this will include one tab for IACT Recap MFK).
- 2) Select *Full Screen* to expand the report to fill the entire screen.
- 3) Select *Back to WhoKey's* to return to the listing of WhoKeys
- 4) Select another tab (report): Financial Summary, Transaction Detail, Payroll Summary, Subaward Summary, Cost Share Summary, Key Personnel Committed Effort or Award Information

(b)(iii) Transaction Detail:


This tab provides a direct link to the Transaction Detail Report (TDR) within the Electronic Financial Report (EFR) portal. The TDR provides monthly activity at the transaction level that was previously provided by the TDS.

An example of the Transaction Detail tab:

The screenshot shows the 'Transaction Detail' tab selected in the EFR portal. The header includes 'Full Screen', 'THE UNIVERSITY OF IOWA', and 'Reporting Period: Acctg Prd 07, FY2020 / January (Period 7), 2020'. Below the header, the 'Grant/Contract/Protocol #' is 2 T12 HP14992-04, and the 'Budget Period' is 09/01/2013 - 08/31/2014. The 'Sponsor' is US Department of Health & Human Services, Health Resources & Services Administration, and the 'Award Description' is Coordinating and Improving Oral Health Workforce Activities in Iowa. The 'WhoKey' is 510-13-237000000-127066xx-10-04. The 'Transaction Detail' tab is active, showing a table of transactions. The table has columns for Fund, Org, Dept, Grant, Func, BRF, and Action. There are two sections of transactions, one for 127066xx-04 and one for 327066xx-04. Each section contains two rows of data. The 'Action' column for each row contains a button labeled 'TDR (EFR)'. The buttons are greyed out.

Fund	Org	Dept	Grant	Func	BRF	Action
510	13	237000000	12706600	10	04	TDR (EFR)
510	13	237000000	12706601	10	04	TDR (EFR)
240	13	225000300	32706600	10	04	TDR (EFR)
050	13	237000000	32706600	21	04	TDR (EFR)

User options on the Transaction Detail tab:

- 1) Select the “TDR (EFR)” button to view a report for a specific WhoKey
- 2) Select  button to expand the grant program and/or cost share account TDR report (s)
- 3) Select another tab (report): Financial Summary, IACT Recap, Payroll Summary, Subaward Summary, Cost Share Summary, Key Personnel Committed Effort or Award Information

Note: If the TDR (EFR) button is greyed out a TDR report was not created for the selected Reporting Period

(b)(iv) Payroll Summary:

This report provides a summary of pay and fringe for all individuals paid on the award by pay period begin and end date.

Full Screen

THE UNIVERSITY OF IOWA

Reporting Period: Acctg Prd 07, FY2020 / January (Period 7), 2020

Sponsor: US Department of Health & Human Services, Health Resources & Services Administration Grant/Contract/Protocol #: 2 T12 HP14992-04 Budget Period: 09/01/2013 - 08/31/2014

Award Description: Coordinating and Improving Oral Health Workforce Activities in Iowa WhoKey: 510-13-237000000-127066xx-10-04

Financial Summary | IACT Recap | Transaction Detail | **Payroll Summary** | Subaward Summary | Cost Share Summary | Key Personnel Committed Effort | Award Information

▼ Payroll Summary (127066xx-04)

Expand All | Collapse All

Export to Excel

Person ID	Full Name	Pay Period Begin Dt	Pay Period End Dt	Cumulative Pay Expenditures (\$)	Cumulative Fringe Expenditures (\$)	Cumulative Pay & Fringe Expenditures (\$)
▶ 1000872		09/01/2013	08/31/2014	\$ 62,409.41	\$ 13,450.96	\$ 75,860.37
▶ 1013692		09/01/2013	08/31/2014	\$ 3,623.36	\$ 1,257.44	\$ 4,880.80
▶ 1042302		12/01/2013	06/30/2014	\$ 11,161.08	\$ 3,102.75	\$ 14,263.83
▶ 1059999		09/01/2013	08/31/2014	\$ 22,105.50	\$ 7,671.34	\$ 29,776.84
▶ 1122830		09/01/2013	08/31/2014	\$ 49,969.59	\$ 10,820.24	\$ 60,789.83
▶ 1132472		07/01/2014	08/31/2014	\$ 6,050.08	\$ 2,359.53	\$ 8,409.61
▶ 1165795		11/01/2013	08/31/2014	\$ 8,870.74	\$ 1,337.17	\$ 10,207.91

