

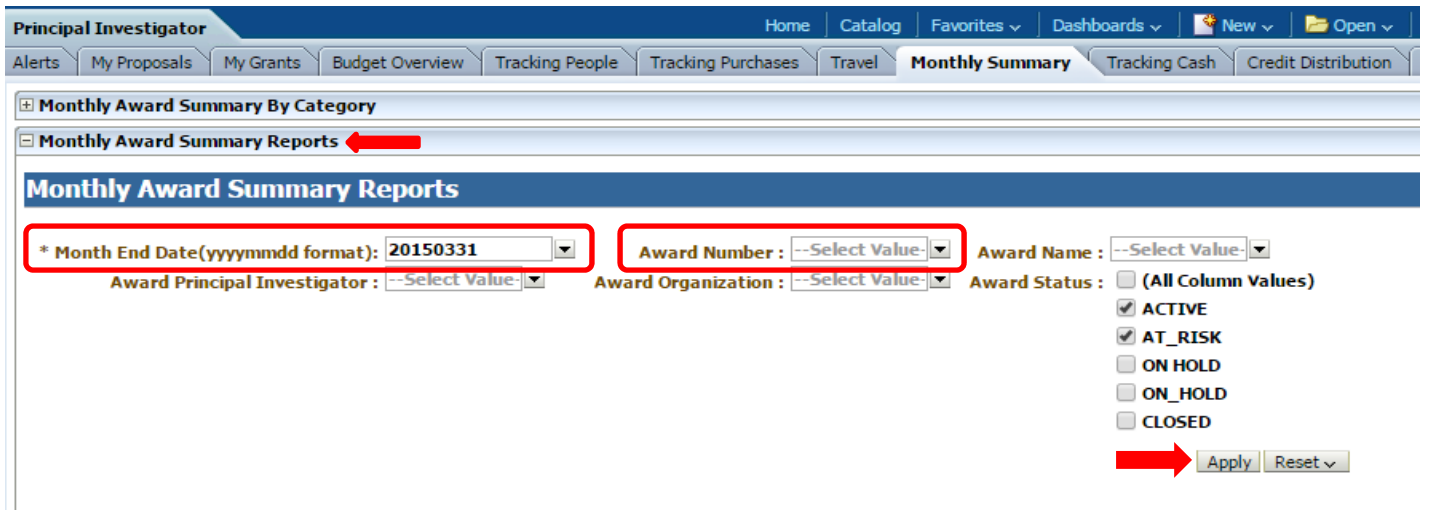
Where can I access the monthly award summary?

1. In the PI Dashboard, select the *Monthly Summary* tab.



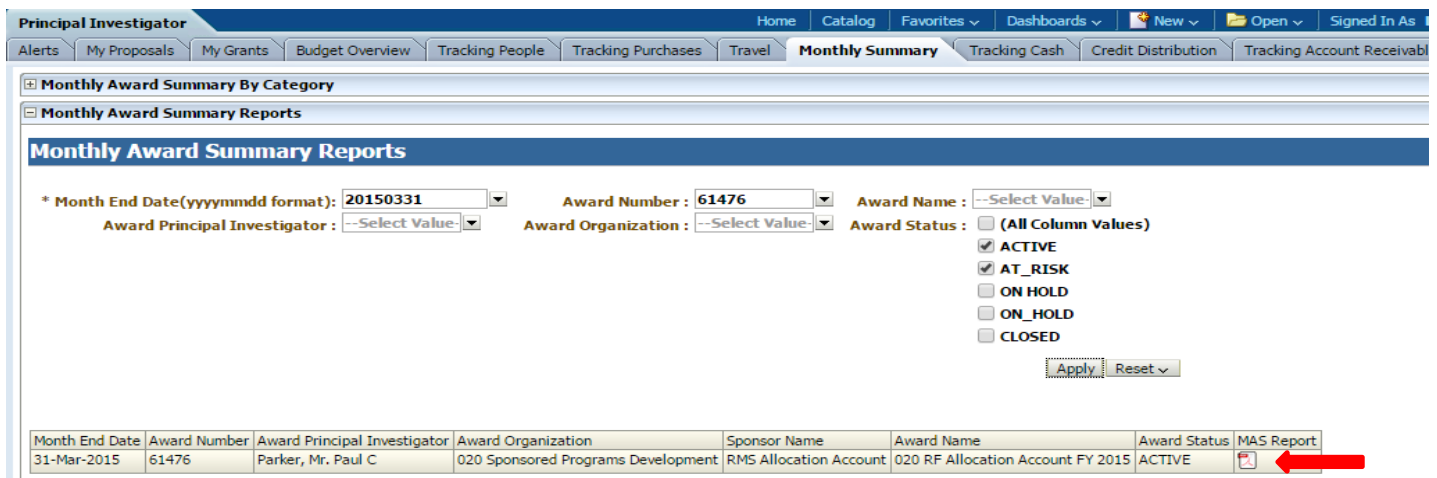
The screenshot shows the 'Principal Investigator' dashboard with several navigation tabs: Alerts, My Proposals, My Grants, Budget Overview, Tracking People, Tracking Purchases, Travel, Monthly Summary (highlighted with a red box), and Tracking Ca. Below the tabs are several expandable sections: Employees Terminating on a Grant in the next 45 days, Projects Terming in the next 90 days, Awards Terming in the next 90 days, Reports Coming Due in the next 90 days, Past Due Reports, New Awards Created Within 30 Days, Direct Spent At 90% Or Above, and New Person Assigned on a Grant in the last 30 Days.

2. Expand the *Monthly Award Summary Reports* section. Enter your award number and month end date. Click *Apply*.




The screenshot shows the 'Monthly Award Summary Reports' section. The 'Monthly Award Summary Reports' section is expanded, indicated by a red arrow. Below the section title are several input fields: '* Month End Date (yyyymmdd format): 20150331', 'Award Number: --Select Value--', 'Award Name: --Select Value--', 'Award Principal Investigator: --Select Value--', 'Award Organization: --Select Value--', and 'Award Status: (All Column Values), ACTIVE, AT_RISK, ON_HOLD, ON_HOLD, CLOSED'. The 'Apply' button is highlighted with a red arrow.

3. The monthly summary report will be returned. Click the PDF icon on the far right hand column and the report will open.



The screenshot shows the 'Monthly Award Summary Reports' section with the following input fields: '* Month End Date (yyyymmdd format): 20150331', 'Award Number: 61476', 'Award Name: --Select Value--', 'Award Principal Investigator: --Select Value--', 'Award Organization: --Select Value--', and 'Award Status: (All Column Values), ACTIVE, AT_RISK, ON_HOLD, ON_HOLD, CLOSED'. The 'Apply' button is highlighted with a red arrow. Below the input fields is a table with the following data:

Month End Date	Award Number	Award Principal Investigator	Award Organization	Sponsor Name	Award Name	Award Status	MAS Report
31-Mar-2015	61476	Parker, Mr. Paul C	020 Sponsored Programs Development	RMS Allocation Account	020 RF Allocation Account FY 2015	ACTIVE	

The PDF icon in the 'MAS Report' column is highlighted with a red arrow.