

Report Tracking Detail

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Report Overview

This report produces an excel exportable listing of all deliverables and reports due between the dates prompted. Report options include limiting by college and/or department, report type and displaying reports that have already been submitted.

Prompts

CDD 7i Report Criteria Prompts - Windows Internet E...

GM Report Tracking Detail (excel) / p1

Starting Report Due Date: 01/01/1900

Ending Report Due Date: 12/31/2050

College/Unit(s): *

Department/Center and Institute(s): *

Report Category(s): P

Include Reports that do not have a Due Date (Y/N): Y

Include Monthly Reports (frequency=M) (Y/N): N

Include Sent Reports (Y/N): N

Award Status(s): A

Help Submit

Done Trusted sites 100%

1 - Prompts

- Starting Report Due Date: Include reports with a due date equal to or greater than this date.
- Ending Report Due Date: Include reports with a due date equal to or less than this date.
- College/Units(s): Enter the 3 digit UEI code(s) for the college or organizational unit, or choose from the pick list (⋮).
 - 021 – Arts & Letters
 - 023 – Natural Sciences & Mathematics
 - 025 – Social Sciences & Interdisciplinary Studies
 - 030 – Business Administration
 - 040 – Education
 - 050 – Engineering & Computer Science
 - 060 – Health & Human Services
 - 070 – Academic Affairs
 - 071 – Continuing Education
 - 072 – Student Affairs
 - 074 – University Affairs
 - 078 – Information Resources & Technology

- Department/Centers and Institute(s): Enter the 6 digit UEI code(s) for the department, center, institute, or division. These are in order by college, with the first three digits corresponding to the college below. Alternatively, use the pick list (☰).
- Report Category(s): Choose the type of report(s) to include.
 - F = Financial. Financial Reports are prepared and sent by the UEI account administrator.
 - I = Invoice. Invoices are prepared and sent by UEI's Business Services Division. Invoices that are sent monthly in arrears are not included in this report.
 - P = Program. Program reports are prepared and sent by the Principal Investigator or other project personnel. Copies of the report and notification of their submission are sent to UEI.
Defaults to P.
- Include Reports that do not have a Due Date: Some reports do not have a predetermined due date. This option allows for those reports to be displayed.
- Include Monthly Reports Include or exclude monthly reports. These reports are generally monthly progress reports. (Y=Yes, N=No, defaults to N.)
- Include Sent Reports Include reports that have been submitted. (Y=Yes, N=No, defaults to N.)
- Award Status The current status of the award. (A=awarded, CL=Closed, defaults to A.)

Report Description

This report is designed to be exported to excel, and is not intended for printing or viewing on screen. Each report is given a separate line. (for example: A quarterly report that hasn't been submitted will appear in this report four times) The following is the information available in this report.

- College_cd The three digit code of the college or organizational unit.
- College_desc The name of the college or organizational unit.
- Dept/Ctr_cd The six digit code of the department, center, institute, or division
- Dept/Ctr_desc The name of the department, center, institute, or organization unit.
- PriContact_cd The six digit code of the primary contact.
- PriContact_Name The name of the primary contact of the award. Generally the Principal Investigator (PI) or Project Director.
- SecContact_cd The six digit code of the secondary contact of the award.
- SecContact_Name The name of the secondary contact of the award. Generally a co-PI.
- AcctAdmin_cd The two digit code of the UEI account administrator.
- AcctAdmin_Name The name of the UEI account administrator for the award.
- Award_Status The current status of the Award. (A=Awarded, CL-Closed)
- Project_ID The code that identifies the entire award.
- Proposal_No The code that identifies the year or sub-portion of the award.
- Proposal_Title The title of the award
- Account_No The GL account associated with this grant entry
- Award_End_Date The end date of this portion of the award.
- Sponsor_Ref The funding agency's grant or contract number for this award.
- GL_Rel The GL account associated with this specific report. If not associated with a specific GL account, displays 'ALL'.
- Rpt_Cat The report category
 - F = Financial. Financial Reports are prepared and sent by the UEI account administrator.
 - I = Invoice. Invoices are prepared and sent by UEI's Business Services Division. Invoices that are sent monthly in arrears are not included in this report.
 - P = Program. Program reports are prepared and sent by the Principal Investigator or other project personnel. Copies of the report and notification of their submission are sent to UEI.
- Rpt_cd The report code to identify the report in the Grants Management system.
- Rpt_Freq How frequently the report is to be submitted to the funding agency.
 - Annual
 - Bi-Annual
 - Other
 - Project Completion
 - Quarterly
 - Task/Deliverable
- Rpt_Title The title of the report that is due.
- RptDue_Date The report due date.

- RptSent_Date If submitted, the submission date is shown here.