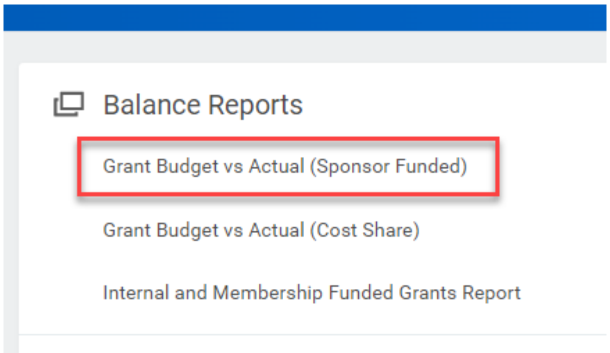
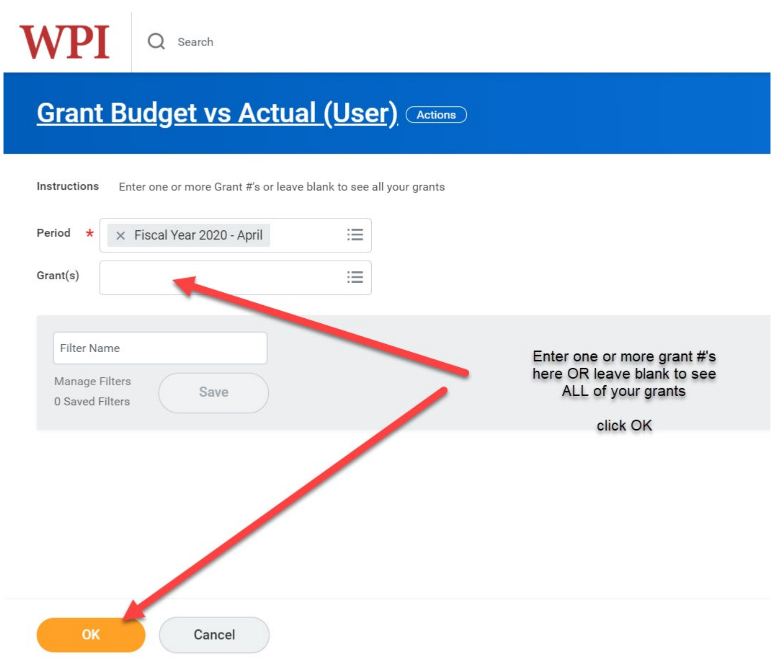
Looking up your grant balances:

