## **SUPPORTING RESEARCH WITH**

# SYRACUSE UNIVERSITY SANTOO

Sponsored Award Management tool

#### **Executive Sponsors:**

Gina Lee-Glauser Jean Gallipeau Sam Scozzafava

#### Sponsors:

Liz Lonergan – Inception to 4/1/2015 Steven Malone – 4/1/2015 to present Stuart Taub **Project Manager:** Susan Watts



### **ONE CLICK ACCESS FROM MYSLICE**

### ENTER YOUR NETID AND PASSWORD AND CLICK ON

#### THE SIGN IN BUTTON



Password Sign In

PROTECT YOURSELF: Don't share your password with anybody, including your peers, friends and family members. Treat your password like the PIN for your ATM card - as your secret!

Forgot your Password? Activate your NetID

To protect your personal information, be sure to close your web browser when you are done.

#### Financial Services

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#### Sponsored Award Mgmt Tool

- · Project Summary Report
- Award Summary Report

YOU WILL SEE YOUR OWN MYSLICE PAGE. UNDER FINANCIAL SERVICES PAGELET, YOU WILL SEE SPONSORED AWARD MGMT TOOL SHOWING ONE TO TWO LINKS BASED ON YOUR ACCESS.



# Your Awards at a Glance

						STACUSE UNIVER	SITY OOI agement tool			
		· [		Yo	UR /	Awards A	t a G	LANC S	E	
Award Summary	Award Pl	O Depa	rtment		)	Area	Searc	h		
Sponsor		Q Projec	t Type		0	Award Status	Clear			
The data on this re Sponsored Awar Financial Deta	eport is based solely on the access or d Summary iils [===)	Your Name	Curren	nt DateTime 09	9/17/15 10	:31AM <u>F</u>	Personalize   Find	View All   🗖	First 🚺	1-3 of 3 Last
Contract Number	Forward Funded 1 Indicator Drill into Award	PI Begin Date	End Date	Budget	Expense	Commitments Pre-	Encumbrance	Balance	Total Billed	Total Payments Received
CON03397(1)	to view Project	ime		0.00	12,2	View available	0.00	-12,286.24	0.00	0.00
CON03396(2)	level, Activity	ame 07/01/2015	06/30/2016	1,202,292.00	1,2	balances at a	$ \geq $	1,200,715.91	0.00	0.00
CON03395(1)	Transaction	Name 09/01/2014	08/31/2016	42,850.00	6,0	glance	0.00	36,850.00	5,000.00	2,500.00
Award Count	3 Select Sear	ch to Retrieve Expo	ense Data	Award Su	mmary - C	Date Search				

Note: Forward Funded amounts are not included in the Budget and Available Balance.

Expense Detail			Personalize   Find   🖉	First 🚺 1-12 of 12 🕨 Last
Project Expense Cost Share				
Budget Category Budget	Expends	Commits	Pre-Encumbered	Available Budget



# Burn Rate Indicator

								SYRACU SA Sponsore	SE UNIVE Ministration d Award Ma	RSITY LOO	tool				
							B	URN	Rate	Indi	CAT	<b>O</b> F	R		
							BUR	RN R	ATE C	ALCU	ILAT		NS		
oject Summary Project ID	Q Project Pl		Q	Dept	Q Area	Projec	t Status Active		Search						
sponsor he data on this Project Summa	Spor report is based solely	ary sor on the access of		Type	Current DateTi	me 09/21/15 9:	14AM		Clear	Pers	<u>onalize   Fi</u>	<u>nd   View</u>		First 🗹 1-3 c	ıf4 ▶ Last
Financial De Project ID Fund Indice	tails (IIII) ard ator Title	Project Pl	Begin Date	End Date	<u>Max Budget</u> <u>Period</u> End Date	Budget	Expense	Commitments	Pre- Encumbrance	Balance	<u>Over</u> <u>Under</u>	IND	<u>t udgeted</u> <u>/</u> t urn Rate	Actual Burn Rate	<u>Allowable</u> for Remainder
14024(1) FF	FF Office Forced Air Flow		12/01/2014	10/31/2016		0.00	12,286.24	0.00	0.00	-12,286.24	0.0	( ▼	0.00	1297.84	-885.81
4023(1) N/A	the Office Snacks Choices in t	ne	07/01/2015	06/30/2016		11,100.00	1,275.87	300.22	0.00	9,523.91	0.5		912.33	531.61	1005.54
Project Co	Office	Select Se	arch to Retrie	eve Exper	nse Data	Project Sumn	nary - Date Searc	:h	0.00	12,380.00	E	Burn calcu or	Rate can Jated wit without	be h	1201.02
The data below Note: Forward Expense Detai Project Expense	w is summarized based o Funded amounts are no Cost Share	n your access an included in the E	d any filters selected and Availa	cted able <u>Per</u>	Burn Rate Indicator		Burn R V Po Av	n Rate Include ate Indicator otential Under verage Rate S	es Commitmen r Spending spending	ts	````	com with t cheo t	imitment the use o ck mark ii :he box	s fa n	
Budget Cate	egory Budget Ex	0.00	nits Pr	re-Er	0.00		0.00	otential Over	Spending		-	-			



