

## USING THE SUSPENSE TOOL IN THE PI DASHBOARD

## ACCESSING THE PI DASHBOARD ON-CAMPUS

- To Access the P.I. Dashboard through the University on- campus network, go to: <http://research.gwu.edu/pi-dashboard>
- Click the Interactive Visualizations link
- Sign into the Dashboard using your GWNetID (id and password used for email)

## ACCESSING THE PI DASHBOARD OFF-CAMPUS

- To Access the P.I. Dashboard when outside of the on-campus network
- First, Log into the VPN network using your Net-ID: <https://vpn.gwu.edu/>
- Then go to: <http://research.gwu.edu/pi-dashboard>
- Click the Interactive Visualizations link
- Sign into the Dashboard using your GWNetID (id and password used for email)

**PI Dashboard**  
*Welcome to the Principal Investigator (PI) Dashboard!*

The Office of the Vice President for Research has partnered with the Division of Information Technology to provide Principal Investigators with powerful online tools to access personalized award information. The Research community can use these tools to make more informed project decisions by viewing financial and human resources information about awards at summarized and detailed levels.

Due to the sensitive nature of the PI Dashboard's data, access is secured and must be granted for each individual user. To request access to the PI Dashboard, please send an email to [pidash@gwu.edu](mailto:pidash@gwu.edu) with your:

- Full Name
- GW NetID

Those who already have access may use their GW NetID credentials whenever prompted to log in.

If you are accessing this page from outside of the GW network, you must establish a VPN connection before being able to log into the PI Dashboard. Please visit <https://vpn.gwu.edu/>

The Principal Investigator's Dashboard from GW Division of IT on Vimeo.

Powered by IT  
 Research Resources Powered by IT  
 GW Division of Information Technology

**Interactive Visualizations**

Expenditure Category	Actual	Encumbrance	Balance (Deficit)	Item Rate
COMPENSATION	\$186,752.05	\$0.00	(\$186,752.05)	100.00%
CONVERSION	\$0.00	\$0.00	\$4,000.00	0.00%
FRINGE BENEFITS EXPENSE	\$41,477.95	\$0.00	\$9,209.95	81.83%
INDIRECT COSTS	\$138,326.79	\$0.00	\$4,693.21	96.74%
SERVICES	\$17,500.00	\$0.00	(\$17,500.00)	0.00%
STUDENT SUPPORT	\$14,222.94	\$0.00	\$17,379.06	45.61%
SUPPLIES	\$4,133.78	\$0.00	\$7,441.38	35.71%
TRAVEL	\$7,732.18	\$0.00	\$26,566.82	27.31%
TRAVEL DOMESTIC	\$42,110.45	\$0.00	(\$42,110.45)	0.00%
TRAVEL FOREIGN	\$1,748.91	\$0.00	(\$1,748.91)	0.00%
<b>Total</b>	<b>\$434,989.97</b>	<b>\$0.00</b>	<b>\$31.03</b>	<b>100.00%</b>

Interact with charts and graphs that feature an overview list of your awards, plus the ability to view a breakdown of award expenditure details with the percent spent of each expenditure category's budget.

**Summary and Detail Reports**

Award Short Name	Spending Level	PI Name	Award Status	Funding Source Desc	Award Type	Budget Amount	Actual Amount	Encumbrance Amount	Balance (Deficit)
Sample Award 1	89.36%	Doc, John	ON_HOLD	Funding Source 1	Grant	21,856,653.71	21,853,694.83	0.00	2,758.88
Sample Award 2	95.74%	Doc, John	ACTIVE	UNKOWN	Contract	1,385,000.00	1,367,534.76	0.00	17,465.24
Sample Award 3	41.54%	Doc, John	ACTIVE	Funding Source 3	Contract	52,500.00	21,810.11	0.00	30,689.89

Once you are logged into the PI Dashboard, you will see the screen below.

From this screen, choose the "More Tools" tab.