▼ Cost Share - Payroll Summary (327066xx-04)

Expand All | Collapse All

Export to Excel

Person ID	Full Name	Pay Period Begin Dt	Pay Period End Dt	Cumulative Pay Expenditures (\$)	Cumulative Fringe Expenditures (\$)	Cumulative Pay & Fringe Expenditures (\$)
▶ 1000872		09/01/2013	08/31/2014	\$ 31,204.90	\$ 6,725.58	\$ 37,930.48
▶ 1006598		09/01/2013	08/31/2014	\$ 5,394.10	\$ 1,512.30	\$ 6,906.40
▶ 1016181		09/01/2013	08/31/2014	\$ 3,583.34	\$ 1,243.58	\$ 4,826.92
▶ 1059999		09/01/2013	08/31/2014	\$ 22,105.50	\$ 7,671.34	\$ 29,776.84

User options on the Payroll Summary tab:

- 1) Select the symbol next to a Person ID: the ▶ to view the applicable pay periods for an individual or the ▼ to collapse the pay periods.
- 2) Select ▶ button to expand the grant program and/or cost share account Payroll Summary report
- 3) Select *Excel* button to view/work with the current report format as an Excel spreadsheet (this will include one tab for Payroll Summary).
- 4) Select *Full Screen* to expand the report to fill the entire screen.
- 5) Select another tab (report): Financial Summary, IACT Recap, Transaction Detail, Subaward Summary, Cost Share Summary, Key Personnel Committed Effort or Award Information

(b)(v) Subaward Summary:

This report provides a summary of payment by Purchase Order made to Subrecipient vendor(s) for Subaward Subject To F & A & Subaward not Subject To F & A expenses on the award.

Full Screen THE UNIVERSITY OF IOWA Reporting Period: Acctg Prd 07, FY2020 / January (Period 7), 2020

Sponsor: Iowa Department of Natural Resources Grant/Contract/Protocol #: Award Description: Center for Health Effects of Environmental Contamination (CHEEC) Budget Period: 07/01/2011 - 06/30/2012 WhoKey: 500-04-022500000-18018200-20-01

Financial Summary IACT Recap Transaction Detail Payroll Summary Subaward Summary Cost Share Summary Key Personnel Committed Effort Award Information

Expand All Collapse All Subaward Summary Export to Excel

500-04-022500000-18018200-20-01

PO (Subaward) Nbr	Amendment #	Vendor Name (Subrecipient)	Total PO Amount	Subaward Budget Period (eDSP)	PO Status
Missing PO					
1000557812			\$5,000.00	-	Complete
1000605024	1		\$5,000.00	10/01/2006 - 05/31/2008	Complete

