



## Dashboard: Award Closeout Report

### What is the Award Closeout Report?

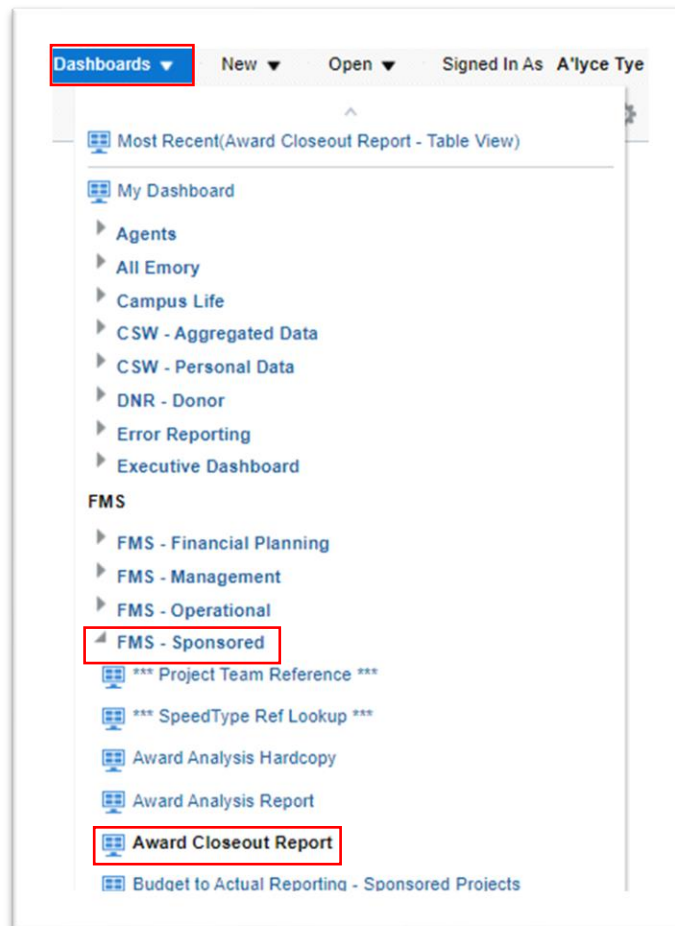
The Award Closeout Report displays details about awards based on their end date. The dashboard consists of two reports, the Summary, and the Table View.

### When should I use the Award Closeout Report?

This report is useful when you are looking for awards with negative [cash balances](#) that have ended or will end during the time period prompted. The Summary view can be used to see Counts and [Cash Balances](#) by category and the Table view displays specific details for each award.

### Where do I find this report in EBI?

1. Log in to EBI: <https://dwbi.emory.edu/analytics>
2. Click on the Dashboards Menu in the upper right corner
3. In the FMS – Sponsored folder, click the Award Closeout Report link.





## Using and Understanding the Dashboard

### Selecting Prompts:

1. Enter the [Award End Dates](#) for the ranges you wish to display.
2. Select an Award Operating Unit or choose All Column Values.
3. Select other prompts as needed and click Apply.

**EMORY UNIVERSITY**  
Closeout Report

\* Award End Date  
Between [ ] - [ ]

Fund  
(All Column Values)

\* Award Operating Unit  
--Select Value--

Award RAS Unit  
(All Column Values)

Award Department  
(All Column Values)

Contract Type  
(All Column Values)

Award  
(All Column Values)

