

## Current and Pending Support – Pre-defined Reports

**Allowing Popups:** See [Pre-defined Reports Overview](#) for instructions for enabling pop-ups from GeauxGrants.

### How to Access Pre-Defined Reports:

- To access the reports, Click Sponsored Projects then click Pre-Defined reports.  
**IMPORTANT:** Output of reports is based on your current security role in GeauxGrants.



- Click on desired report.

**Standard Reports**

Please see the Help Guide for report descriptions at  
[https://lsu.edu/geauxgrants/sponsored\\_projects/pdf\\_documents/pre-defined\\_reports.pdf](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](#)

**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. Once selected, click Run Report in top right corner.

- The output provides most data points for federal Current & Pending Support or Other Support.

Reporting Tool Results									
Institution Number	Project Title	Sponsor Award Number	Contact PI Full Name	Sponsor Name	Awarded Project Period Start Date	Awarded Project Period End Date	Anticipated Total Award Amount	Investigator Role	Workday Award Number
AM241075	test proposal	2050032	(L17) Mike the Tiger	National Science Foundation (NSF)	01-Jul-2024	30-Jun-2025	\$52,968.00	PI/PI	AWD-001234

- **NOTE:** The Awarded Project Period End Date is based on current award documents. You may be expecting outyears which have not been obligated. If outyears are expected, then list anticipated project period end date on your Current & Pending Support.
- In order to locate committed effort. Click on blue hyperlink for Institution Number. This will open the Proposal Tracking record. Click plus sign next to Submission to expand.

- Click Budget tab and then click Details next to investigator's name.

- This will show you the yearly proposed effort.

PERIOD	ROLE	BASE SALARY	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL
1	PD/PI	75,000	2.00	0.00	0.00	12,500	5,156	\$ 17,656
2	PD/PI	75,000	2.00	0.00	0.00	12,500	5,125	17,625
<b>Total</b>						<b>\$ 25,000</b>	<b>\$ 10,281</b>	<b>\$ 35,281</b>

- You can also review the Budget Justification from either the Budget-Justifications tab or Attachments tab.

- You should also review future transactions to see if any Modification/Prior Approval Requests have been submitted and approved by the sponsor for effort reductions.
- Workday also tracks effort for Senior/Key Personnel who require sponsor prior approval to reduce effort. Refer to [Award Key Personnel Commitments](#) for instructions.

**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. Once selected, click Run Report in top right corner.

- The output provides most data points for federal Current & Pending Support or Other Support.

Reporting Tool Results												
Institution Number	Proposal Type	Submitted Date	Proposal Status	Project Title	Sponsor Proposal Number	Contact PI Full Name	Investigator Role	Sponsor Name	Proposed Project Period Start Date	Proposed ed Project Period End Date	Requested Total Sponsor Costs	
AM241075	New	14-May-2024	Submitted	test proposal		(L17) Mike the Tiger	PD/PI	National Science Foundation (NSF)	01-Jun-2024	31-May-2026	\$52,922	

- In order to locate proposed effort. Click on blue hyperlink for Institution Number. This will open the Proposal Tracking record. Click plus sign next to Submission to expand.

- Click Budget tab and then click Detail next to investigator's name.

- This will show you the yearly proposed effort.

PERIOD	ROLE	BASE SALARY	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL
1	PD/PI	75,000	2.00	0.00	0.00	12,500	5,156	\$ 17,656
2	PD/PI	75,000	2.00	0.00	0.00	12,500	5,125	17,625
<b>Total</b>						<b>\$ 25,000</b>	<b>\$ 10,281</b>	<b>\$ 35,281</b>

\*\*Click Save to calculate salary and fringe benefits. This is required because appointment data is being used.

- You can also review the Budget Justification from either Budget-Justifications tab or Attachments tab.

<b>Submissions (1)</b> -	<b>Budget Summary</b>
AM241075/New -	Project Period: 01-Jun-2024 to 31-May-2025
Summary	Budget Summary [Hide]
Sponsor	
Personnel (3) +	<b>YEAR/PERIOD</b>
Budget -	1
Period 1 +	2
Period 2 +	
F&A	<b>Personnel [Hide]</b>
Cost Sharing	<b>NAME</b>
<b>Justifications</b>	Detail Tiger, (L17)
Setup	Detail Tiger, (L12)
Agreements (0)	Louisiana State Unive
Communications (0)	<b>Non-Personnel [hide]</b>
<b>Attachments (4) +</b>	<b>CATEGORY</b>
Approvals (0)	No records to display.

- If any proposals listed on this report have been declined by the sponsor, please email [osp@lsu.edu](mailto:osp@lsu.edu) to let the Office of Sponsored Programs (OSP) know. OSP will then update the proposal status to Declined.

## Exporting Reports to Excel

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