## Ability to Capture F&A on Awards using optional filters

	STRACUSE UNIVERSITY SANDOD Sponsored Award Management tool
	ABILITY TO GAPTURE FREERON AWARDS
Award Summary Contract CON03396 Award Sponsor OPrima Spon	PI     Q     Department     Q     Area     Search       iry     Q     Project Type     Q     Award Status Accepter     Clear       sor     Clear     Clear     Clear     Clear
The data on this report is based sole	y on the access of Current DateTime
Sponsored Award Summary	Personalize   Find   View All   🛄   🗰 First 🖾 1 of 1 🖸 Last
Contract Number Forward Funded Indicator	Award Pl     Begin Date     End Date     Budget     Expense     Commitments     Pre-Encumbrance     Balance     Total Billed     Total Payments
CON03396(2) <u>N/A</u> Healthy V	anding Choices . 07/01/2015 06/30/2016 1,202,292.00 1,275.87 300.22 0.00 1,200,715.91 0.00 0.00
Award Count 1	Select Search to Retrieve Expense Data Award Summary - Date Search

The data below is summarized based on your access and any filters selected at the top of the page. Note: Forward Funded amounts are not included in the Budget and Available Balance.

EX	bense Detail				Personalize   Find   🛄	🔜 First 🎦 1-9 of 9 🏴 Last
Pro	oject Expense Co	ost Share	D			
	Budget Category	Budget	Expends	Commits	Pre-Encumbered	Available Budget
1	Other Personnel	154,996.00	935.00	220.00	0.00	153,841.00
2	Fringe Benefits	40,064.00	77.60	18.27	0.00	39,968.13
з	Total Salaries and Fringe	195,060.00	1,012.60	238.27	0.00	193,809.13
4	Equipment	12,000.00	0.00	0.00	0.00	12,000.00
5	Travel	32,201.00	0.00	0.00	0.00	32,201.00
6	Other Direct Costs	826,345.00	0.00	0.00	0.00	826,345.00
7	Total Direct Costs	1,065,606.00	1,012.60	238.27	0.00	1,064,355.13
8	Indirect Costs	136,686.00	263.27	61.95	0.00	136,360.78
9	Total Project Costs	1,202,292.00	1,275.87	300.22	0.00	1,200,715.91

- For a Pl
- For a Particular Award
- For All Awards
- For an Area
- For a Department



