

# My Grant Expenses Quick Reference Guide

My Grant Expenses is available at: <https://www.bu.edu/researchsupport/tools-services/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.

Click *Select All* to show all details in Panel 2.

Click a sponsored program to filter the information in Panel 2.

Grants By Investigator Export

Grant	Sponsored Program (Select All)	Sponsored Program End Date	PI	Sponsor	Total Budget	Total Expenses	API/Subaward Commitments*	Available Balance
50103323	9500228238 WBS 1 MANAGEMENT	02/28/2014	STEWARDS D MICHELLE	NASA	1,680,980.09	1,728,506.26	0.00	(47,526.17)
	9500228248 WBS 2 SYSTEMS ENGINEERING	02/28/2014	STEWARDS D MICHELLE	NASA	57,503.00	57,502.94	0.00	0.06
	9500228249 WBS 3 INSTRUMENT DEVELOPMENT	02/28/2014	STEWARDS D MICHELLE	NASA	1,078,378.00	1,078,378.35	0.00	(0.35)
	9500228321 AEROSPACE SUBCONTRACT	02/28/2014	STEWARDS D MICHELLE	NASA	1,744,866.00	1,711,074.39	32,389.82	1,401.79
	9500228380 MIT SUBCONTRACT, COSMIC RAY T	06/17/2010	STEWARDS D MICHELLE	NASA	3,821,773.00	3,821,772.13	0.00	0.87
	9500228381 UTK SUBCONTRACT	02/28/2014	STEWARDS D MICHELLE	NASA	433,212.00	429,864.40	0.00	3,347.50
	9500228470 WBS 5 F&A	02/28/2014	STEWARDS D MICHELLE	NASA	229,162.92	229,162.92	0.00	0.00

\* This number will typically not include salaries, fringe or F&A, unless your department administrator has created fund reservations for these budget categories. Commitments include encumbrances that have not yet posted as actual expenses.

## Report Panel 2: Grant Expenses by Budget Category

This panel shows budget, expenditure, commitment and balance information at the budget category level.

Grant Expenses By Budget Category Export All

Grant Number: 50103323 Grant Title: WBS 1 MANAGEMENT: COSMIC RAY TELESCOPE FOR THE EFFECTS OF...  
 Sponsor Award #: 9500 PI: STEWARDS D MICHELLE  
 Grant Start Date: 09/25/2006 Grant End Date: 09/23/2010  
 F&A Rate: 62.50% Sponsored Program End Date: 12/15/2011

Sponsored Program	Cost Category	Budget Category (Show All)	Total Budget	Total Expenses	API/Subaward Commitments*	Available Balance
9500	Direct	Salaries and Wages	13,189.00	26,579.95	0.00	(13,390.95)
		Fringe Benefits	2,380.00	3,523.17	0.00	(1,143.17)
		Travel Domestic	9,157.00	498.71	0.00	8,658.29
		Other Directs	2,547.97	0.00	0.00	9,547.97
		F&A	15,454.00	19,126.14	0.00	(3,672.14)

The header displays grant-level information for the sponsored program you select

Sponsored program budget category data

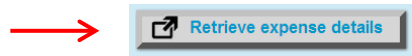
Click a budget category to filter the information in Panel 2 and 3.

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



Grant Expense Detail Export All

Sponsored Program	Budget Category	GL Account	Posting Date	Expense Amount	Description	Reference Doc	Expense Type	Vendor
50103323	Salaries and Wages	OVERBASE COMP	06/28/2013	\$ 3,900.00	STEWARDS D MICHELLE	-		
50103323	Fringe Benefits	FRINGE ALLOC EXTERNAL	07/29/2013	\$ 560.00	STEWARDS D MICHELLE	3000673322		
50103323	Research Supplies & Minor Equi	CONS SUPPL-RES LAB	07/12/2013	\$ 235.65	Not assigned	1900273931	Vendor Invoice	
50103323	F&A	F&A EXTERNAL	06/20/2013	\$ 512.02	Not assigned	3000642530		

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

Refer to the [User's Guide](http://www.bu.edu/tech/support/buworks/my-grant-expenses/), available on the **My Grant Expenses** Web site (<http://www.bu.edu/tech/support/buworks/my-grant-expenses/>) for full description of the report, including detailed information on filtering data, exporting report results to Excel, and changing the reporting period under examination.