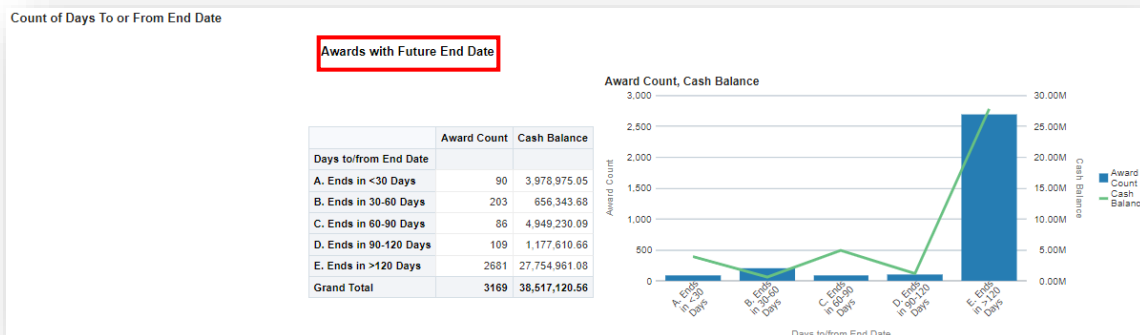
**Apply** Reset

\*Indicates Required Field.

### Summary Views

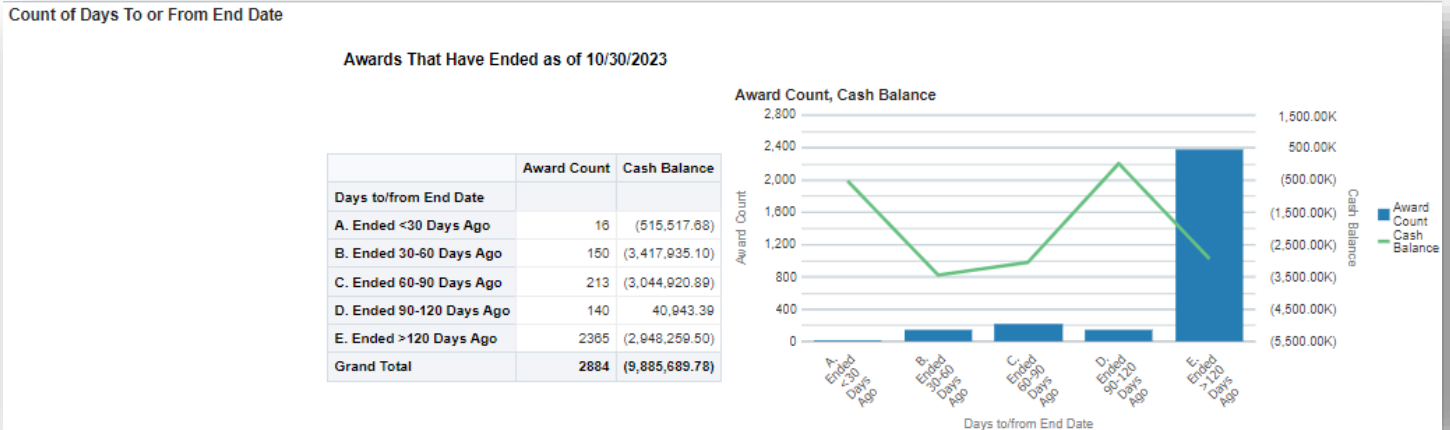
- ▶ Count of Days To or From End Date
- ▶ Counts and Cash Balances by Fiscal Year of Award End Date
- ▶ Counts and Cash Balances by Contract Type and Fiscal Year of Award End Date
- ▶ Counts and Cash Balances by RAS and Fiscal Year of Award End Date
- ▶ Counts and Cash Balances by Project Type & Flow Through

**NOTE FOR ALL VIEWS:** In addition to displaying Award End Dates as of the current date, the Award Closeout Report allows for future award end dates to be prompted as well. Once the report has run on a future Award End Date, each table will display Award Count and Cash Balance according to those future dates entered.





- Count of Days To or From End Date** – Outlines when the awards ended or will end in less than 30 days, 30-60 days, 60-90 days, 90-120 days, or more than 120 days. It also outlines the Award Count and [Cash Balance](#) for each timeframe as well as the Grand Total for both.



- Counts and Cash Balances by Fiscal Year of Award End Date** – Outlines [Cash Balance](#) categories including negative balances that are less than \$500.00, negative balances that are greater than \$500.00, positive balances that are less than \$500.00, positive balances that are greater than \$500.00 and zero balances. It also displays the Award Count and [Cash Balance](#) for the [Award End Fiscal Year](#).