# Build your Budget Scenarios / Forecasting tool



### BUDGET SCENARIOS / FORECASTING CREATE ADJUSTMENT SCENARIO

#### Exp by Bud Period CS by Bud Period

	Project \$	Summary De	tail by Period	- Expenses						
DateTime		User								
a on this report is bas	ed solely on the a	access					Contract	Number >	> Project	D >
									iiojeet	
t		Project PI		Project D	ept:	Pi	roject Su	mmary De	etail by Pe	eriod
Begin Date 07/01/20	15 Project End	d Date 06/30/2	016				,	,	,	
begin bate ononzo	Award PI		Award	Dept:						
rd Begin Date 07/01/2 sor:	2015 Award	End Date 06/3 Prin	0/2016 Form nary Sponsor:	ward Funded: NO						
dget Period 1 Q	Dania Data 07/	01/2015 End [	ato 06/20/2016	Select S	cenario 0 Q					
-	Begin Date U//	UIZUIS EIIUL	ale 00/30/2010							
Select current or f	uture Budget Peri	od to Create Ad	justment	Create	Adjustment Scenar	io				
Select current or fr	uture Budget Peri	od to Create Ad	justment	Create	Adjustment Scenar	io	Personalize	Find   Bl   1	First 🖪 1-9	of 9 D L
Select current or fr	Begin Date 077 uture Budget Peri Budget	od to Create Ad	justment	Create Encumber red	Adjustment Scenar	i0 Available Budget	Personalize   Pet Oblig to Budget	Find   40   *** Manual Budget Adjust	First R 1-9 Manual Encumbrance	of 9 D L Man Availa Bud
Select current or fr	Begin Date U/A uture Budget Peri Badget 12,788.00	od to Create Ad	justment Commits	Create Encumbered 0.00	Adjustment Scenar	Available Budget 12,788.00	Personalize   Pet Oblig to Budget 0	Find   P   Manual Budget Adjust	Eiret 8 1-9 Manual Encumbrance	of 9 D L Man Availa Bud
Select current or for Category 1 Senior Personnel 2 Other Personnel	Budget 12,789.00 28,000.00	Expenses 0.00	justment <u>Commits</u> 0.00 0.00	Create Encumbered 0.00 0.00	Adjustment Scenar	0 Available Budget 12,788.00 28,000.00	Personalize   Pet Oblig to Budget 0 0	Find   <sup>3</sup> D   <sup>3</sup> H Manual Budget Adjust	First E 1-9 Manual Encumbrance	of 9 D L Man Availa Bud
Select current or fr Budget Category 1 Senior Personnel 2 Other Personnel 3 Benefits	Badget 12,788.00 28,000.00 4,536.00	Expenses 0.00 0.00 0.00	Commits 0.00 0.00 0.00	Create <u>Encumbe red</u> 0.00 0.00 0.00	Adjustment Scenar	0 Available Bodget 12,788.00 28,000.00 4,536.00	Petronalize   Pet Oblig to Rodget 0 0 0	Find   D   Manual Budget Adjust	First 13 1-9 Manual Encumbrance	of 9 12 1 Man Availa Bud
Select current or fr Category 1 Senior Personnel 2 Other Personnel 3 Fringe Benefits 4 Equipment	Budget 12,788.00 28,000.00 4,536.00	Expenses 0.00 0.00	Commits 0.00 0.00 0.00	Create <u>Pre-</u> <u>Encumbered</u> 0.00 0.00 0.00	Adjustment Scenar	0 Available Budget 12,788.00 28,000.00 4,536.00 0.00	Personalize Pet Oblig to Budget 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Find   D   *** Manual Budget Adjust	First E 1-9 Manual Encumbrance	of 9 D L Man Availa Bud
Select current or fr Budget Category 1 Senior Personnel 2 Other Personnel 3 Fringe Benefits 4 Equipment 5 Travel	Begin Date 0// uture Budget Peri 12,788.00 28,000.00 4,536.00 0.00	Expenses 0.00 0.00 0.00 0.00	Commit ta 0.00 0.00 0.00 0.00	Create <u>Pre-</u> <u>Encumbered</u> 0.00 0.00 0.00 0.00	Adjustment Scenar	i0 Available Budget 12,788.00 28,000.00 4,536.00 0.00 0.00	Pet Oblig to Budget 0 0 0 0 0	Find   D   Manual Budget Adjust	Farst El 1-9 Manual Encumbrance	of 9 D L Man Availa Bud
Select current or for Category 1 Senior Personnel 2 Other Personnel 3 Fringe Benefits 4 Equipment 5 Travel 6 Costs	Begin Date 0// uture Budget Peri 12,788.00 28,000.00 4,536.00 0.00 0.00	Expenses 0.00 0.00 0.00 0.00 0.00 0.00	Commits 0.00 0.00 0.00 0.00 0.00 0.00	Create Pro-	Adjustment Scenar	0 Available Budget 12,788.00 28,000.00 4,536.00 0.00 0.00 0.00	Personalize Pet Oblig to Rudget 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Find   D   Manual Badget Adjust	First M 1-9 Manual Encumbrance	of 9 P I Man <u>Availa</u> Bud
Select current or fr Category Category Senior Personnel Other Personnel Fringe Benefits Equipment S Travel Participant Costs 7 Other Direct Costs	Begin Date 0// uture Budget Peri 12,788.00 28,000.00 4,536.00 0.00 0.00 0.00 144,750.00	Expenses 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	Commits 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Pro-           Encumbered           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00	Adjustment Scenar	0 Available Bodget 12,788.00 28,000.00 4,536.00 0.00 0.00 0.00 144,750.00	Personalize   Pet Oblig to Bodget 0 0 0 0 0 0 0 0 0 0 0 0 0	Find   <sup>2</sup>   <sup>2</sup> Manual Badget Adjust	First 13 1-9 Manual Encumbrance	of 9 D L Man Availa Bud
Select current or for Budget Category 1 Senior Personnel 2 Other Personnel 3 Fringe Benefits 4 Equipment 5 Travel 6 Participant Costs 7 Other Direct Costs 8 Permission Required	Badget 12,788.00 28,000.00 4,536.00 0.00 0.00 144,750.00 0.00	Expenses 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	Commits 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Create Pre- Encumbered 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Adjustment Scenar	0 Available Badget 12,788.00 28,000.00 4,536.00 0.00 0.00 144,750.00 0.00	Personalize   Pet Oblig to Budget 0 0 0 0 0 0 0 0 0 0 0 0 0	Find   <sup>20</sup>   <sup>20</sup> Manual Budget Adjust	First <sup>13</sup> 1-9 Manual Encumbrance	of 9 D L Man Availa Bud
Select current or fr Category 1 Senior Personnel 2 Other Personnel 3 Fringe Benefits 4 Equipment 5 Travel 6 Participant Costs 9 Other Direct Costs 9 Indirect Costs	Begin Date 0// uture Budget Peri 12,788.00 28,000.00 4,536.00 0.00 0.00 144,750.00 0.00 42,139.00	Expenses 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	Commits 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Create Pro-	Adjustment Scenar	0 Available Budget 12,788.00 28,000.00 4,536.00 0.00 0.00 144,750.00 0.00 144,750.00 0.00 42,139.00	Personalize   Pet Oblig to Budget 0 0 0 0 0 0 0 0 0 0 0 0 0	Find   <sup>30</sup>   <sup>3</sup> Manual Budget Adjust	First K 1-9 Manual Encumbrance	or o D 1 Mar Availa Bud



