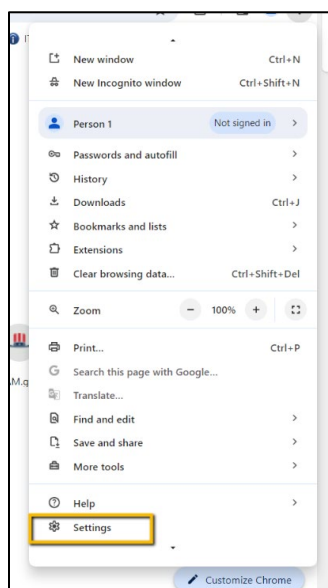# Pre-Defined Report for Sponsored Projects and Award Tracking Modules
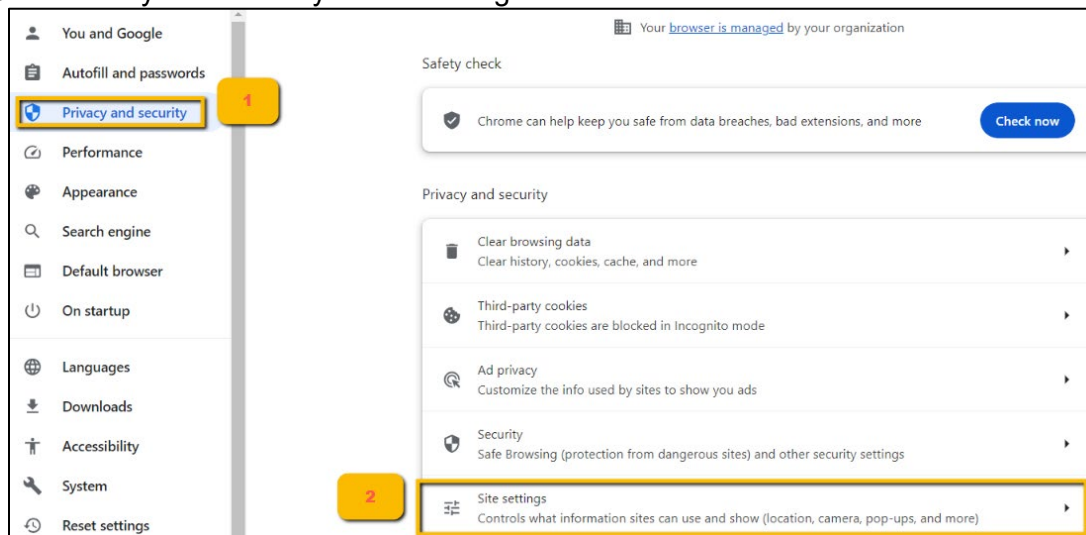
Allowing Popups: Some Pre-defined reports require that pop-ups from GeauxGrants be enabled in your desired browser.
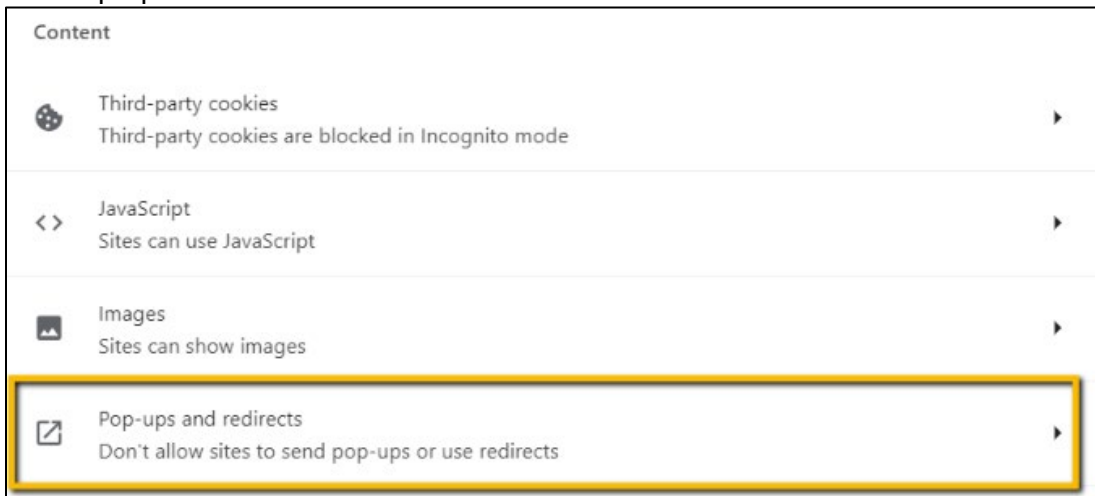
Chrome:
- Click the ellipses (three vertical dots) in the upper right of a main browser window and click Settings.

