OSU Grant Reporting System (GRS)

Navigate to: MyOSU → Admin Tools → Grant Reporting
Direct Link: https://bfpsystems.oregonstate.edu/bfponline/Default.aspx

Cooperative Open Reporting Environment (CORE)

Navigate to: MyOSU → Admin Tools → CORE Reports → uReports
Direct Link: https://core.oregonstate.edu/reports

Select uReports, scroll to bottom to find this interface:
**GRRS can be found through My OSU under Admin Tools or by visiting https://bfpsystems.oregonstate.edu/bfponline/**

### Grant Reporting System, How to Read the Grant Summary Report

**Project Start:** 7/1/2009  
**Current End:** 1/1/2012  
**Index:** F0000A - SES APSF Growth Pro Sci Degr  
**Agency:** Alfred P. Sloan Foundation  
**Fund:** F0000A - SES APSF 01012 Bechert Growth Pro  
**OPAA Accountant:** Courtney A Clark  
**Organization:** 250000 - Environmntl Sci Undergrd Png  
**IC Rate:** 12%  
**IC Basis:** MTDC  
**Program:** B113 - Oth/Spon Acty On campus Domestic  
**As Of 11/2/2011 Available Balance:** $17,445.69

<table>
<thead>
<tr>
<th>Budget</th>
<th>Beginning Balance as of July 1</th>
<th>Actual Inception-to-Date</th>
<th>Current Balance</th>
<th>Encumb</th>
<th>Non-FIS Encumb</th>
<th>Projected Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/OPE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unclassified Salaries</td>
<td>$52,005.00</td>
<td>$56,357.85</td>
<td>$65,759.85</td>
<td>$5,278.00</td>
<td>$0.00</td>
<td>($27,535.85)</td>
</tr>
<tr>
<td>Other Payroll Expenses</td>
<td>$20,000.00</td>
<td>$21,017.28</td>
<td>$25,328.92</td>
<td>$488.92</td>
<td>$7,140.21</td>
<td>$0.00</td>
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<tr>
<td>Subtotal Salaries/OPE</td>
<td>$7,460.00</td>
<td>$59,375.13</td>
<td>$91,088.77</td>
<td>($12,739.85)</td>
<td>$22,416.21</td>
<td>$0.00</td>
</tr>
<tr>
<td>Services &amp; Supplies Expense</td>
<td>$3,000.00</td>
<td>$2,980.01</td>
<td>$3,637.82</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Postage &amp; Shipping</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Rentals &amp; Leases</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Fees &amp; Services</td>
<td>$17,000.00</td>
<td>$17,000.00</td>
<td>$17,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Services &amp; Supplies</td>
<td>$7,400.00</td>
<td>$7,400.00</td>
<td>$7,400.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Subtotal Services &amp; Supplies</td>
<td>$30,100.00</td>
<td>$30,100.00</td>
<td>$30,100.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$16,900.00</td>
<td>$16,900.00</td>
<td>$16,900.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Subtotal Travel</td>
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<td>$24,400.00</td>
<td>$24,400.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Subtotal Subcontract up to / incl $25K</td>
<td>$60,000.00</td>
<td>$60,000.00</td>
<td>$60,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
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<td>$60,000.00</td>
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<td>$60,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>F0642A Totals:</strong></td>
<td><strong>$185,400.00</strong></td>
<td><strong>$185,400.00</strong></td>
<td><strong>$185,400.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

**Notes:**  
**Less F&A calculation:**  
$$185,400.00 \times 12\% = 2,224.80$$  
**Projected F&A Cost:** $2,093.48  
**Projected Available Balance:** $17,445.69

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Grant Reporting and Foundation Reimbursement Systems (GRRS)
Overview Tricks and Tips

How to get to GRRS:

1. Go to Budget and Fiscal Planning- use the online systems link or
2. Go to My OSU Portal- to Admin Tools

You will log in with your ONID information

Once you are logged in: Click on Grant Reporting (on the main page)-this will take you to a list of your grants (indexes)
Select an index. You will then notice tabs at the top of the page.

1. Summary:
   a. Budget- original budget
   b. Actual spending to date
   c. Current balance
   d. Encumb- Drill down to see what/who is encumbered.
   e. Non-FIS Encumb – BC can add encumbrances that aren’t automatically created (i.e. fee remission, pending purchases)
   f. Projected Balance

2. Period Detail: Shows what is has been spent by the month.
   a. Each category has a plus button- Select the plus to see the activity in each category

   Under the Supplies and travel- See what has been purchased
   i. Doc Code Column- Drill down to see information about each purchase
   ii. Nolij Column- See the actual documentation/receipts
3. **Legacy:** another way to see the summary

4. **Transactions:** See transaction by Fiscal year and month

5. **Documents:** Links to all Proposal and Award information for the grant

<table>
<thead>
<tr>
<th>Grant Document</th>
<th>Nick Name Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant S14530 Award</td>
<td>2012-04-16</td>
</tr>
<tr>
<td>Grant S14530 Award</td>
<td>2013-06-06</td>
</tr>
<tr>
<td>Grant S14530 Proposal</td>
<td>2012-04-16</td>
</tr>
<tr>
<td>Grant S14530 Proposal</td>
<td>2013-06-06</td>
</tr>
</tbody>
</table>

**Back on the main page:**

1. **Index Search Box:** E&G funds (start-up, discretionary balances)
   In the index search box you and put the EXX205 or EXX040- and an Activity code-
   Use your activity code EXXX. This will be similar to what you see when looking at
   your grants. **Note: You can ignore account codes 10951 and 10994 the amount on
   these will be reimbursed.**

   ![Index Search](image)

2. **Grant Report By Grant Code**
   a. For grants with more than one index:
      i. **Grant Code:** enter the index number replace the last letter with a zero- this
         will give you all the indexes; the overall budget and spending on the grant.

   ![Grant Search](image)

**GRRS: Is updated daily**