Award or Project Summary Report

The HE Award or Project Summary Report provides an overview of existing projects by department, college, or award PI. The report includes information such as the title, award number, PI name, project dates, and limited budget detail.

To access the HE Award or Project Summary Report in [PeopleSoft Finance](#), log in and click on the NavBar icon ⊘ located in the upper right corner. From there, select Menu and scroll down to Grants. Click on Interactive Reports to find the HE Award or Prj Summary Report.

If you do not have access to PeopleSoft Finance, please click on the following link to learn how to obtain access: https://campus.und.edu/finance/finance-access-request.html.

1. Complete the following fields. All fields with an asterisk (*) are required.

*Business Unit:	UND01
*Run by:	Select Award or Project
*Subtotal by Departments:	Select Yes or No
*As of Date:	Enter As of Date
*Award Deficit Balances Only:	Select Yes or No
*Active Award Statuses Only:	Select Yes or No
*Exclude F&A:	Select Yes or No
*Output Format:	PDF or XLS

Run Control ID   HE_AWARD_PRJ_SUMMARY_REPORT   Report Manager   Process Monitor   [Run]

*Business Unit: [🔍]

*Run by (Check one option):   ● Award   ○ Project
*Subtotal by Departments: ● Yes   ○ No
*As of Date: [📅]

*Award Deficit Balances Only (Y/N)): [▾]

*Active Award Statuses Only (Y/N)): [▾]

*Exclude F & A (Y/N): [▾]

*Output Format: [▾]

*Select one or more of the options below:	Select Award PI or Project GCA, Sponsor, College, or Departments

*Select one or more options below:

2. Click **Save**.

3. Click **Run.**

Run Control ID   HE_AWARD_PRJ_SUMMARY_REPORT   Report Manager   Process Monitor   Run

4. Click **OK** under **Process Scheduler Request**.

5. Click **Process Monitor**.

Run Control ID   HE_AWARD_PRJ_SUMMARY_REPORT   Report Manager   Process Monitor   Run

6. Click **Refresh** until the Run Status reads **Success,** and the Distribution Status reads **Posted**.

7. Click **Report Manager**.

8. Click the hyperlink of the desired report.