PI Dashboard

More Tools

THE GEORGE WASHINGTON UNIVERSITY  
WASHINGTON, DC

### PI Dashboard

Budget vs. Actual and Encumbered Expenses  
(click on Award to filter and view alerts)

Encumbered+Actual

P/T/A	Award Short Name	\$0.00	\$10,000,000.00	\$20,000,000.00	\$30,000,000.00
10012 / 1 / IXCI00012A	CCAS Suspense Awa..		!		
10012 / FY2002 / IXCI00012A	CCAS Suspense Awa..		!		
10012 / FY2003 / IXCI00012A	CCAS Suspense Awa..		!		
10012 / FY2004 / IXCI00012A	CCAS Suspense Awa..		!		
10012 / FY2005 / IXCI00012A	CCAS Suspense Awa..		!		
10012 / FY2006 / IXCI00012A	CCAS Suspense Awa..		!		
10012 / FY2007 / IXCI00012A	CCAS Suspense Awa..		!		
10012 / FY2008 / IXCI00012A	CCAS Suspense Awa..		!		
10012 / FY2009 / IXCI00012A	CCAS Suspense Awa..		!		

PI Full Name: (All)

Award Status: (Multiple values)

Award Number: (All)

Alerts: Show All Awards

Legend: Budget (Blue), Encumbered+Actual (Orange)

! = Award has Alert/s

3:02 PM 6/2/2015

Once the “More Tools” tab is chosen, you will be brought to the screen below.

From here, click the “Expenditures in Suspense” button.



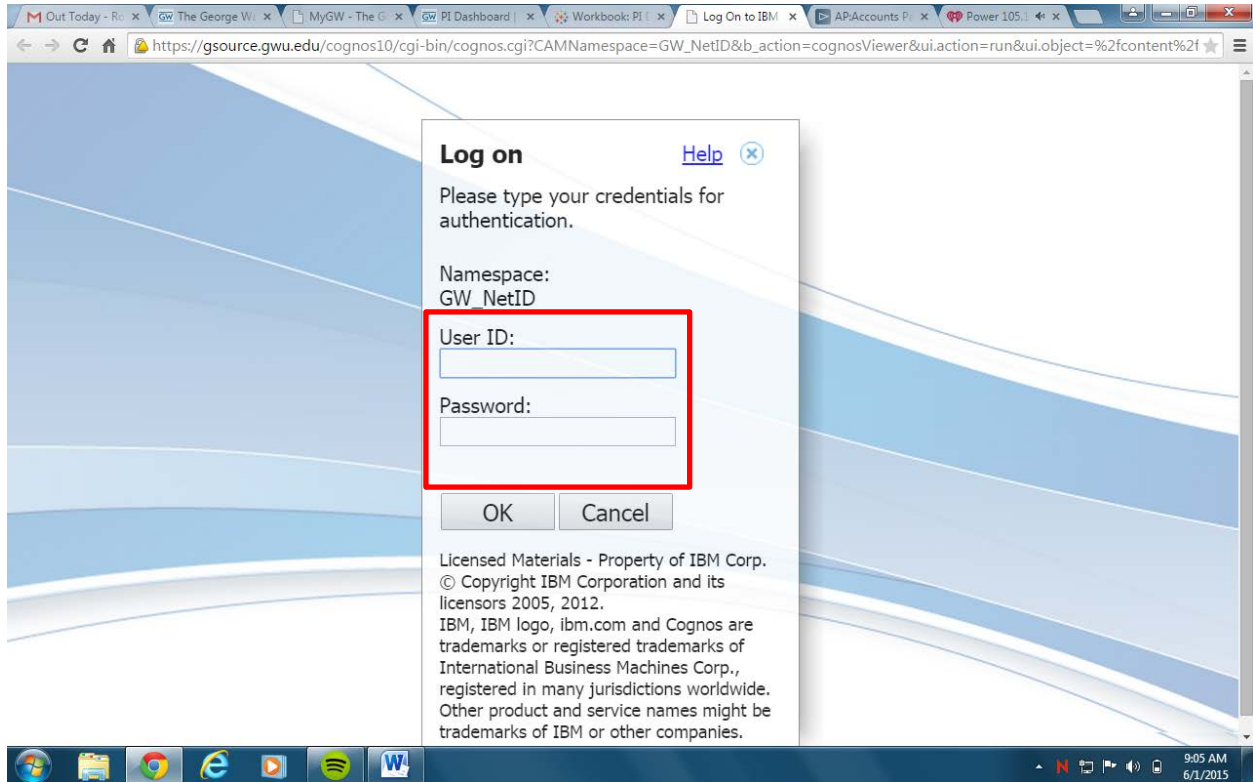
The screenshot shows a web browser window with the following URL: [https://dit-dwviz-p01.ead.gwu.edu/views/PIDashboard/MoreTools?embed=y&:display\\_count=no#1](https://dit-dwviz-p01.ead.gwu.edu/views/PIDashboard/MoreTools?embed=y&:display_count=no#1). The browser tabs include "Out Today - Robe...", "The George Wash...", "MyGW - The Geor...", "PI Dashboard | Offi...", "Workbook: PI Das...", "AP:Accounts Payal...", and "Power 105.1 | i...".