Counts and Cash Balances by Fiscal Year of Award End Date

	Award End Fiscal Year	2020		2021		2022		2023		2024		Award Count	Cash Balance
		Award Count	Cash Balance	Award Count	Cash Balance	Award Count	Cash Balance	Award Count	Cash Balance	Award Count	Cash Balance		
	<b>Cash Balance Category</b>												
Awards That Have Ended as of 10/30/2023	Negative Balance < (500.00)	18	(1,772.55)	41	(2,763.06)	58	(5,502.76)	71	(5,609.99)	7	(1,389.22)	195	(17,037.58)
	Negative Balance > (500.00)	34	(842,477.42)	100	(2,716,175.85)	154	(5,442,172.71)	423	(22,885,198.71)	106	(5,094,897.58)	817	(36,780,922.27)
	Positive Balance < 500.00	43	3,773.84	97	4,828.58	117	8,525.70	97	7,990.87	6	1,064.25	360	25,953.04
	Positive Balance > 500.00	79	3,208,827.55	178	4,855,354.82	219	6,062,703.42	241	11,599,661.47	31	1,161,769.77	746	26,886,317.03
	Zero Balance	56	0.00	178	0.00	313	0.00	332	0.00	17	0.00	894	0.00
Awards That Have Ended as of 10/30/2023 Total		206	2,366,351.42	537	2,141,044.49	833	623,653.65	1142	(11,083,186.56)	166	(3,933,452.78)	2884	(9,885,689.78)
Grand Total		206	2,366,351.42	537	2,141,044.49	833	623,653.65	1142	(11,083,186.56)	166	(3,933,452.78)	2884	(9,885,689.78)



**3. Counts and Cash Balances by Contract Type and Fiscal Year of Award End Date** – Displays Award Count and [Cash Balance](#) by [Award End Fiscal Year](#) according to [Contract Type](#). It also displays the Award Count and [Cash Balance](#) totals and grand totals.

Counts and Cash Balances by Contract Type and Fiscal Year of Award End Date

Award End Fiscal Year		2020		2021		2022		2023		2024		Award Count	Cash Balance
		Award Count	Cash Balance	Award Count	Cash Balance	Award Count	Cash Balance	Award Count	Cash Balance	Award Count	Cash Balance		
Award Ended Flag	Contract Type												
Awards That Have Ended as of 10/30/2023	AUTO_SCHED_PAY	30	1,382,159.90	34	(43,211.47)	21	(87,837.09)	14	42,472.91			99	1,293,784.25
	Clinical Trial	58	703,926.84	149	1,440,821.32	214	1,588,815.14	172	3,152,103.33	16	(572,601.55)	609	6,293,165.08
	Cost Reimb - Contract	4	28,250.01	2	(47,613.87)	5	(970,747.09)	1	4,803.30			12	(985,307.45)
	Cost Reimb - Letter of Credit	10	13,492.16	39	(36,804.09)	54	51,677.81	148	(3,702,297.57)	12	(9,488.00)	263	(3,683,419.69)
	Cost Reimb - Non LOC	30	(188,097.58)	94	111,872.23	212	(327,599.27)	397	(12,340,454.85)	76	(3,179,399.02)	809	(15,923,678.49)
	Department To Invoice	6	11,118.71	9	(89,339.49)	14	43,598.59	15	151,080.72	2	1,930.55	46	118,389.08
	Hybrid	5	296,236.80	10	308,444.46	7	112,681.42	18	791,438.37	2	80,192.32	42	1,588,973.37
	Scheduled Payments	60	120,280.48	192	495,311.28	288	130,907.15	399	443,774.76	57	(353,425.54)	976	836,858.11
	Task based schedule payments	3	(1,025.90)	8	1,563.94	8	101,876.99	8	373,892.47	1	99,236.46	28	575,545.96
Awards That Have Ended as of 10/30/2023 Total		206	2,366,351.42	537	2,141,044.49	833	623,553.65	1142	(11,083,186.56)	166	(3,933,452.78)	2884	(9,885,689.78)
Grand Total		206	2,366,351.42	537	2,141,044.49	833	623,553.65	1142	(11,083,186.56)	166	(3,933,452.78)	2884	(9,885,689.78)

**4. Counts and Cash Balances by RAS and Fiscal Year of Award End Date** – Displays Award Count and [Cash Balance](#) by [RAS Unit](#) and Fiscal Year.