## ADJUST BUDGET, ENCOMBERED EXPENSES -BOTH EAREET STANGET SHARE

Manual Adjants

Ma	nual Adjustment	s by Budget	Period			
ndget 1 triod	Begin Date	End	Date			
enarios			Fin	d   View All	Niner II	1 of 1 D La
Scenario 1				+ -		
Need Description Move budget fr Conference tes system yet.	to add travel budg com other cost g already paid	et s to trave but has n	l for conferent ot processed th	hrough		
		Perso	nalize   Find			r 9 Di Las
Budget Category	Adjusted	Budget Expense	Adjusted Encumbered Expense	Adjuste Add	Future alary	Encumbered Cost Share
1 Senior Personnel		0.00	0.00	Comm	nitments	0.0
2 Other Person	nnel	0.00	0.00	beyo	ond the	0.0
3 Fringe Bener	fits	0.00	0.00	curre	nt Fiscal	0.0
4 Equipment		0.00	0.00	y	ear	0.0
5 Travel		1500.00	500.00	0.00		0.0
6 Participant Costs	C	0.00	0.00	0.00		0.0
7 Other Direct	-	-1500.00	0.00	0.00		0.0
8 Permission Required		0.00	0.00	0.00	E E	0.0
9 Indirect Cos	ata l	0.00	0.00	0.00		0.0



### **VIEW YOUR BUILT BUDGET SCENARIO**

### **ONCE A SCENARIO IS BUILT**

Exp by Bud Period CS by Bud Period

Budget 1Q Period Select current Adjustment	P Begin Date 11/ or future Bud	roject Summa /01/2015 get Period to	End 05/19/201 ate o Create	6 Select Sc Create	enario 1 0 Adjustment Scena		Other project team member can view budget scenarios bu they cannot	ers sce ers sce er	cenario nario budget p	periods
Budget Category	Budget	Expenses	Commits	Pre- Encumbered	Total Obligations	Available Budget	modify	Budget Adjust	Manual Encumbrance	Manual Available Budget
1 Senior Personnel	12,788.00	0.00	0.00	0.00	0.00	12,788.00	0	0.00	0.00	12,788.00
2 Other Personnel	28,000.00	0.00	0.00	0.00	0.00	28,000.00	0	0.00	0.00	28,000.00
3 Fringe Benefits	4,536.00	0.00	0.00	0.00	0.00	4,536.00	0	0.00	0.00	4,536.00
4 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0	Reflec	ting your	Built
5 Travel	0.00	0.00	0.00	0.00	0.00	0.00	0	1,500.00	500.00	1,000.00
6 Participant Costs	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	Scenario	0.00
7 Other Direct Costs	144,750.00	0.00	0.00	0.00	0.00	144,750.00	o	-1,500.00	0.00	143,250.00
8 Permission Required	0.00	0.00	0.00	0.00	0.00	0.00	o	0.00	0.00	0.00
9 Indirect Costs	42,139.00	0.00	0.00	0.00	0.00	42,139.00	o	0.00	0.00	42,139.00
Totals =>	232,213.00	0.00	0.00	0.00	0.00	232.213.00	0	0.00	500.00	231, 713, 00



