

Understanding Your Grant Spreadsheet



Spreadsheet Information

- The grant spreadsheet keeps a running total for you of all expenditures and encumbrances as well as indirect costs that need to be charged.
- The spreadsheets will be reconciled to the Banner report on a monthly basis.
- The reconciliation date is listed on the summary page of the spreadsheet.
- Each spreadsheet has a number of tabs that link to the summary page of the spreadsheet.

Accessing Your Spreadsheet

- You will need to map a network drive
- To do this go to the my computer icon on your desktop and right click on it
- From the dropdown menu choose Map Network Drive...
- Pick a drive letter that is not associated with anything else then
- Type in \\Whale\Sponsored Pgms & Grants in the folder field (Please note there are spaces between the words: Sponsored(sp)Pgms(sp)&(sp)Grants.
- Make sure Reconnect at logon is checked then click Finish
- You may need to reboot your computer to be able to access the drive
 - If you have a Mac, please contact the Help Desk at 7500 for assistance accessing the drive

Helpful Tips

- All expenses must be on the appropriate page before they can be approved
- There are certain cells that are locked
 - If the cell is locked, then we will add the information to the spreadsheet for you
- Please save and close spreadsheet
 - Only one person can be in the spreadsheet at a time, so be sure to save and close when finished.

Summary Page

Category	Budget	Supplement	Modification	Net			Committed	Balance
				Budget	Expend	Encumbered		
Personnel & Fringe Benefits								
Release Time -Faculty				-	-	-	-	-
AP Faculty	35,153.00			35,153.00	23,750.00	1,375.00	25,125.00	10,028.00
Classified Salary				-	-	-	-	-
PT A/P & Teaching				-	-	-	-	-
Summer Salary	-			-	-	-	-	-
One Time Payments				-	-	-	-	-
Wage	5,000.00			5,000.00	3,094.00	-	3,094.00	1,906.00
Total Personnel	40,153.00		-	40,153.00	26,844.00	1,375.00	28,219.00	11,934.00
FICA @ 7.65%	382.50			382.50	236.69	-	236.69	145.81
Fringe Benefits est @ 40%	14,061.20			14,061.20	8,523.43	536.92	9,060.35	5,000.85
Total Fringe Benefits	14,443.70		-	14,443.70	8,760.12	536.92	9,297.04	5,146.66
Total Personnel & Fringe Benefits	54,596.70		-	54,596.70	35,604.12	1,911.92	37,516.04	17,080.66
Other Than Personnel Services								
Contractual Services	7,000.00		-	7,000.00	6,712.59	-	6,712.59	287.41
Printing & Postage				-	-	-	-	-
Telephone Services	150.00			150.00	45.00	-	45.00	105.00
Consultants	-			-	-	-	-	-
Travel	2,500.00			2,500.00	1,219.32	-	1,219.32	1,280.68
International Travel	-			-	-	-	-	-
Supplies	800.00			800.00	364.57	-	364.57	435.43
Sub-award	-			-	-	-	-	-
Stipends				-	-	-	-	-
Tuition	20,000.00			20,000.00	10,000.00	-	10,000.00	10,000.00
Continuous Charges				-	-	-	-	-
Equipment				-	-	-	-	-
Total OTPS	30,450.00		-	30,450.00	18,341.48	-	18,341.48	12,108.52
Total Direct Costs	85,046.70		-	85,046.70	53,945.60	1,911.92	55,857.52	29,189.18
Total Modified Direct costs	65,046.70		-	65,046.70	43,945.60	1,911.92	45,857.52	19,189.18
F&A @ 24%	15,611.00		-	15,611.00	817.25	10,188.55	11,005.80	4,605.20
Total Award	100,657.70		-	100,657.70	54,762.85	12,100.47	66,863.32	33,794.38

- This is the most helpful page to see all expenditures at once.
- You can see your grant balance in this cell



Personnel and Benefits

- At the beginning of each grant, Sponsored Programs encumbers entire salary and benefits according to the grant budget
- Sponsored Programs and Grants Management will update the personnel and benefits expended each month
- Personnel and benefits are locked cells that departments do not have access to

Non-Personnel Items

- It is the responsibility of the grant admin to add the following items to the spreadsheet/s
 - Payee: List the vendor name in this cell
 - Description: Add a brief general description
 - Req. Number: Please list the PR in this cell
 - Amount: List the requested amount
 - Request date: This date should match the one in eVA

Spreadsheet Technical Support

- Please [contact our office](#) if you need help accessing your spreadsheet or need information about how to enter expenditures.