500-04-022500100-18018200-20-01

PO (Subaward) Nbr	Amendment #	Vendor Name (Subrecipient)	Total PO Amount	Subaward Budget Period (eDSP)	PO Status																																																																																																																																					
1000915574	2	Iowa State University	\$29,856.25	01/15/2012 - 03/31/2013	Complete																																																																																																																																					
<table><thead><tr><th>PO</th><th>Voucher</th><th>Effective Date</th><th>Journal ID</th><th>IACT</th><th>Description</th><th>Amount</th></tr></thead><tbody><tr><td>1000915574</td><td>81354753</td><td>03/16/2012</td><td>VCHR029837</td><td>6230</td><td></td><td>\$ 6,061.85</td></tr><tr><td>1000915574</td><td>81364853</td><td>03/27/2012</td><td>VCHR030066</td><td>6230</td><td></td><td>\$ 70.27</td></tr><tr><td>1000915574</td><td>81401906</td><td>06/19/2012</td><td>VCHR032034</td><td>6230</td><td></td><td>\$ 344.47</td></tr><tr><td>1000915574</td><td>81401905</td><td>06/19/2012</td><td>VCHR032034</td><td>6230</td><td></td><td>\$ 2,582.92</td></tr><tr><td>1000915574</td><td>81432879</td><td>07/19/2012</td><td>VCHR032793</td><td>6230</td><td></td><td>\$ 996.34</td></tr><tr><td>1000915574</td><td>81436838</td><td>07/31/2012</td><td>VCHR033119</td><td>6230</td><td></td><td>\$ 607.12</td></tr><tr><td>1000915574</td><td>81470882</td><td>10/01/2012</td><td>VCHR034559</td><td>6230</td><td></td><td>\$ 1,085.05</td></tr><tr><td>1000915574</td><td>81505838</td><td>11/19/2012</td><td>VCHR035889</td><td>6230</td><td></td><td>\$ 12,371.99</td></tr><tr><td colspan="6">Subtotal 6230</td><td>\$ 25,000.01</td></tr><tr><td>1000915574</td><td>81505838</td><td>11/19/2012</td><td>VCHR035889</td><td>6231</td><td></td><td>\$ 338.75</td></tr><tr><td>1000915574</td><td>81505837</td><td>11/19/2012</td><td>VCHR035889</td><td>6231</td><td></td><td>\$ 272.00</td></tr><tr><td>1000915574</td><td>81519271</td><td>12/12/2012</td><td>VCHR036475</td><td>6231</td><td></td><td>\$ 964.72</td></tr><tr><td>1000915574</td><td>81548650</td><td>02/05/2013</td><td>VCHR037810</td><td>6231</td><td></td><td>\$ 2,419.24</td></tr><tr><td>1000915574</td><td>81548649</td><td>02/05/2013</td><td>VCHR037810</td><td>6231</td><td></td><td>\$ 81.18</td></tr><tr><td>1000915574</td><td>81577963</td><td>03/18/2013</td><td>VCHR039017</td><td>6231</td><td></td><td>\$ 305.00</td></tr><tr><td>1000915574</td><td>81651380</td><td>06/28/2013</td><td>VCHR041902</td><td>6231</td><td></td><td>\$ 475.10</td></tr><tr><td colspan="6">Subtotal 6231</td><td>\$ 4,855.99</td></tr><tr><td colspan="6">Total Amount</td><td>\$ 29,856.00</td></tr></tbody></table>						PO	Voucher	Effective Date	Journal ID	IACT	Description	Amount	1000915574	81354753	03/16/2012	VCHR029837	6230		\$ 6,061.85	1000915574	81364853	03/27/2012	VCHR030066	6230		\$ 70.27	1000915574	81401906	06/19/2012	VCHR032034	6230		\$ 344.47	1000915574	81401905	06/19/2012	VCHR032034	6230		\$ 2,582.92	1000915574	81432879	07/19/2012	VCHR032793	6230		\$ 996.34	1000915574	81436838	07/31/2012	VCHR033119	6230		\$ 607.12	1000915574	81470882	10/01/2012	VCHR034559	6230		\$ 1,085.05	1000915574	81505838	11/19/2012	VCHR035889	6230		\$ 12,371.99	Subtotal 6230						\$ 25,000.01	1000915574	81505838	11/19/2012	VCHR035889	6231		\$ 338.75	1000915574	81505837	11/19/2012	VCHR035889	6231		\$ 272.00	1000915574	81519271	12/12/2012	VCHR036475	6231		\$ 964.72	1000915574	81548650	02/05/2013	VCHR037810	6231		\$ 2,419.24	1000915574	81548649	02/05/2013	VCHR037810	6231		\$ 81.18	1000915574	81577963	03/18/2013	VCHR039017	6231		\$ 305.00	1000915574	81651380	06/28/2013	VCHR041902	6231		\$ 475.10	Subtotal 6231						\$ 4,855.99	Total Amount						\$ 29,856.00
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1000985139	1	Iowa State University	\$30,000.00	01/19/2012 - 05/31/2013	Complete																																																																																																																																					

500-04-022500300-18018200-20-01

500-04-022500400-18018200-20-01

User options on the Subaward Summary tab:

- 1) Select the ▶ symbol next to WhoKey to view all Purchase order(s) applicable to that WhoKey or the ▼ to collapse the Purchase order information*.
- 2) When the ▶ symbol next to Purchase Order# is selected, all Subaward general Ledger transactions pertaining to that Purchase Order will be displayed.
- 3) When link on Purchase Order# is clicked, user will be routed to the Purchase Order report for that Purchase Order in the AP-PO application. Similarly, if Voucher ID link is clicked, then user will be routed to that particular voucher report in the AP-PO application.
- 4) Select Excel button to view/work with the current report format as an Excel spreadsheet.
- 5) Select Full Screen to expand the report to fill the entire screen.
- 6) Select another tab (report): Financial Summary, IACT Recap, Transaction Detail, Payroll Summary, Cost Share Summary, Key Personnel Committed Effort or Award Information

Note:

1. The Budget periods for the Purchase Order are being pulled from eDSP. Therefore, some older Purchase order displays project period of the PO instead of the Budget period.
2. The link to AP-PO, Purchase Order or Voucher page will work only if the user has security access to AP-PO application.
3. Missing PO section lists all records for which Purchase Order could be found in the General Ledger.