Counts and Cash Balances by RAS and Fiscal Year of Award End Date

Award End Fiscal Year		2020		2021		2022		2023		2024		Award Count	Cash Balance
		Award Count	Cash Balance	Award Count	Cash Balance	Award Count	Cash Balance	Award Count	Cash Balance	Award Count	Cash Balance		
Awards That Have Ended as of 10/30/2023	Colleges & Prof Schools	18	175,914.15	26	14,675.22	51	41,721.44	100	(205,160.85)	11	(10,175.96)	206	16,974.00
	Emory Primate Center	5	28,972.58	29	42,557.34	26	25,777.37	42	(2,255,439.89)	2	(439.11)	104	(2,158,571.71)
	RAS - ABOSS	35	1,269,030.35	102	334,732.96	154	1,404,553.28	205	(3,297,971.72)	18	(369,292.44)	514	(628,947.57)
	RAS - Basic Sciences	7	(2,987.70)	32	188,328.35	68	(357,387.75)	102	475,881.51	15	(543,618.10)	224	(239,783.69)
	RAS - Cancer & Imaging	31	389,131.84	90	857,893.59	126	668,062.06	112	951,891.29	20	(518,723.35)	379	2,348,225.23
	RAS - Hospital & Specialty Svc	14	243,217.13	36	286,711.00	63	97,503.75	52	(443,303.29)	12	(921,776.49)	177	(737,647.90)
	RAS - Medicine	28	31,037.22	83	189,479.56	141	(942,879.17)	166	(2,293,068.43)	29	(383,273.92)	447	(3,398,704.74)
	RAS - Pediatrics	43	317,753.76	67	102,904.49	105	(394,518.11)	189	(2,359,410.25)	15	(468,922.08)	419	(2,832,192.19)
	RAS - Public Health & Nursing	24	(121,203.81)	71	130,684.48	95	59,352.90	173	(1,801,164.30)	44	(687,231.33)	407	(2,419,561.86)
	Unclassified	1	5,485.90	1	(6,922.50)	4	21,367.88	1	144,599.37			7	164,520.65
Awards That Have Ended as of 10/30/2023 Total		206	2,366,351.42	537	2,141,044.49	833	623,553.65	1142	(11,083,186.56)	166	(3,933,452.78)	2884	(9,885,689.78)
Grand Total		206	2,366,351.42	537	2,141,044.49	833	623,553.65	1142	(11,083,186.56)	166	(3,933,452.78)	2884	(9,885,689.78)

**5. Counts and Cash Balances by Project Type & Flow Through** – Displays Award Count and [Cash Balance](#) by [Project Type](#) and Flow Through Flag.

Counts and Cash Balances by Project Type & Flow Through

Award End Fiscal Year			2020		2021		2022		2023		2024		Award Count	Cash Balance
			Award Count	Cash Balance	Award Count	Cash Balance	Award Count	Cash Balance	Award Count	Cash Balance	Award Count	Cash Balance		
Award Ended Flag	Flow Through Flag	Project Type												
Awards That Have Ended as of 10/30/2023	N	Federal	20	(29,544.45)	60	(31,759.35)	107	(1,029,583.82)	228	(2,826,878.80)	44	(1,173,921.79)	459	(5,091,688.21)
		Non Federal	134	2,218,559.67	310	1,890,385.70	446	1,461,184.44	433	(2,927,578.79)	60	(42,767.56)	1385	2,569,783.46
	Y	Federal	39	174,527.49	120	336,220.96	202	377,133.74	387	(4,343,594.55)	46	(2,060,753.68)	794	(5,516,466.04)
		Non Federal	13	2,808.71	48	(43,802.82)	78	(185,180.71)	96	(985,134.42)	16	(656,009.75)	251	(1,867,318.99)
Awards That Have Ended as of 10/30/2023 Total			206	2,366,351.42	537	2,141,044.49	833	623,553.65	1142	(11,083,186.56)	166	(3,933,452.78)	2884	(9,885,689.78)
Grand Total			206	2,366,351.42	537	2,141,044.49	833	623,553.65	1142	(11,083,186.56)	166	(3,933,452.78)	2884	(9,885,689.78)



Table View

Displays specific details for each award with an end date within the range selected in the prompts.

