PI Dashboard User Guide

Release 4

Monthly Run Rate Report

THE GEORGE WASHINGTON UNIVERSITY
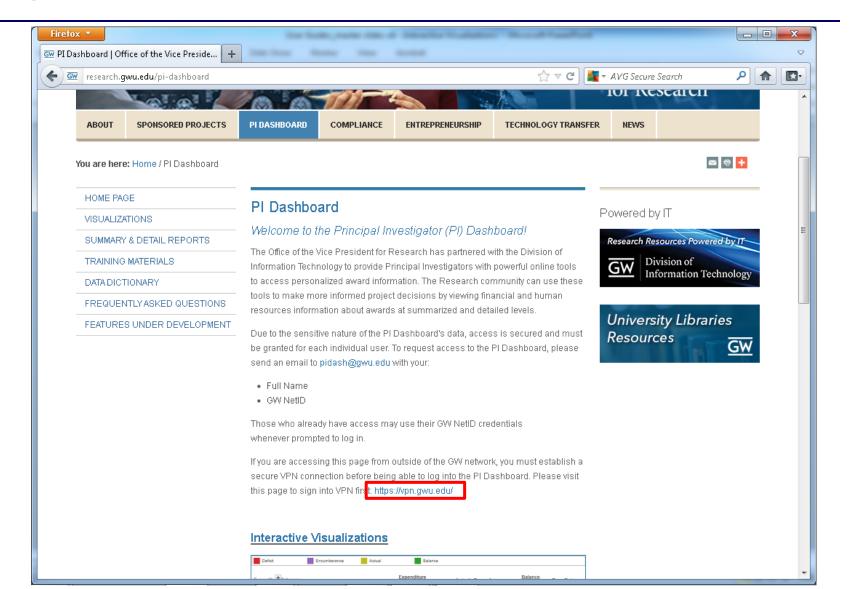WASHINGTON, DC

GW Business Intelligence
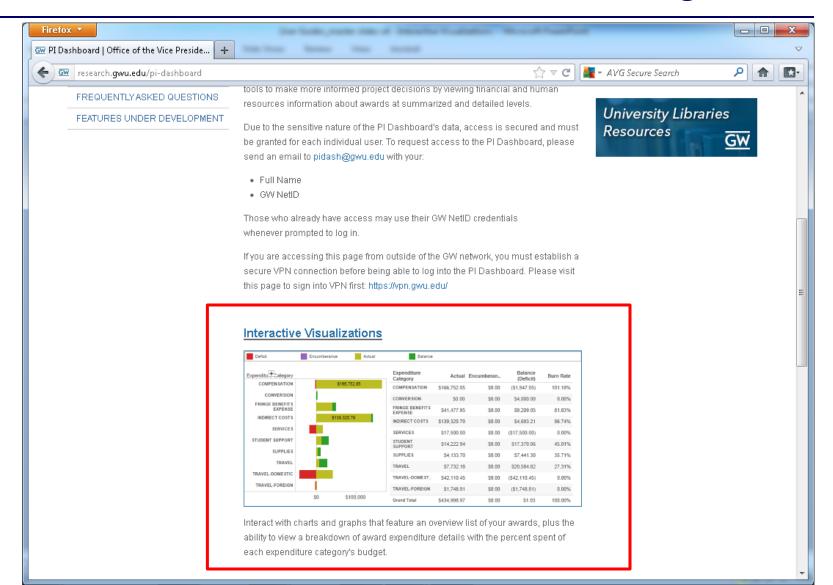*- turning GW data into actionable insight -*

Monthly Run Rate Report-Release 4

- **Summarizes an award's total expenses by month and calculates the average monthly expenditure.**

- **Estimates the project's total expenditures to the end of the award and will predict if the award will go over or under budget.**

- **Accessible through the PI Dashboard's More Tools tab: http://research.gwu.edu/pi-dashboard-visualizations**
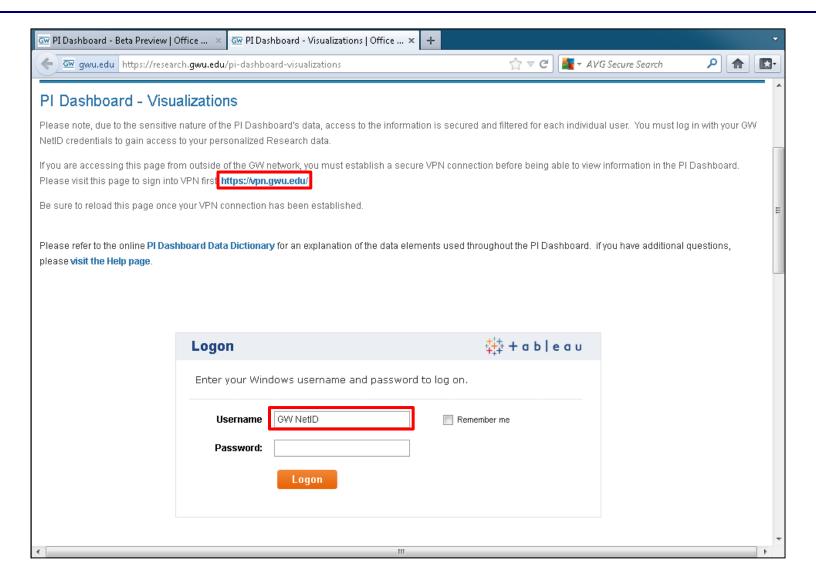
If you are accessing the site remotely, click the link to sign into VPN first then return to the PI Dashboard.