**Step 1**: Click on the “Grants Management” icon

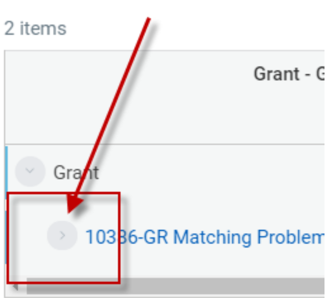

**Step 2**: Click the report called “Grant Budget vs Actual (User)”



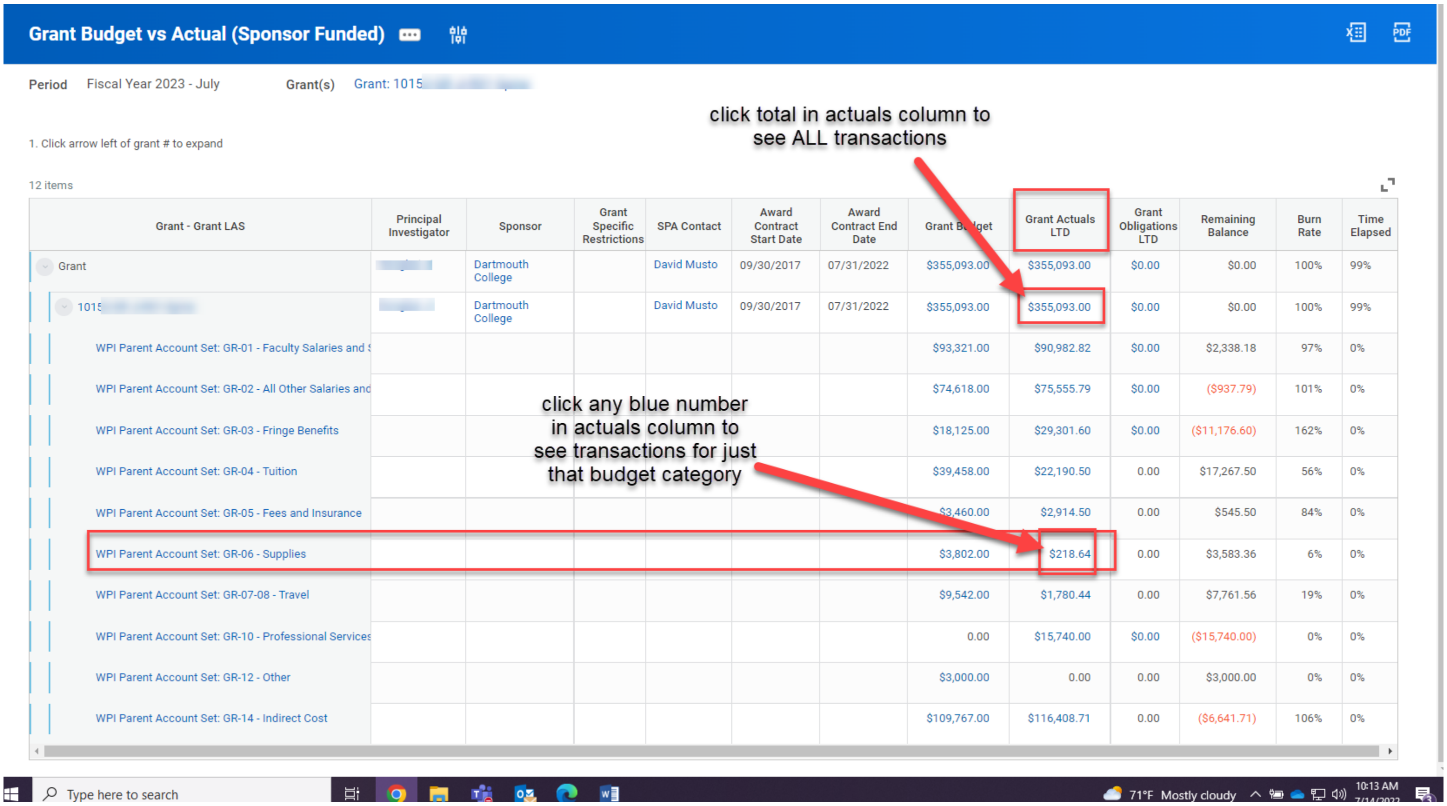

**Step 3**: Press OK! You can leave the grant prompt field blank to get all, or you can enter one or more grant numbers.