(b)(vi) Cost Share Summary:

This report provides a cumulative summary of actual expenditures incurred by budget category on a cost share account. With this electronic version, users have the ability to expand a budget category to view the institutional account descriptions, payroll information, and amounts included in a summary budget line and the ability to view up to twelve months of monthly activity at a time.

An example of a Cost Share Summary tab (report):

Full Screen THE UNIVERSITY OF IOWA Reporting Period: Acctg Prd 07, FY2020 / January (Period 7), 2020

Sponsor: US Department of Health & Human Services, Health Resources & Services Administration Grant/Contract/Protocol #: 2 T12 HP14992-04 Budget Period: 09/01/2013 - 09/31/2014

Award Description: Coordinating and Improving Oral Health Workforce Activities in Iowa WhoKey: 510-13-237000000-127066xx-10-04

Financial Summary IACT Recap Transaction Detail Payroll Summary Subaward Summary Cost Share Summary Key Personnel Committed Effort Award Information

Expand All Collapse All Excel Close Out Cost Share - 327066xx-04 - Revenue and Expense Summary Show Previous: 0 Months

Budget Category	Current Month Revenue/Allocation (\$)	Cumulative Revenue/Allocation (\$)	Current Month Expenditures (\$)	Cumulative Expenditures (\$)	Encumbrances (\$)	Free Balance (Overdraft) (\$)
Revenue/allocations	0.00	79,440.64				
Personnel						
Salaries			0.00	62,287.84	0.00	
NonClin&Instr FacSal-Acad Eff			0.00	5,394.10	0.00	
Clin Faculty Sal-Acad Effort			0.00	31,204.90	0.00	
P and S Salaries Regular			0.00	25,688.84	0.00	
[Redacted]			0.00	22,105.50	0.00	
[Redacted]			0.00	3,583.34	0.00	
Fringe Benefits - Salaries			0.00	17,152.80	0.00	
Total Personnel			0.00	79,440.64	0.00	
Total Costs	\$ 0.00	\$ 79,440.64	\$ 0.00	\$ 79,440.64	\$ 0.00	\$ 0.00

User options on the Cost Share Summary tab:

- 1) Select the link to *Expand All* to expand every budget category to view applicable institutional account descriptions.
- 2) *Collapse All* to collapse the institutional account descriptions and just see budget categories.
- 3) Select the symbol next to a Budget Category: the ▶ to view the applicable institutional account descriptions for a single budget category or the ▼ collapse institutional account descriptions of a single category to see just budget category.
- 4) Select the symbol next to a Personnel or Trainee Stipend institutional account description: the ▶ to view the individual's name(s) associated with a Personnel or Trainee Stipend institutional account or the ▼ to collapse the names to just the institutional account descriptions.
- 5) Select a number of months from the *Show Previous* drop down list to view more than one month of expenditures.
- 6) Select a different *Current Month* by changing the selection in the *Reporting Period* drop down
- 7) Select *Excel* button to view/work with the current report format as an Excel spreadsheet (this will include tabs for Budget Category_Summary, Budget Category_Iact, and Personnel).
- 8) Select *Full Screen* to expand the report to fill the entire screen.
- 9) Select another tab (report): Financial Summary, IACT Recap, Transaction Detail, Payroll Summary, Subaward Summary, Key Personnel Committed Effort or Award Information.

(b)(vii) Key Personnel Committed Effort

For awards that require effort monitoring, the Key Personnel Committed Effort report identifies Key Personnel, Effort Period and the individual's Committed/Funded Effort. The information is entered by the Grant Accounting Office during the awarding process and the review of award documents, budget and budget justification. The report does not include voluntary uncommitted effort.

