

## Research Reporting in Cognos

### Administrators Reports

The following reports are to be found in the individual departmental folders (or School Shared folders)

**e.g.**

Public Folders > LIVE > School of the Physical Sciences > LJ Materials Science & Metallurgy > CUFS Reporting > Grants Reporting

All the following reports can be run in HTML, PDF, Excel 2007, Excel 2002, Excel 2000 single sheet, CSV, XML formats. They can also be distributed by email.

**Grant Expenditure by Month:** This can be run for a single grant or multiple grants, using the RG number. For a specific date range . Returns each grant on separate page, with total expenditure for month excluding PO commitments.

### Grant Expenditure

Award Number	Award Title	Sponsor Name	GL Period Name	Expenditure Amount
RG12345	Research	Smith Industries	MAR-09	110.00
			MAY-09	2,661.59
			JUN-09	5,222.27
			JUL-09	10,262.53
			AUG-09	10,789.90

**Grants by Sponsor Type (Transactional DB):** This can be run by Department or multiples (dependent on access), Sponsor Type or multiples (optional), Award Status also multiple (optional), Sponsor Name or multiples (optional). Returns the following information, excludes PO commitments

### Grants by Sponsor type

GL Department Code	Award Organization	Sponsor Type	Award Number	Award Title	Project Short Code	Award PI Name	Expenditure
--------------------	--------------------	--------------	--------------	-------------	--------------------	---------------	-------------

**Grants by Sponsor Type (with Budget):** This can be run by Department or multiples (dependent on access), Sponsor Type or multiples (optional), Award Status also multiple, Sponsor Name or multiples (optional). Returns the following information, excludes PO commitments.

### Grants by Sponsor Type

Award Organization	Sponsor Type	Award Number	Award Title	Project Short Code	Award PI Name	Budget	Expenditure
--------------------	--------------	--------------	-------------	--------------------	---------------	--------	-------------

**Grants Ended Enquiry Details:** Run by Award organisation, Specifying Award end date. Returns the following **summary** page:

### List of Awards Ending on 31 Mar 2011 00:00:00

Award Organisation: ??\_ANO

Award Number	Award PI Name	Award Status	Award Start Date	Award End Date	Award Close Date	Budget	Expenditure	Commitment	Funds Available
--------------	---------------	--------------	------------------	----------------	------------------	--------	-------------	------------	-----------------

With a detailed page for each RG number, by project, by task number:

### List of Awards Ending on 31 Mar 2011 00:00:00

??\_ANODEpt

Award Number	Award PI Name	Project Short Code	Task Number	Award End Date	Award Close Date	Expenditure Category	Budget	Expenditure	Commitment	Funds Available
--------------	---------------	--------------------	-------------	----------------	------------------	----------------------	--------	-------------	------------	-----------------

**Grants Payroll Costs:** By award organisation or multiples, by GL Period or multiples.

### ??\_ANODEPT

Award Number	Project Short Code	Expenditure Category	Expenditure Type	Task Number	Expenditure Comment	Payroll ID	Name	Code	Amount	GL Date	GL Period Name
--------------	--------------------	----------------------	------------------	-------------	---------------------	------------	------	------	--------	---------	----------------

**3-2-1 List : Grants end date enquiry:** By award organisation, awards ending within a specified number of days, e.g. 90, 180 etc:

### List of Awards Ending Before 31 Oct 2011

Award PI Name	Award Organization	Sponsor Name	Award Number	Project Short Code	Award Status	Award Start Date	Award End Date	Award Close Date
---------------	--------------------	--------------	--------------	--------------------	--------------	------------------	----------------	------------------

**FES List: Grants end date enquiry:** By Award Organisation, for a specific range of dates. E.g 1 Aug 2010 to 31 July 2011

### List of Awards Ending Between 1 Aug 2010 And 31 Jul 2011

Award PI Name	Award Organization	Sponsor Name	Award Number	Project Short Code	Award Status	Award Start Date	Award End Date	Award Close Date
---------------	--------------------	--------------	--------------	--------------------	--------------	------------------	----------------	------------------

**Research Council Statement:** By Award Organisation or multiples. Returns following data

### **Research Council Grants**

Award Number	Project Short Code	Sponsor Type	Award Organization	Award PI Name	Award Start Date	Award End Date	Award Status	Funding Ref	Budget
--------------	--------------------	--------------	--------------------	---------------	------------------	----------------	--------------	-------------	--------

**Projects by Project Organisation by Project PI:** By Project Organisation or multiples, by PI or multiples. Returns following data, separate page for each PI.

### **Project by PI**

XX\_ANO:Department: Smith, Doctor Xavier

Project PI Name	Project Short Code	Task Number	Expenditure Category	Budget	Expenditure	Commitment	Budget Remaining
Smith, Doctor Xavier	XXAG/123	1	EQUIPMENT	1,000.00	500.00	0	500.00
			OTHER COSTS	1,000.00	500.00	0	500.00
			RESEARCH FACILITIES	1,000.00	0.00	0	1,000.00
			STAFF COSTS	1,000.00	500.00	0	500.00
			TRAVEL AND SUBSISTENCE	1,000.00	500.00	0	500.00
		2	RESEARCH FACILITIES	1,000.00	500.00	0	500.00
		100	ESTATES COSTS	1,000.00	500.00	0	500.00
			INDIRECT COSTS	1,000.00	500.00	0	500.00
			INFRASTRUCTURE TECHNICIANS	1,000.00	500.00	0	500.00
			PI COSTS	1,000.00	500.00	0	500.00
	UNIVERSITY FUNDED	(1,000.00)	(500.00)	0	(500.00)		
	<b>XXAG/123</b>			<b>9,000.00</b>	<b>4,000.00</b>	<b>0</b>	<b>5,000.00</b>
Smith, Doctor Xavier				<b>9,000.00</b>	<b>4,000.00</b>	<b>0</b>	<b>5,000.00</b>
<b>Summary</b>				<b>9,000.00</b>	<b>4,000.00</b>	<b>0</b>	<b>5,000.00</b>