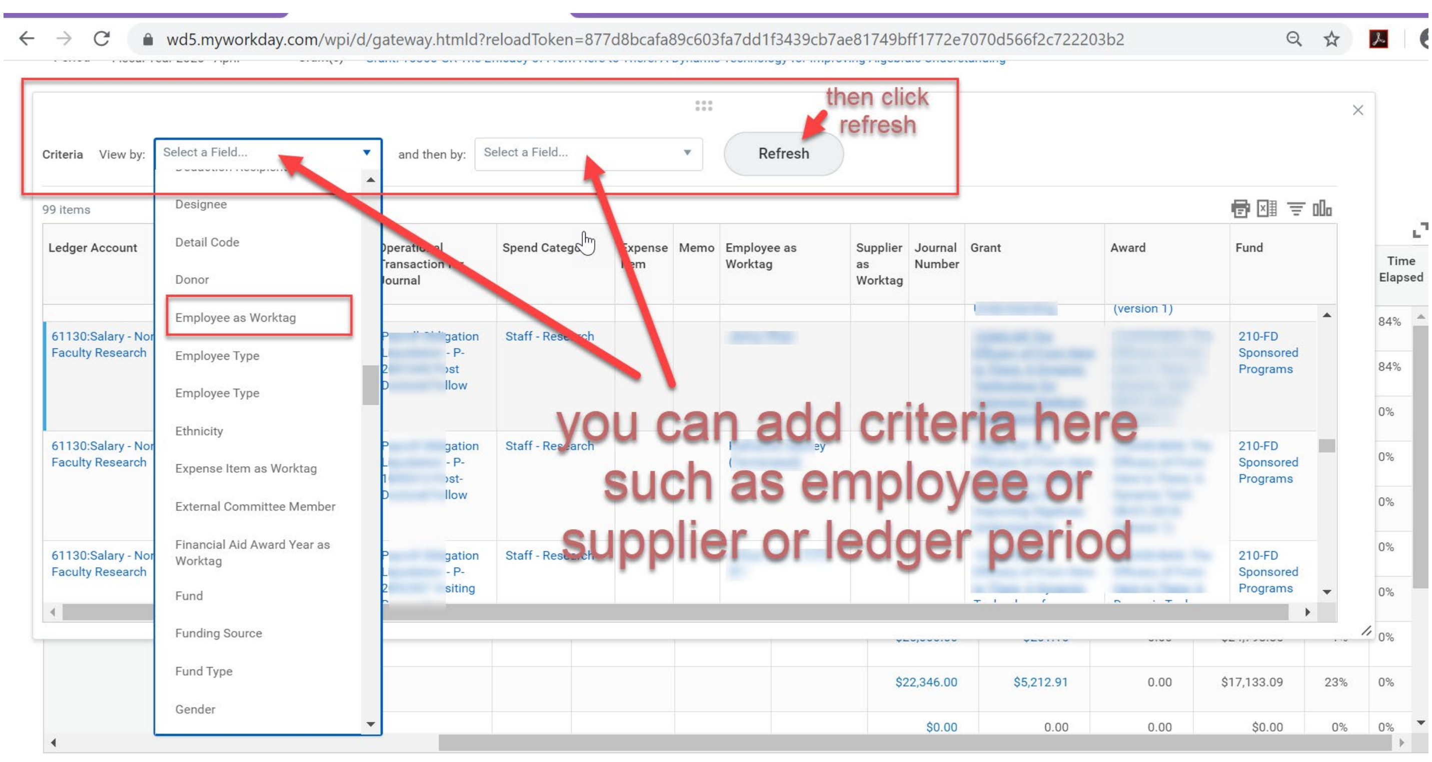

Once you see the list of your grants, click the arrow button on the left you can expand to view by budget category.



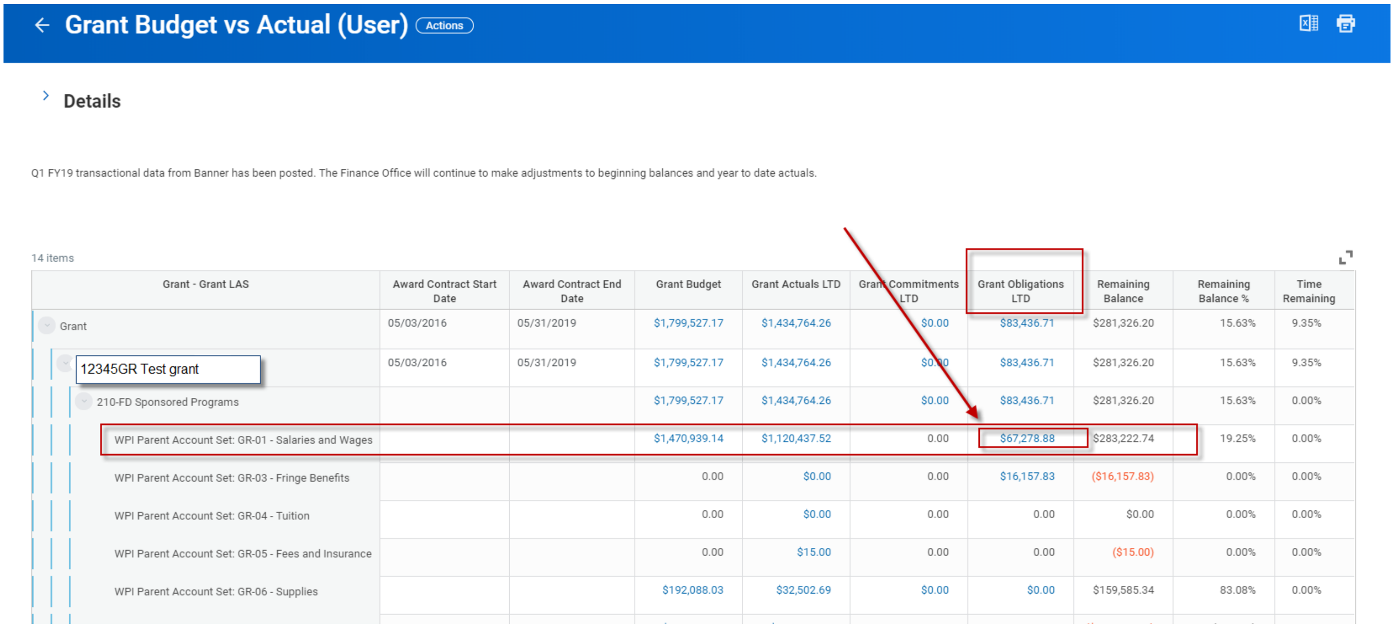
Click on any blue numbers to drill down for add'l info.