Emory University Award Closeout Report - Detail

Prompted Award End Date Range: 01/01/2020,10/30/2023  
Date run: 10/30/2023

Award ID	Principal Investigator	Award End Date	Award End Fiscal Year	Award Department	RAS Unit	Sponsor Name	Sponsor Type	Contract Type	Project Type	Award Status	Contract Status	Budget	Encumbrance	Expenses	Budget Variance	Cash Balance	Cash Balance Category	11330-RPPF	14650-AR SP	14660-AR UB SP	Other Asset Accounts	Deferred Revenue	Other Liab Accounts
0000001329	0020303-McCarthy,Nael A	8/31/2022	2022	881900-GRS: Special Projects	RAS_ECAS-Colleges & Prof Schools	BURROUGHS WELLCOME FUND	Private	Scheduled Payments	Non Federal	Accepted	ACTIVE	2,501,000.00	0.00	2,488,396.80	12,643.20	12,452.30	Positive Balance > 500.00	0.00	0.00	0.00	0.00	(12,643.20)	160.60
0000002124	0007839-Beek,Allen D	12/31/2021	2022	734902-SOM: Ophthal. Chairman	RAS_HOSP-RAS - Hospital & Specialty Svc	RESEARCH TO PREVENT BLINDNESS	Private	Scheduled Payments	Non Federal	Accepted	ACTIVE	949,898.23	0.00	948,751.28	1,146.95	150.00	Positive Balance < 500.00	0.00	0.00	(150.00)	0.00	0.00	0.00
0000003347	0381999-Keeling,William B	12/31/2022	2023	739020-SOM: Surgery, Thoracic	RAS_ABOSS-RAS - ABOSS	CRYOLIFE	Corporate	Clinical Trial	Non Federal	Accepted	ACTIVE	448,239.01	0.00	443,519.46	4,719.55	6,381.55	Positive Balance > 500.00	0.00	(1,665.00)	0.00	0.00	0.00	0.00
0000003488	0007299-Spraker,Mary K	3/31/2020	2020	730500-SOM: Dermatology: Admin	RAS_HOSP-RAS - Hospital & Specialty Svc	ASTELLAS PHARMA US	Corporate	Clinical Trial	Non Federal	Accepted	ACTIVE	27,800.00	0.00	27,599.89	0.11	350.11	Positive Balance < 500.00	0.00	0.00	0.00	0.00	4,750.28	0.00
0000008312	0328720-Kaufman,Jonathan Lyle	12/31/2020	2021	732520-SOM: HMO: BMT	RAS_Ci-RAS - Cancer & Imaging	MERCK AND COMPANY	Corporate	Clinical Trial	Non Federal	Accepted	ACTIVE	391,577.00	0.00	353,809.91	37,767.09	37,767.09	Positive Balance > 500.00	0.00	0.00	0.00	0.00	(328.12)	0.00
0000008900	0359038-Gross,Robert E	5/31/2020	2020	734000-SOM: Neurosurgery: Admin	RAS_ABOSS-RAS - ABOSS	COLUMBIA UNIVERSITY	University	Cost Reimb - Non LOC	Federal	Accepted	ACTIVE	256,418.00	0.00	256,418.00	0.00	(44,782.28)	Negative Balance > (500.00)	0.00	44,703.28	0.00	79.00	0.00	0.00
0000009645	0382754-Owonikoko,Tafteek Kume	9/30/2023	2024	732500-SOM: HMO: Med Onc	RAS_Ci-RAS - Cancer & Imaging	NOVARTIS PHARMACEUTICALS CORPORATION	Foreign Corporate	Clinical Trial	Non Federal	Accepted	ACTIVE	436,500.00	0.00	440,729.65	(4,229.65)	(4,229.65)	Negative Balance > (500.00)	0.00	0.00	0.00	0.00	0.00	0.00
0000009906	0378490-Muir,Andrew B	9/30/2023	2023	738508-SOM: Peds: Endocrinology	RAS_PED-RAS - Pediatrics	UNIVERSITY OF SOUTH FLORIDA	University	Clinical Trial	Federal	Accepted	ACTIVE	990,907.00	113,712.36	953,718.14	(39,523.50)	41,848.88	Positive Balance > 500.00	500.00	0.00	3,570.74	0.00	0.00	0.00
0000010170	0370159-Kempton,Christine Luise	4/30/2021	2021	732510-SOM: HMO: Hematology	RAS_Ci-RAS - Cancer & Imaging	UNIVERSITY OF NORTH CAROLINA CHAPEL HILL	University	Clinical Trial	Non Federal	Accepted	ACTIVE	4,655.98	0.00	4,655.98	0.00	2,837.50	Positive Balance > 500.00	0.00	0.00	0.00	0.00	0.00	0.00