Information for the G/P Number and BRF is listed by UIRIS Sequence Number and the corresponding Budget Period(s). There may be more than one Sequence Number issued under a G/P Number and BRF, and a Budget Period may be broken down into more than one Effort Period. The dates of an Effort Period will always be within of the Budget Period under which it is listed.

When more than one Sequence Number exists, the more recent Sequence Number will default expanded, with all others collapsed. The User has the ability to expand/collapse any Sequence Number.

An example of a Key Personnel Committed Effort tab (report):

Full Screen THE UNIVERSITY OF IOWA Reporting Period: Acctg Prd 07, FY2020 / January (Period 7), 2020

PI Name: [REDACTED] Grant/Contract/Protocol #: 5 R01 HG008348-03 Rev 11/15/17 Budget Period: 06/01/2017 - 05/31/2019
Sponsor: US Department of Health & Human Services, National Institutes of Health Award Description: Interactive Multimedia Consent for Biobanking WhoKey: 510-16-293200000-11272300-20-01

Financial Summary IACT Recap Transaction Detail Payroll Summary Subaward Summary Cost Share Summary **Key Personnel Committed Effort** Award Information

Expand All Collapse All Key Personnel Committed Effort - 112723xx-01 Export to Excel

UIRIS Sequence Number	Project Period	Budget Period						
H365500	08/10/2015 - 05/31/2019	06/01/2017 - 05/31/2019						
Effort Period	Name	Committed	Funded					
%	Calendar Months	Academic Months	Summer Months	%	Calendar Months	Academic Months	Summer Months	
06/01/2018 - 05/31/2019	[REDACTED]	50.00%				50.00%		
06/01/2017 - 05/31/2018		50.00%				50.00%		
06/01/2018 - 05/31/2019		15.00%				15.00%		
06/01/2017 - 05/31/2018		15.00%				15.00%		
06/01/2017 - 05/31/2018		10.00%				10.00%		

UIRIS Sequence Number	Project Period	Budget Period
H165600	08/10/2015 - 05/31/2019	06/01/2017 - 05/31/2018

UIRIS Sequence Number	Project Period	Budget Period
F839500	08/10/2015 - 05/31/2019	06/01/2016 - 05/31/2017

UIRIS Sequence Number	Project Period	Budget Period
F097800	08/10/2015 - 05/31/2019	08/10/2015 - 05/31/2016

User options on the Key Personnel Committed Effort tab:

- 1) Select the link to *Expand All* to expand on any Sequence number
- 2) *Collapse All* to collapse all sequence number Key personnel data
- 3) Select the ► symbol next to a Sequence number to view the Key personnel data or the ▼ to collapse Key personnel data.
- 4) Select a different *Current Month* by changing the selection in the *Reporting Period* drop down
- 5) *Export to Excel* to view/work with the current report format as an Excel spreadsheet
- 6) Select *Full Screen* to expand the report to fill the entire screen
- 7) Select another tab (report): Financial Summary, IACT Recap, Transaction Detail, Payroll Summary, Subaward Summary, Cost Share Summary, Award Information

(b)(viii) Award Information:

This report provides additional award attribute information that is tracked in the Grant Accounting post-award system. Most of this information is identified by Grant Accounting staff during the review of award documents, budgets and other information received from Sponsored Programs and/or directly from campus. Please contact the GA Contact, as noted under the Contacts section, if you have questions.

Full Screen

THE UNIVERSITY OF IOWA

Reporting Period: Acctg Prd 07, FY2020 / January (Period 7), 2020

Grant/Contract/Protocol #: 2 T12 HP14902-04

Budget Period: 09/01/2013 - 08/31/2014

Sponsor: US Department of Health & Human Services, Health Resources & Services Administration

Award Description: Coordinating and Improving Oral Health Workforce Activities in Iowa

WhoKey: 510-13-237000000-127066xx-10-04

Financial Summary

IACT Recap

Transaction Detail

Payroll Summary

Subaward Summary

Cost Share Summary

Key Personnel Committed Effort

Award Information

Award Information

Current UIRIS Sequence Number: E827000

UIRIS Project Number: 1179988

Sponsor: US Department of Health & Human Services, Health Resources & Services Administration

Prime Sponsor:

Project Begin Date: 09/01/2009

Project End Date: 08/31/2017

Type of Funds: Federal

Source of Funds: A - Federal Direct

Title: Coordinating and Improving Oral Health Workforce Activities in Iowa

Short Title:

Grant/Contract/Protocol #: 2 T12 HP14902-04

Additional Sponsor #:

Grant or Contract: Grant

Is this Contract subject to e-Verify?