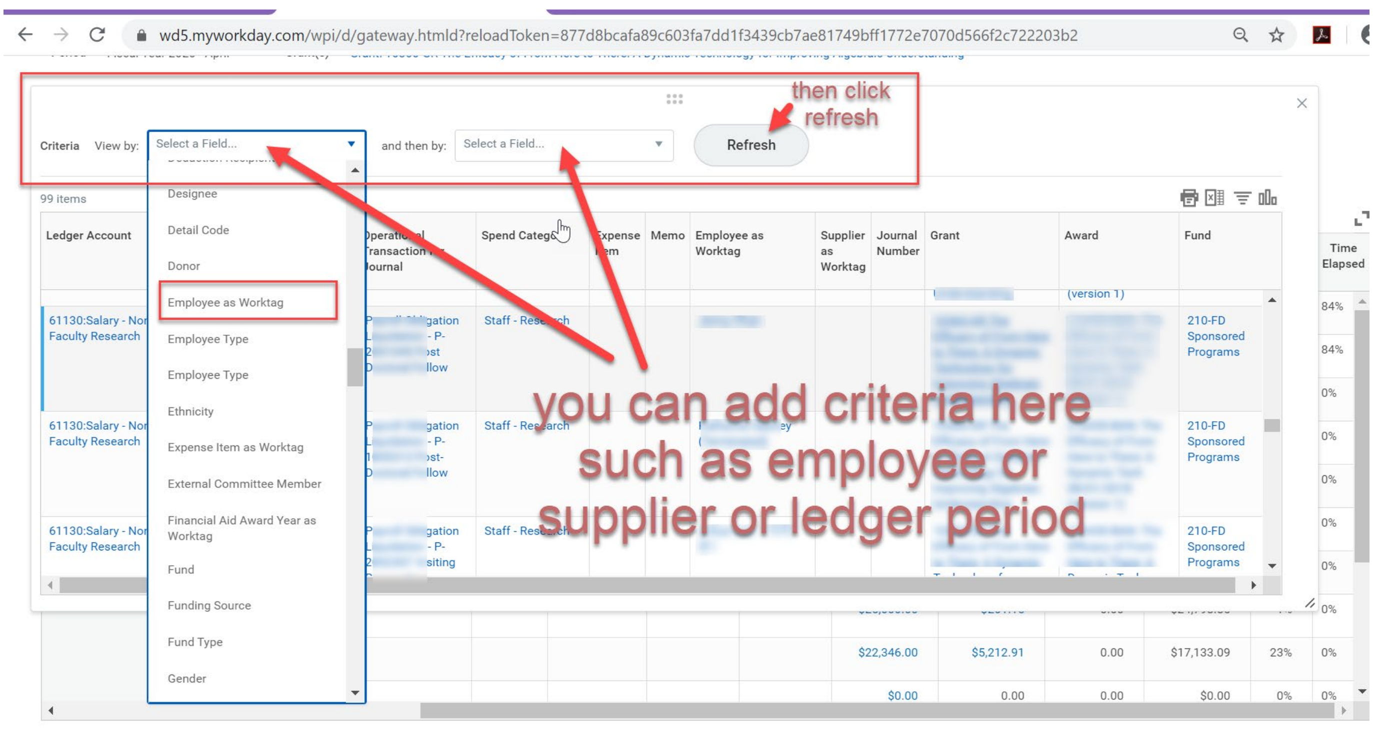



| Grant - Grant LAS | Principal Investigator | Sponsor | Grant Specific Restrictions | SPA Contact | Award Contract Start Date | Award Contract End Date | Grant Budget | Grant Actuals LTD | Grant Obligations LTD | Remaining Balance | Burn Rate | Time Elapsed |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Grant | | Dartmouth College | | David Musto | 09/30/2017 | 07/31/2022 | $355,093.00 | $355,093.00 | $0.00 | $0.00 | 100% | 99% |
| 1015 | | Dartmouth College | | David Musto | 09/30/2017 | 07/31/2022 | $355,093.00 | $355,093.00 | $0.00 | $0.00 | 100% | 99% |
| WPI Parent Account Set: GR-01 - Faculty Salaries and | | | | | | | $93,321.00 | $90,982.82 | $0.00 | $2,338.18 | 97% | 0% |
| WPI Parent Account Set: GR-02 - All Other Salaries and | | | | | | | $74,618.00 | $75,555.79 | $0.00 | ($937.79) | 101% | 0% |
| WPI Parent Account Set: GR-03 - Fringe Benefits | | | | | | | $18,125.00 | $29,301.60 | $0.00 | ($11,176.60) | 162% | 0% |