# Salary Summary by Employee



### SALARY SUMMARY BY EMPLOYEE

	Selected Bud	iget Category Summ	nary by Name - Exp	penses		
Budget	Category Senior Pe	rsonnel			Current Date	Time 03/02/15 4:22PM
The dat Contrac	t Names char to the proje for this category	rged ect F H	on the Emplid Appointment Note: access nited by your R security		Depart Project	tment: Type
· .	xpends Committee		Pt	rsonalize   <u>Fin</u> d   \	View Az   🕮   🛍	First KI 1-2 of 2 DI La
	Expended	Expended	Expended	Expended	Expended FandA	Expended Total
	Name	Emplid	Annount			
	Name 1 <u>Name</u>	Emplid	1,500.00	454.50	720.00	2,220.0



# Participant Costs by Name

		· · ·	SANtool sponsored Award Management tool	
	· · · · · · · · · · · · · · · · · · ·	PAF	RTICIPANT COSTS NAME	BY
xpenses Cost Share		by Name - Expenses		1
Participa	ant Costs Summary	a) manne Expenses		
Participa Budget Category Part The data on this report of Contract:	ticipant Costs t is based solely on the a Award PI: Primary 9	Sponsor:	Current 08/31/15 8:55AM DateTime Department:	
Participa Budget Category Part The data on this report of Contract: Sponsor: Name:	ticipant Costs t is based solely on the a Award PI: Primary Search	Sponsor: Enter the first few lett be Last Name first ar retrieve all names that Entries - JE, ID, Misc	Current 08/31/15 8:55AM DateTime Department: Project Type: ers of a name (case sensitive) then S d/or First Name first. Or enter the per t match prior filters. *ExpendedName ' until Search results are retrieved.	earch. Names may cent sign (%) to displays 'Online
Participa Budget Category Part The data on this report of Contract: Sponsor: Name:	ticipant Costs t is based solely on the a Award PI: Primary Search	Sponsor: Enter the first few lett be Last Name first ar retrieve all names tha Entries - JE, ID, Misc	Current 08/31/15 8:55AM DateTime Department: Project Type: ers of a name (case sensitive) then S d/or First Name first. Or enter the per t match prior filters. "ExpendedName ' until Search results are retrieved.	eearch. Names may cent sign (%) to displays 'Online
Participa Budget Category Part The data on this report of Contract: Sponsor: Name: Expended	ticipant Costs t is based solely on the a Award PI: Primary Search Search	Sponsor: Enter the first few lett be Last Name first ar retrieve all names tha Entries - JE, ID, Misc Per Expenditure Summary	Current 08/31/15 8:55AM DateTime Department: Project Type: ers of a name (case sensitive) then S d/or First Name first. Or enter the per t match prior filters. *ExpendedName ' until Search results are retrieved.	search. Names may cent sign (%) to displays 'Online

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## **SUPPORTING RESEARCH WITH**

## SYRACUSE UNIVERSITY SANTOO Sponsored Award Management tool

## **Information Sessions**

TUESDAY, OCT. 20, 3:30 – 5:30 P.M., CROUSE HINDS HALL AUDITORIUM

WEDNESDAY, OCT. 28, 9:00 – 11:00 A.M., PETER GRAHAM SCHOLARLY

**COMMONS, BIRD LIBRARY** 

EACH SESSION IS ONE HOUR OF INFORMATION FOLLOWED BY ONE HOUR OF Q&A

**R**EGISTER ONLINE FOR ONE OF THE INFORMATION SESSIONS BY VISITING EITHER THE **OSP** OR THE **OSA** WEBSITES