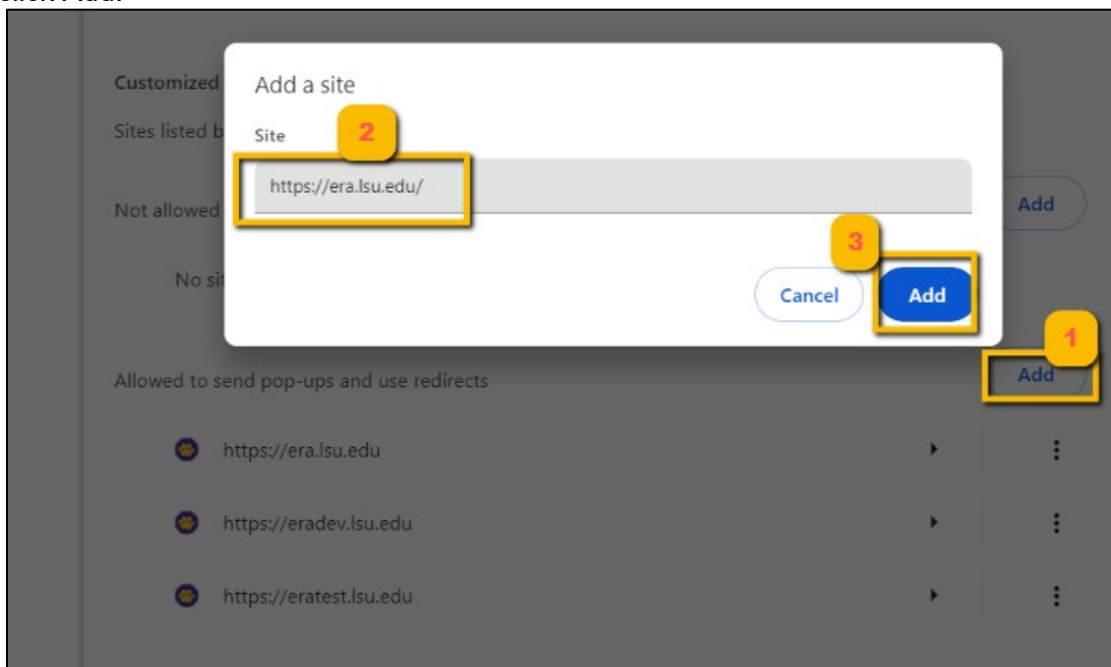
- Click Privacy and Security > Site Settings
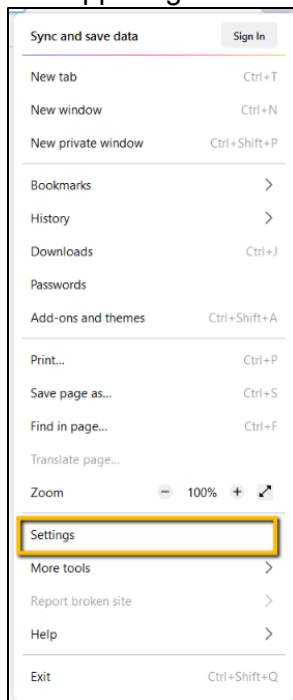
- Click Pop-ups and redirects

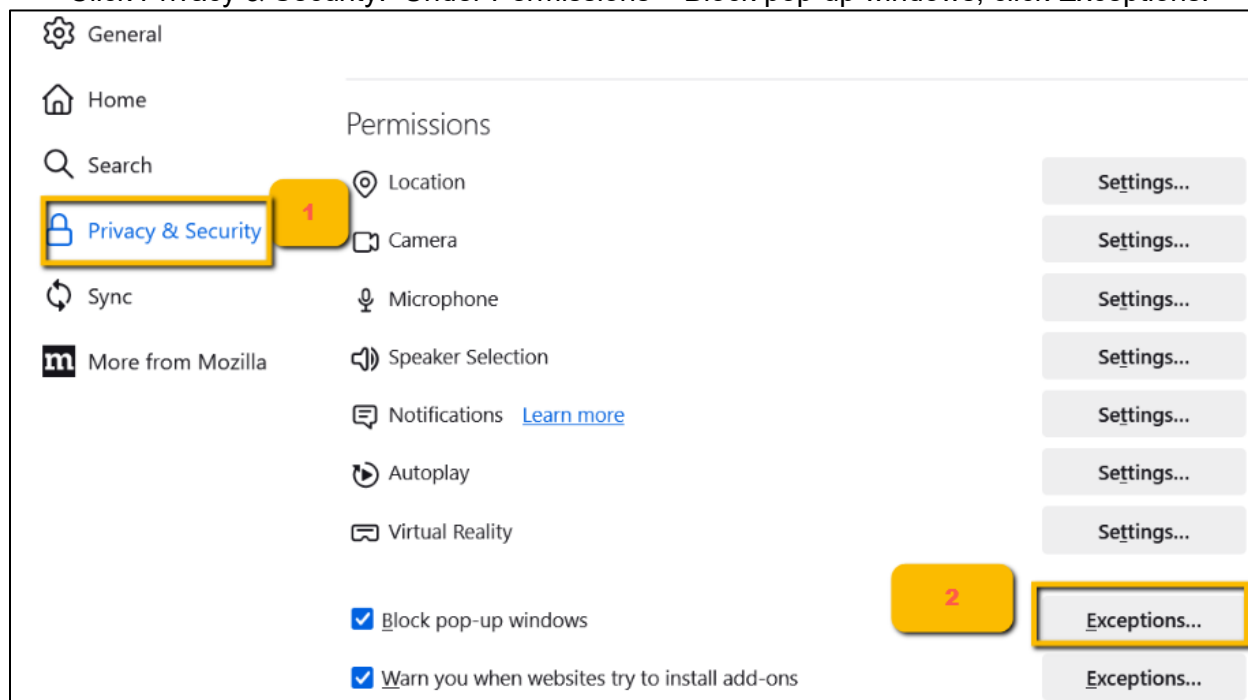- Under "Allowed to send pop-ups and use redirects," click Add. Type in https://era.lsu.edu and click Add.