Award Type: Cost Reimbursement

Method of Payment: Letter of Credit

Primary Project Location: DSB -- DENTAL SCIENCES BUILDING

Calculate Payroll Encumbrance: Yes

Is this currently an Advanced MFK (aMFK)? No

Date aMFK Established:

Invoice Information (if applicable)

Responsible for Invoicing:

Invoicing Frequency:

Facilities & Administration

F & A Rate / Effective Date: 8.00% 09/01/2013

28.50% 09/01/2011

On/Off Campus: On Campus

CCTR: 0000

Compliance & Monitoring

Cost Share Commitment(s) exist? Yes

Award has Subaward approval: No

Human Subjects? Yes

Vertebrate Animals? No

Are there any restrictions related to Equipment/Materials/Other Property? No

Equipment Title: University of Iowa

NIH Modular: No

NIH SNAP Applies: No

Contacts

GA Contact:

GA Billing Contact:

Col Name:

PI Dept Research Admin:

Col Dept Research Admin:

Alternate Research Admin:

Reviewer(s):

User options on the Award Information tab:

- 1) Select *Full Screen* to expand the report to fill the entire screen.
- 2) Select another tab: Financial Summary, IACT Recap, Transaction Detail, Payroll Summary or Subaward Summary, Cost Share Summary or Key Personnel Committed Effort

*The summary 'xx' record for a 6-digit grant and BRF (117129xx) shows award information from the '00' (parent) subcomponent.

Part IV – Ad Hoc Search

If you are not assigned a role to view any fund 500 or 510 accounts or there is another account that you would like to review, the Ad-Hoc Search can be used.

Acctg Prd 07, FY2020 / January (Period 7), 2020

Grant Inbox

Free Balance

[My Research Portal](#)

UI Grant Number ▲	BRF	Award Desc	Current Month Financial Activity	Budget Begin Date	Budget End Date	PI Name/Co PI ↓	Reports							
11181300	03	NIH NIGMS TUNNELING AND DYNAMI	N	03/01/2017	02/28/2019		Financial Summary	IACT Recap	Transaction Detail	Payroll Summary	Subaward Summary	Key Personnel Committed Effort	Cost Share Summary	Award Information

Use the *Grant Report Ad-Hoc Search*. Enter a period/fiscal year, 6 or 8-digit grant program number and BR (not required). The user can search for grant reports for a period using the whole WhoKey or a combination of Org, Dept & SubDept or combination of Grant & BRF. Subdepartment and BRF fields are optional.

Inbox **Ad-Hoc Search**

Grant Report Ad-Hoc Search

Period-FY
07 / 2020

Org Dept SubDept Grant-BRF
 111775

Get Report

The results will include any award that meets the criteria that was used in the search:

[Search Again](#) |
 Period-FY: 07/2020 |
 Org-Dept-SubDept: -- |
 Grant-BRF: 111775-

Grant Inbox

Free Balance

My Research Portal

Acctg Prd 07, FY2020 / January (Period 7), 2020

UI Grant Number ▲	BRF	Award Desc	Current Month Financial Activity	Budget Begin Date	Budget End Date	PI Name/Co PI ↓	Reports							
▶ 111775xx	08	NIH NINDS - Neurobiological Pr	N	09/01/2012	05/31/2017		Financial Summary	IACT Recap	Transaction Detail	Payroll Summary	Subaward Summary	Key Personnel Committed Effort	Cost Share Summary	Award Information
▶ 111775xx	07	NIH NINDS - Neurobiological Pr	N	09/01/2011	08/31/2012		Financial Summary	IACT Recap	Transaction Detail	Payroll Summary	Subaward Summary	Key Personnel Committed Effort	Cost Share Summary	Award Information

Grant Report selection can be made at 1) the single sub-component to see financial data for a specific 8-digit grant and BRF, or 2) the summary “xx” of multiple components for a 6-digit grant and BRF (if applicable).

An example of a multiple sub-component award that has been expanded:



The reports can be viewed by selecting one of the report buttons:

