



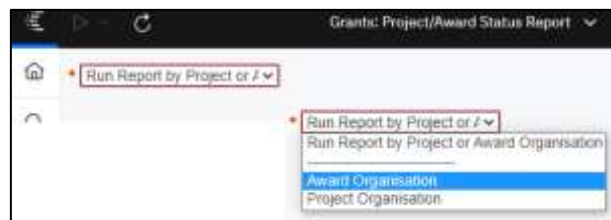
Project /Award Status Report

Purpose	Award/Project Status reports are used to view summary details of awards/projects. Additionally, the report includes a breakdown of expenditure at award, project, task, resource category and resource level. Any expenditure that has failed funds checking is not included.
To access	Navigate to Team content >Live > (your) school > Departmental (Shared) Reports folder
Intended audience	Departments, schools, Central Finance and the Research Office. It uses the standard security model, restricting returned information to only the Projects and Awards the user has been granted access to
Report format	The default format for this report is set to PDF , but can provide output in all standard formats (including Excel and HTML). To select a different report format, or to save or email the report, use the ellipses... , on the right of the report name, then select Run as
Running the report	There are a number of re-prompt buttons that restrict the lists of values to only relevant values. When you use a re-prompt button, you receive a message stating: <i>Working... Please Wait...</i> , then <i>Your report is running</i> . Please be patient until the prompt page is re-generated.
Data options	The report can be run for an individual award/project or all awards/projects that are held by the department. A number of views are available depending on the parameters selected. The views include basic lists , with various selection options . Page down to view the detailed breakdowns at the end.

Tips Create a [Report View](#) to save commonly used parameters, or to schedule this report, see [report view scheduling](#)

Basic Report – Lists

At a basic level the user can select to run the report by either **Award organisation(s)** or **Project Organisation(s)**. Nothing is displayed until this choice is made.



Mandatory selection parameters:

- Select whether to run report by **Award** or **Project** Organisation
- Select the **Award** or **Project** Organisation (can be single, all or multiples)
- Choose **Award Status** and/or **Project Status** to **EXCLUDE** [Default is exclude **Award Status Closed** and **On Hold**]

Although this report can be run for the entire Award or Project Org, running by a single Award/Project may be more effective due to a number of breakdown pages for each award and/or project

Filtering information to enhance the basic report

Before running the report, you should ensure that only the data you require is returned. The following are optional, but it is recommended that you at least choose the **Award** or **Project** number, or the **PI(s)**.

Optional. Click here to exclude Task Number(s), select Award Number(s) or PI(s)

Depending on whether **Award** or **Project organisation** was selected originally, the selection will display **Award No(s)** or **Project No(s)**.

Task numbers

Exclude Task Number(s) by ticking relevant box(es).

Award/Project number

Depending on your initial selection of **Award** or **Project Organisation**, choose the relevant Award(s) or Project(s).

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Principle Investigator(s)

You can also choose to run this report based on a PI or a selection of PIs.

Optional. Select Award PI(s)

☐ CARR, Professor John

☐ DAVIES, Professor Julia

☐ PASZKOWSKI, Professor I

☐ KROMDIJK, Dr Johannes

☐ DAVEY, Dr Matthew

☐ WEBB, Professor Alex

Each Award or Project linked to the PI selected will have the same summary line(s), followed by the breakdown levels, as detailed below.

Report output

In **PDF**, the report provides a line summary for each Award/Project selected, followed by a summary for each project linked to the Award (if Award Org selected initially). After these summaries, the report details further breakdowns. In **Excel**, each level of breakdown is on a separate worksheet.

First summary line (if Award Org selected)

Award Number	Award Organisation	Project Short Code	Award Title	Sponsor Name	Funding Ref	Award PI Name	Co-Investigator Full Name (Award)	Budget	Expenditure	Commitment	Total Cost	Funds Available	Award Start Date	Award End Date	Award Close Date	Award Status	Months Left as of 31 Dec 2021	% Time Elapsed	% Budget Spent
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Award Number	Award Organisation
Project Short Code	Award Title
Sponsor Name	Funding Ref
Award PI Name	Co-Investigator Full Name (Award)
Budget	Expenditure
Commitment	Total Cost
Funds Available	Award Start Date
Award End Date	Award Close Date
Award Status	Months left as of (today's date)
% Time Elapsed	% Budget Spent

Second summary line (if Award Org selected)

This introduces any project(s) linked to the Award

Award Number	Project Short Code	Project Description	Sponsor Name	Budget	Expenditure	Commitment	Total Cost	Funds Available	Project Start Date	Project End Date	Project Status Code	Award Status	Months Left as of 31 Dec 2021	% Time Elapsed	% Budget Spent
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Award Number	Project Short Code
Project Description	Sponsor Name
Budget	Expenditure
Commitment	Total Cost
Funds Available	Project Start Date
Project End Date	Project Close Date
Award Status	Months left as of (today's date)
% Time Elapsed	% Budget Spent

Summary line (if Project Org selected)

Project Short Code	Project Description	Award Number	Sponsor Name	Award Close Date	Project Organisation	Project PI Name	Co-Investigator Full Name	Budget	Expenditure	Commitment	Total Cost	Funds Available	Trans Duration Start	Trans Duration End	Project Status Code	Project Length Months	Months completed to date	Months Left as of (today's date)	% Time Elapsed	% Budget Spent
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Project Short Code	Project Description
Award Number	Sponsor Name
Award Close Date	Project Organisation
Project PI Name	Co-Investigator Full Name
Budget	Expenditure
Commitment	Total Cost
Funds Available	Trans Duration Start
Trans Duration End	Project Status Code
Project Length Months	Months completed to date
Months Left as of (today's date)	% Time Elapsed
% Budget Spent	

Breakdown levels

For each breakdown level, the Budget, Expenditure, Commitment, Total Cost, Funds Available and % Budget Spent are included, but extra information is added at each level.

The columns are slightly different if Project Org was selected, but basically the extra information is included.

First breakdown level (Task Number and Name)

The Task Number and Task Name are now listed.

NB: If the report is being run by Award Org, and if there are a number of projects linked to the award, there will be a line for each project, grouped by Task Number. There is a total at the end of this level.

Award Number	Project Short Code	Task Number	Task Name	Budget	Expenditure	Commitment	Total Cost	Funds Available	% Budget Spent
G123456	ZZAG123	1	DIRECT COSTS	158,678.75	122,707.12	73.14	122,780.26	36,058.49	77%
	ZZAG123	2	Task 2	22,502.57	21,756.71	0.00	21,756.71	745.86	97%
	ZZAG123	100	NON DIRECT COSTS	99,533.68	96,825.29	0.00	96,825.29	2,708.39	97%
G123456 - Total				280,915.00	241,289.12	73.14	241,362.26	39,552.74	86%
Overall - Total				280,915.00	241,289.12	73.14	241,362.26	39,552.74	86%

Second breakdown level (Expenditure Category)

Includes the task number, Task Name **and Expenditure Category** for each project linked to the Award, together with the financial information. As well as the project totals, there is an overall total at the end of the level.

Award Number	Project Short Code	Task Number	Task Name	Expenditure Category	Budget	Expenditure	Commitment	Total Cost	Funds Available	% Budget Spent
G123456	ZZAG123	1	DIRECT COSTS	OTHER COSTS	42,511.25	8,113.14	73.14	8,102.26	33,318.97	22%
		1	DIRECT COSTS	STAFF COSTS	111,306.25	118,636.77	0.00	118,636.77	609.48	99%
		1	DIRECT COSTS	TRAVEL AND SUBSISTENCE	3,061.25	2,951.21	0.00	2,951.21	2,110.04	50%
			DIRECT COSTS - Total		156,878.75	129,701.12	73.14	122,789.24	36,928.89	77%
		2	Task 2	POOLED LABOUR	6,712.71	5,968.85	0.00	5,968.85	745.86	89%
		2	Task 2	RESEARCH FACILITIES	15,789.86	15,789.86	0.00	15,789.86	0.00	100%
			Task 2 - Total		22,502.57	21,758.71	0.00	21,758.71	745.86	97%
		100	NON DIRECT COSTS	ESTATES COSTS	29,852.50	29,843.18	0.00	29,843.18	812.32	97%
		100	NON DIRECT COSTS	INDIRECT COSTS	114,047.50	110,944.18	0.00	110,944.18	3,103.32	97%
		100	NON DIRECT COSTS	INFRASTRUCTURE TECHNICIANS	5,607.42	5,454.85	0.00	5,454.85	152.57	97%
		100	NON DIRECT COSTS	PI COSTS	20,255.00	15,703.85	0.00	15,703.85	551.15	97%
		100	NON DIRECT COSTS	UNIVERSITY FUNDED	(79,228.74)	(68,317.77)	0.00	(68,317.77)	(1,910.97)	97%
			NON DIRECT COSTS - Total		96,523.26	86,825.26	0.00	86,825.26	2,708.35	91%
			ZZAG123 - Total		289,915.60	241,289.12	73.14	241,362.26	39,552.74	86%
G123456 - Total					289,915.60	241,289.12	73.14	241,362.26	39,552.74	86%
Overall - Total					289,915.60	241,289.12	73.14	241,362.26	39,552.74	86%

Third breakdown level (Expenditure Category and Expenditure Type)

Includes the task number, Task Name, Expenditure Category and **Expenditure Type** for each project linked to the Award, together with the financial information. As well as the project totals, there is an overall total at the end of the level.

Award Number	Project Short Code	Task Number	Task Name	Expenditure Category	Expenditure Type	Budget	Expenditure	Commitment	Total Cost	Funds Available
G123456	ZZAG123	1	DIRECT COSTS	OTHER COSTS		42,511.25	8,113.14	0.00	8,102.26	33,318.97
		1	DIRECT COSTS		OTHER COSTS/CONSUMABLES	0.00	8,932.84	0.00	8,932.84	0.00
		1	DIRECT COSTS		OTHER COSTS/MISCELLANEOUS	0.00	914.30	73.14	989.44	0.00
		1	DIRECT COSTS	STAFF COSTS		111,306.25	0.00	0.00	0.00	866.48
		1	DIRECT COSTS		STIPENDS	0.00	94,832.40	0.00	94,832.40	0.00
		1	DIRECT COSTS		WAGES	0.00	16,004.37	0.00	16,004.37	0.00
		1	DIRECT COSTS	TRAVEL AND SUBSISTENCE		3,061.25	0.00	0.00	0.00	2,110.04
		1	DIRECT COSTS		TRAVEL/HOME	0.00	39.00	0.00	36.96	0.00
		1	DIRECT COSTS		TRAVEL/SUBSISTENCE	0.00	2,924.31	0.00	2,924.31	0.00
			DIRECT COSTS - Total			156,878.75	129,701.12	73.14	122,789.24	36,928.89
		2	Task 2	POOLED LABOUR		6,712.71	0.00	0.00	0.00	745.86
		2	Task 2		PL TECHNICAL	0.00	5,968.85	0.00	5,968.85	0.00
		2	Task 2	RESEARCH FACILITIES		15,789.86	0.00	0.00	0.00	0.00
		2	Task 2		SMALL RES FACILITIES - USAGE	0.00	15,789.86	0.00	15,789.86	0.00
			Task 2 - Total			22,502.57	21,758.71	0.00	21,758.71	745.86
		100	NON DIRECT COSTS	ESTATES COSTS		29,852.50	0.00	0.00	0.00	812.32
		100	NON DIRECT COSTS		ESTATES COSTS - CHIEF	0.00	23,232.14	0.00	23,232.14	0.00
		100	NON DIRECT COSTS		ESTATES COSTS - DEPT	0.00	5,888.04	0.00	5,888.04	0.00
		100	NON DIRECT COSTS	INDIRECT COSTS		114,047.50	0.00	0.00	0.00	3,103.32
		100	NON DIRECT COSTS		INDIRECT COSTS - CHIEF	0.00	88,755.34	0.00	88,755.34	0.00
		100	NON DIRECT COSTS		INDIRECT COSTS - DEPT	0.00	22,188.84	0.00	22,188.84	0.00
		100	NON DIRECT COSTS	INFRASTRUCTURE TECHNICIANS		5,607.42	0.00	0.00	0.00	152.57
		100	NON DIRECT COSTS		INFRASTRUCTURE TECHS - CHIEF	0.00	4,363.88	0.00	4,363.88	0.00
		100	NON DIRECT COSTS		INFRASTRUCTURE TECHS - DEPT	0.00	1,095.97	0.00	1,095.97	0.00
		100	NON DIRECT COSTS	PI COSTS		20,255.00	0.00	0.00	0.00	551.15
		100	NON DIRECT COSTS		PI COSTS - CHIEF	0.00	15,763.87	0.00	15,763.87	0.00
		100	NON DIRECT COSTS		PI COSTS - DEPT	0.00	3,943.78	0.00	3,943.78	0.00
		100	NON DIRECT COSTS	UNIVERSITY FUNDED		(79,228.74)	0.00	0.00	0.00	(1,910.97)
		100	NON DIRECT COSTS		UNIVERSITY FUNDED - CHIEF	0.00	(54,854.21)	0.00	(54,854.21)	0.00
		100	NON DIRECT COSTS		UNIVERSITY FUNDED - DEPT	0.00	(13,662.56)	0.00	(13,662.56)	0.00
			NON DIRECT COSTS - Total			96,523.26	86,825.26	0.00	86,825.26	2,708.35
			ZZAG123 - Total			289,915.60	241,289.12	73.14	241,362.26	39,552.74
G123456 - Total						289,915.60	241,289.12	73.14	241,362.26	39,552.74
Overall - Total						289,915.60	241,289.12	73.14	241,362.26	39,552.74

Report Information

This is always included: at the end of the report in **PDF**, on a separate sheet in **Excel**. It lists the **Report Name**, **Run by**, **Report Date** and **Parameters Entered**.

Report Information	
Report Name	Grants: Award Status Report
Run By	cr602
Report Date	9 Dec 2021 16:58:00
Parameters Entered	
Award Organisation(s)	ZZ_Ecology
Award Number(s)	G123456
Project Status excluded from report	None excluded
Award Status excluded from report	CLOSED, ON_HOLD
Task Number(s) excluded from report	None excluded
Award PI(s)	All

To reselect parameters, choose **Run** (large horizontal arrow), select **Run Report by Project or Award Org**, then **Award** or **Project Org**. Your previous choices are still there if you made **same** Award or Project selection, and can now be changed.