My Grant Expenses Quick Reference Guide

My Grant Expenses is available at: [http://www.bu.edu/research/my-grant-expenses](http://www.bu.edu/research/my-grant-expenses).

Report Panel 1: Grants by Investigator

This panel shows high-level budget, expenditure, commitment and available balance detail for each sponsored program.

Report Panel 2: Grant Expenses by Budget Category

This panel shows budget, expenditure, commitment and balance information at the budget category level. The header displays grant-level information for the sponsored program you select.

Sponsored program budget category data

Click a budget category to filter the information in Panel 2 and 3.

Click Show All to display all categories in Panel 2 and 3.

Report Panel 3: Grant Expense Detail

The third panel, which contains transaction-level detail, is not included in the initial report display. To add the panel:

1. Select a sponsored program in panel 1
2. Click the Retrieve Expense Details button that appears
3. View expense details in panel 3

To view panel detail for a different Sponsored Program, you must repeat the process of selecting the sponsored program in Grants by Investigator and then click the Retrieve Expense Details link.

Additional information is available