The dashboard content includes four menu items, each with a circular icon containing a checkmark:

- Summary and Detail Reports**  
Access summary and detail information in a table format. Reports show a list of awards at the summary level with the ability to drill down into details on budget, encumbrances, and actuals.
- Monthly Run Rate**  
What is an award's average monthly expenditure and when will the budget run out?
- Labor Effort**  
What percent of a person's labor distribution was paid from an award?
- Expenditures in Suspense**  
What expenditures have been charged to a Suspense account and have not been cleared?

The "Expenditures in Suspense" menu item is highlighted with a red rectangular box. The Windows taskbar at the bottom shows the time as 9:04 AM on 6/1/2015.

You will now be prompted to enter your GWNetID again (the PI Dashboard uses two different tools that currently require separate authentication).



You will now have access to the Expenditures in Suspense prompt page.

- From this page you will be able to run suspense reports using various criteria: Suspense PTA number, by Principal Investigator name, RSC name, or Organization. In this example, a Principal Investigator's name is selected.
- Once you have chosen your criteria, simply press the "Finish" button at the bottom left corner of the page.

### Expenditures in Suspense

Prompt Page

**Note: The lists below are limited to only RSCs/Pis/Orgs associated with expenditures that are in suspense.**

Please enter the Suspense Project Number (optional):

Please enter the Suspense Task Number (optional):

Please enter the Suspense Award Number (optional):

Please select the Research Service Coordinator/s (optional):

Abdi, Nasra  
Alonzo, Myrna  
Clark, Tracy  
Johnson, Begai  
Le, Lani  
Linear, Natalie  
Lusenaka, Lynnette  
Peters, Tiffany  
Pitysingh, Robert  
Yakalis, Georgette

[Select all](#) [Deselect all](#)

Please select the Principal Investigator/s (optional):

Billingsley, Katrina  
Brick, Christopher  
Bukrinsky, Michael  
Chiappinelli, Vincent  
Ciluffo, Frank  
Cohen, Amy  
Core, Cynthia  
Diemert, David  
**Doe, John**  
Edberg, Mark  
Edelstein, Sharon

[Select all](#) [Deselect all](#)

Please select the EAS Organization/s (optional):

100419 - GW INSTITUTE FOR PUBLIC POLICY  
109201 - SCHOOL OF NURSING RESEARCH  
111401 - OFFICE OF THE VICE PRESIDENT FOR RESEARCH  
111713 - CENTER FOR CYBER AND HOMELAND SECURITY  
113011 - BIOSTATISTICS CENTER  
151101 - ANTHROPOLOGY  
151501 - CHEMISTRY  
152401 - HISTORY  
153201 - PSYCHOLOGY  
153901 - SPEECH & HEARING  
160101 - GSEHD ADMINISTRATION

[Select all](#) [Deselect all](#)

Cancel Finish

**SAMPLE REPORT OUTPUT:**

Expenditures in Suspense

[< Return to Prompt Page](#)

PT/A	Expenditure Item ID	Research Service Coordinator Name	PI Full Name	Award Status	Award Start Date	Award End Date	Award Close Date	Expenditure Type	Expenditure Date	PA Date	Employee/Supplier	Suspense Amount	Exp EAS Org	Expenditure Comment	Suspense Project Number	Suspense Task Number	Suspense Award Number	Suspense Award Short Name
10011 / 27 / CCLS00048F			Doe, John	ACTIVE	07/30/2013	05/31/2015	08/29/2015	SALARY FACULTY REG FT	06/30/2015	06/30/2015		1,209.44		##	10018	FY2015	DC000018A	SPHHS Suspense Award
10011 / 28 / CCLS00047F			Doe, John	ACTIVE	09/01/2013	05/31/2015	08/29/2015	SALARY FACULTY REG FT	06/30/2015	06/30/2015		252.09		##	10018	FY2015	DC000018A	SPHHS Suspense Award
			Doe, John	ACTIVE	09/01/2013	05/31/2015	08/29/2015	SALARY NONFACULTY REG FT	06/30/2015	06/30/2015		1,087.42		##	10018	FY2015	DC000018A	SPHHS Suspense Award

Suspense Amount

To export the report into Excel, click on the “View” button on the upper right. Select “View in Excel”, then select “View in Excel 2007 Format”.