Firefox:

- Click the three horizontal lines in the upper right of a main browser window and click Settings.

Sync and save data	Sign In
New tab	Ctrl+T
New window	Ctrl+N
New private window	Ctrl+Shift+P
Bookmarks	>
History	>
Downloads	Ctrl+J
Passwords	
Add-ons and themes	Ctrl+Shift+A
Print...	Ctrl+P
Save page as...	Ctrl+S
Find in page...	Ctrl+F
Translate page...	
Zoom	− 100% + ⤢
Settings	
More tools	>
Report broken site	>
Help	>
Exit	Ctrl+Shift+Q

- Click Privacy & Security. Under Permissions > Block pop-up windows, click Exceptions.

⚙ General		
⌂ Home	**Permissions**	
🔍 Search	◉ Location	Settings...
🔒 **Privacy & Security** **1**	📷 Camera	Settings...
↻ Sync	🎤 Microphone	Settings...
🅼 More from Mozilla	🔊 Speaker Selection	Settings...
	💬 Notifications Learn more	Settings...
	▶ Autoplay	Settings...
	🖵 Virtual Reality	Settings...
		2 Exceptions...
	☑ Block pop-up windows	
	☑ Warn you when websites try to install add-ons	Exceptions...

- Enter https://era.lsu.edu and click Allow and then Save Changes.

How to Access Pre-Defined Reports:

To access the reports, Click Sponsored Projects or Award Tracking then click Pre-Defined reports. If you have a suggestion for a new report to be created, please email osp@lsu.edu.

What does each report Do?

- Our reports are categorized by Sponsored Projects Module Reports and Award Tracking Reports. Each report is outlined below.
- **IMPORTANT:** Output of reports is based on your current security role in GeauxGrants.

Sponsored Projects Module Pre-Defined Reports

Standard Reports

Please see the Help Guide for report descriptions at
https://lsu.edu/geauxgrants/sponsored_projects/pdf_documents/pre-defined_reports.pdf

- Current & Pending Support - Awards by Investigator
- Current & Pending Support - Proposals by Investigator
- Gold Team Proposal Specialist Assignments
- History of Awards by Investigator
- Lookup GeauxGrants Number by Workday Award Number
- Lookup GeauxGrants Number by Workday Grant Line
- Lookup Workday Award/Grant by GeauxGrants Number
- Mod Requests pending SPA Approval
- Overall Proposals Routing
- Overall Subaward Specialist
- Purple Team Proposal Specialist Assignments
- Subaward Institution Search (enter subrecipient name)
- Subaward Number Search
- Subawards in Process
- Subawards Issued FY22
- Subawards Issued FY23
- Subawards Issued FY24
- Subawards Issued FY25
- Subawards Issued FY26

- **Current & Pending Support - Awards by Investigator** – Allows users to search for Active Awards by Investigator. You will be prompted to look up the investigator's name. The report does not include effort. You will need to review proposed effort on the Proposal Development Budget tab and budget justification along with any sponsor approved effort reductions to determine effort to report.

- **Current & Pending Support - Proposals by Investigator** – Allows users to search for Proposals in Submitted status by Investigator. You will be prompted to look up the investigator's name. The report does not include the proposed effort. You will need to review proposed effort on the Proposal Development Budget tab and budget justification to determine effort to report.