| WPI Parent Account Set: GR-04 - Tuition | | | | | | | $39,458.00 | $22,190.50 | 0.00 | $17,267.50 | 56% | 0% |
| WPI Parent Account Set: GR-05 - Fees and Insurance | | | | | | | $3,460.00 | $2,914.50 | 0.00 | $545.50 | 84% | 0% |
| WPI Parent Account Set: GR-06 - Supplies | | | | | | | $3,802.00 | $218.64 | 0.00 | $3,583.36 | 6% | 0% |
| WPI Parent Account Set: GR-07-08 - Travel | | | | | | | $9,542.00 | $1,780.44 | 0.00 | $7,761.56 | 19% | 0% |
| WPI Parent Account Set: GR-10 - Professional Services | | | | | | | 0.00 | $15,740.00 | $0.00 | ($15,740.00) | 0% | 0% |
| WPI Parent Account Set: GR-12 - Other | | | | | | | $3,000.00 | 0.00 | 0.00 | $3,000.00 | 0% | 0% |
| WPI Parent Account Set: GR-14 - Indirect Cost | | | | | | | $109,767.00 | $116,408.71 | 0.00 | ($6,641.71) | 106% | 0% |

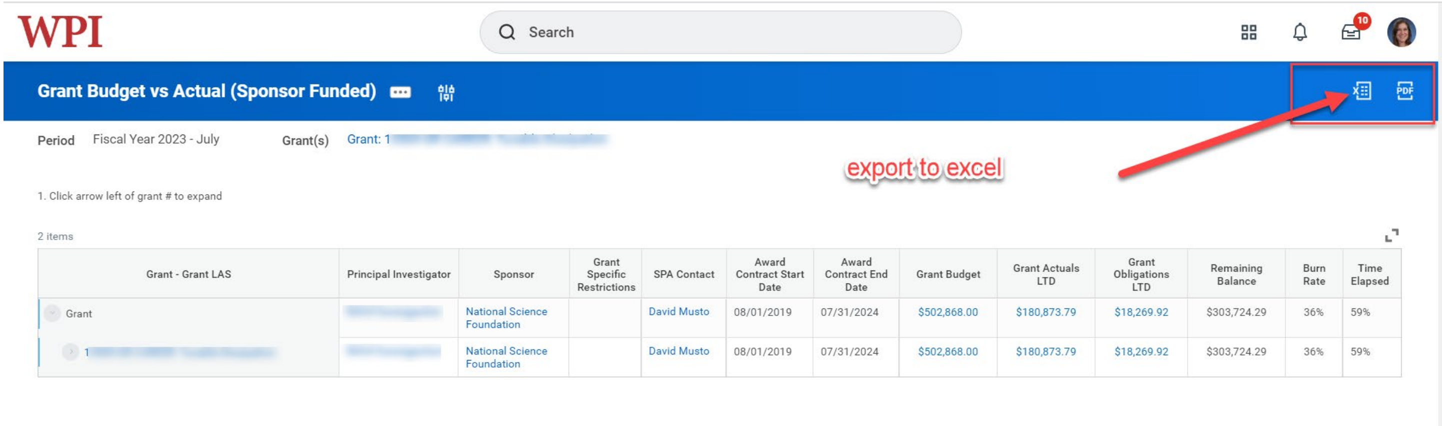


You can do the same with Obligations:



You can export the report to excel to add in your own budget projections.




Once exported, clear the outline format to get all the budget line details.