

PI Article – The PI Award Health Check Report

In response to a recognized need by researchers and grants management staff, the PI Award Health Check Report was developed to serve as a one-stop shop for viewing information critical to managing sponsored awards. The report is available in LITE (lite.gatech.edu) and is designed to assist with the regular review of individual sponsored awards.

As is best practice with managing sponsored awards, this report should be viewed on a monthly basis to ensure that spending is progressing at a reasonable rate, that expenditures on awards are appropriate, and that expected charges not seen on the award are addressed in a timely manner.

At the top of the report, you may search by Lead PI, Grant PI, Project Director, G&C Financial Analyst, G&C Sponsored Accountant, and Grant Assignee. Once you have chosen a person and an award/grant role, click on the top right to show the inventory of awards. Then, click on an award to see the details noted below.

The header contains summary level demographics of each award, including the following: the PI name, award number, award title, sponsor, sponsor type, and (if applicable) originating sponsor. Also included in bold are the contract value, funded amount, cost sharing amount, start and end date, award and cost share burn rates, total charges, charges invoiced, collections, the most recent invoice date, and travel and equipment details. Additional sections of the report include:

Grant Details: This is where the critical financial information is found. Included in this section are the grant reference ID (worktag), grant name, budget, expenditures (actual amount), obligations/commitments, estimated F&A, the total available balance, the available direct cost balance, the applicable F&A rate, and the burn rate (used to measure the rate at which you are spending your award dollars). Note that by clicking the grant reference ID, you can view an object class summary.

Open Purchase Orders: Here, you can view the open POs on the award. Information includes the individual supplier, the grant worktag, the PO number, the original PO balance, how much has been spent to date, and the amount remaining. By clicking the PO number, you can get the details of the PO in Workday.

Open Sub-Awards: For awards where subawards have been issued to other institutions, this section includes details on these sub agreements. Included here are grant ID, subawardee name, supplier contract number, contract start and end date, award budget amount, actual amount, obligations and commitments, available balance, and the burn rate.

Individuals-Paid: Within this section, you can view all of the individuals who have been paid from an award. The information here includes individual names, their job titles, the grant worktag funding source, fiscal year to date expenditures, total life-to-date expenditures, and encumbrances for future salary charges. By clicking on the individual name, you can view the ad hoc salary detail.

If you have any questions about the PI Award Health Check Report, please contact Josh Rosenberg at josh.rosenberg@business.gatech.edu.