- **Gold Team Proposal Specialist Assignments -** Shows all the proposals currently in Routing or Routing Approvals Received status that are currently assigned to a Gold Team OSP Specialist for review. We recommend departments/colleges utilize the Overall Proposals Routing report since OSP may assign proposals across teams.
- **History of Awards by Investigator**– Allows you to enter an Investigator and pulls up all awards for the investigator regardless of project period. You will be prompted to look up the investigator's name. **Note:** Award data for converted records only includes awards that were set up in Workday. Older awards may not be included.

- **Lookup GeauxGrants Number by Workday Award Number**– Allows you to enter a Workday Award Number to find the associated GeauxGrants Record Number. You will be prompted to enter the Workday AWD number.

- **Lookup GeauxGrants Number by Workday Grant Line**– Allows you to enter a Workday Grant Line Number to find the associated GeauxGrants Record Number. You will be prompted to enter the Workday GR number.

- **Lookup Workday Award/Grant by GeauxGrants Number**– Allows you to enter a GeauxGrants Record Number to find the associated Workday Grant Line Number and Workday Award Number. You will be prompted to enter the GeauxGrants record number.

- **Mod Requests Pending SPA Approval –** Shows modification/prior approval requests currently in Routing or Routing Approvals Received that are under review by Sponsored Program Accounting.
- **Overall Proposals Routing -** Shows all the proposals currently in Routing or Routing Approvals Received status that are assigned to an OSP Specialist for review. We recommend departments/colleges utilize this report since OSP may assign proposals across teams.
- **Overall Subaward Specialist –** Shows all Subawards agreements and amendments that are currently being drafted or negotiated by an OSP specialist.
- **Purple Team Proposal Specialist Assignments -** Shows all the proposals currently in Routing or Routing Approvals Received status that are currently assigned to a Purple Team OSP Specialist for review. We recommend departments/colleges utilize the Overall Proposals Routing report since OSP may assign proposals across teams.
- **Subaward Institution Search (enter subrecipient name)** – Allows users to search by subawards issued to a specific Subrecipient Institution. This report contains a prompt where you will enter the subrecipient name and hit the run report button at the top right. You can also add a title and include the date and time.

- **Subaward Number Search**– Allows you to enter the Subaward Number (Purchase Order #) to find the associated subaward information in GeauxGrants.

- **Subawards in Process** – Shows all the Subaward agreements and amendments that are in process and the status for the subaward agreement or amendment. See Subawards Overview for a description of subaward statuses.

- **Subawards Issued FY22 –** Shows all Subaward agreements and amendments that were fully-executed July 1, 2021, through June 30, 2022.
- **Subawards Issued FY23 –** Shows all Subaward agreements and amendments that were fully-executed July 1, 2022, through June 30, 2023.
- **Subawards Issued FY24 –** Shows all Subaward agreements and amendments that were fully-executed July 1, 2023, through June 30, 2024.
- **Subawards Issued FY25 –** Shows all Subaward agreements and amendments that were fully-executed July 1, 2024, through June 30, 2025.
- **Subawards Issued FY26 –** Shows all Subaward agreements and amendments that were fully-executed July 1, 2025, through June 30, 2026.

Award tracking Pre-Defined Reports

Standard Reports

Please see the Help Guide for report descriptions at
https://lsu.edu/geauxgrants/sponsored_projects/pdf_documents/pre-defined_reports.pdf

- Awards under Review
- Fully Executed Sent to SPA in Last Month
- Fully Executed Sent to SPA in Last Week
- Gold Team Award Specialist Assignment
- Overall OSP Award Specialist Assignment
- Purple Team Award Specialist Assignment

- **Awards under Review** – Shows all the Award Increments that are in process and the status for the award increment. See Award Overview for a description of award increment statuses.
- **Fully Executed sent to SPA in the Last Month** – Shows all Award Increments that have been Fully Executed Sent to SPA in the last month based on your security.
- **Fully Executed sent to SPA in the Last Week** – Shows all Award Increments that have been Fully Executed Sent to SPA in the last week based on your security.
- **Gold Team Award Specialist Assignment** – Shows all Award Increments that are currently being reviewed by a Gold Team OSP Specialist or waiting on compliance approvals. We recommend departments/colleges utilize the Overall OSP Award Specialist Assignment report since OSP may assign award increments across teams.
- **Overall OSP Award Specialist Assignment -** Shows all Award Increments that are currently being reviewed by an OSP Specialist or waiting on compliance approvals. We recommend departments/colleges utilize this report since OSP may assign award increments across teams.
- **Purple Team Award Specialist Assignment** – Shows all Award Increments that are currently being reviewed by a Purple Team OSP Specialist or waiting on compliance approvals. We

recommend departments/colleges utilize the Overall OSP Award Specialist Assignment report since OSP may assign award increments across teams.

Exporting Reports to Excel

All reports can be exported to excel. After running the report, click on Export to Excel in top right corner.

Reporting Tool Results	Export to Excel	Print/PDF