Column Definitions

- Award ID** - The unique identifier assigned to an Award.
- Principal Investigator** - The lead researcher for a particular well-defined project (grant), often in the sciences, such as a laboratory study or a clinical trial.
- Award End Date** - Date marking the end of the valid award period.
- Award End Fiscal Year** - The fiscal year in which an award ends.
- Award Department** - The home department of the PI on the award.
- RAS Unit** - The specific unit assigned to manage the lifecycle of the award.
- Sponsor Name** - The descriptive name of the external entity from whom the funds are obtained. A sponsor may be a corporation, foundation, or government agency.
- Sponsor Type** - The type of entity or institution that sponsors the award.
- Contract Type** - Describes the type of contract that identifies how Emory will expect to collect the dollars associated with an award or contract.
- Project Type** - Describes whether a project is part of an award that has been funded by a Federal or Non-Federal entity (sponsor).
- Award Status** - Indicates Emory's processing status of the award. Valid values include: Accepted, Closed, Refused, and Withdrawn.
- Contract Status** - Indicates Emory's processing status of the contract. Valid values include: Active, Closed, Ended and Pending.
- Budget** - Total dollar amount approved by the sponsor, based on total expenses proposed by the PI for a particular award. These dollars must be applied to expenses which fall within the proposed and approved work and must be expended prior to the award end date.
- Encumbrance** - Open commitments to a transaction that are not considered actual expenses but should be considered for budget planning.



15. **Expenses** - Expenses are outflows or other uses of assets or incurrence of liabilities from delivering or producing goods, rendering services, or carrying out other activities which constitute the institution's major operations.
16. **Budget Variance** - This is a comparison of expenses versus the budget and the amount over or under budget.
17. **Cash Balance** - Account 11000, claim on cash (current balance of expenses less payments received).
18. **Cash Balance Category** - Cash balance threshold amount used for consideration to determine if a write-off is appropriate to close the award.
19. **11330-RPPF** - Amount reflected on account code 11330 for Research Participant Payment Funds on Sponsored Projects.
20. **14650-AR SP** - Open accounts receivable (expenses have been billed to the sponsor and payment is still outstanding).
21. **14660-AR UB SP** - Current expenses available to be billed to the sponsor.
22. **Other Asset Accounts** - Asset accounts other than 11000, 11330, 14650 and 14660.
23. **25700 Deferred Revenue** - Represents payments received in advance for good/services to be delivered in the future.
24. **Other Liab Accounts** - All account codes beginning with 2 excluding 25700, Deferred Revenue.
25. **# of Days Since End Date** - The number of days that have passed since an award has ended.

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### More Information:

For additional assistance, please contact the Analytics & Reporting team via the [Finance Support Center](#). Choose **Emory Business Intelligence (EBI)/Reporting** as your ticket category.