Click the Interactive Visualizations link or image.

When a new window opens, sign in with your GW NetID credentials. If you do not see a login prompt, connect to VPN and then reload the page.
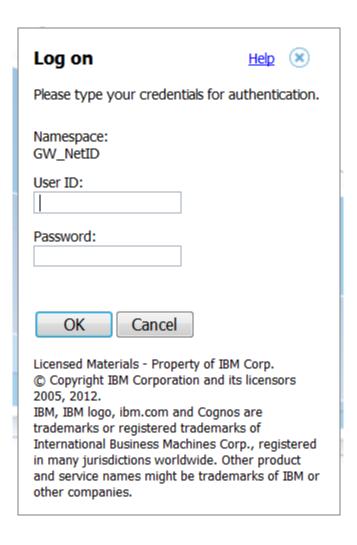
To view Monthly Run Rate: click the "More Tools" tab, then click the check mark beside "Monthly Run Rate".
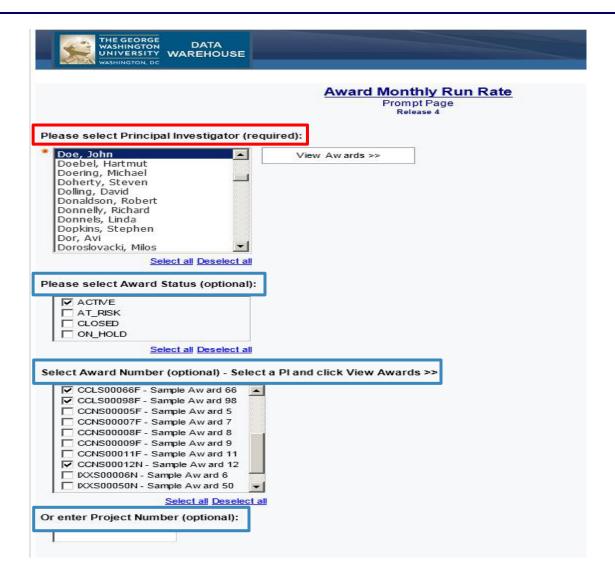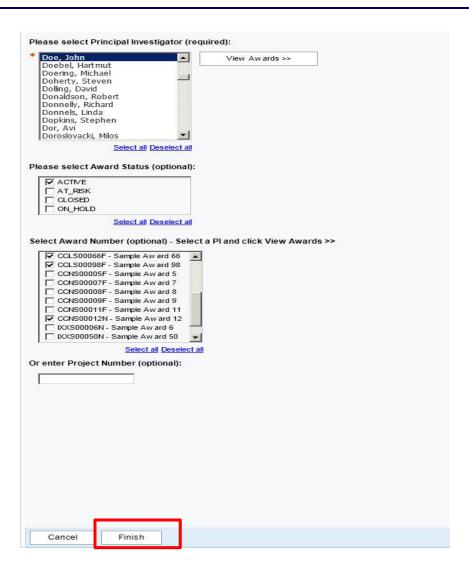
Click this tab to view other related reports

Once you choose the Monthly Run Rate button, another window will open and you will be asked to login using your NetID and password.
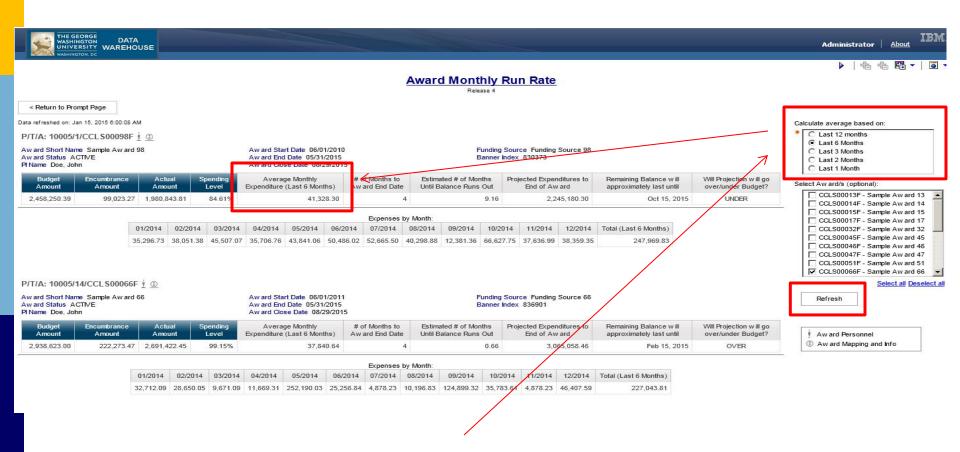
After logging in, you will be prompted to select a PI from the list (required). You have the option to pick from the Award Status box. If you click "View Awards", you will be able to pick and choose which awards you would like to see the Monthly Run Rate for. You also have the option to enter a Project Number.

Once you have selected the required criteria, click "Finish".

Once you click the "Finish" button, the Monthly Run Rate report will be generated. See example below.

The average Monthly Expenditure can be changed by selecting a different range in the "Calculate Average Based on" prompt box. Click "Refresh".

Please visit online resources for additional help.

- Training materials:

http://research.gwu.edu/pi-dashboard-training-materials

- FAQs:

http://research.gwu.edu/pi-dashboard-help

- Data Dictionary for the Monthly Run Rate report:

https://gwu.collibra.com/term/210c29b1-4500-4e00-9f1e-1ebacdb75af7#!=