

Troubleshooting for the Research Dashboard

“One of my PI’s active awards does not show up in the Active Award Summary Portlet”

Possible reason #1 - Wrong PT/PD/FP# could be linked to the award in Banner:

The Dashboard looks for a link between Grant ID/grant index and RAMS0SPOT PT/PD/FP #. This link is stored on the FRAGRNT screen for the overall Grant ID and on the FOATEXT screen for each grant index.

FRAGRNT – run by Grant ID

| | | | |
|------------------------|-------------------|-----------------------|-------------|
| Project Start Date: | 01-OCT-2012 | Project End Date: | 30-SEP-2013 |
| Termination Date: | | Expenditure End Date: | |
| Status: | A Active PT105822 | | |
| Alternate Description: | PT105822 | | |

FOATEXT – use “GRT” as the Type and enter the Grant ID as the Code

| | | | | | |
|----------------|-----|--------------------------|-----------|--------------------|----|
| Type: | GRT | Code: | 5420476SF | Default Increment: | 10 |
| <hr/> | | | | | |
| Text | | Print | Line | | |
| 542476PT105822 | | <input type="checkbox"/> | 100 | | |
| | | <input type="checkbox"/> | | | |
| | | <input type="checkbox"/> | | | |

Contact your G&C accountant if the PT/PD/FP # is missing or incorrect. Contact SOMRESADMIN@vcu.edu if you continue to have issues.

Possible reason #2 - New award or no-cost extension not yet completely awarded in RAMS-SPOT or Banner:

If the award is relatively new or if a no-cost extension is pending, check to make sure it has a status of “Distribute Award” in RAMS-SPOT. The “Awarded Period” on the RAMS-SPOT Snapshot should also have updated start and end dates.

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| History | Changes | Associated Records | Documents | G&C Snapshot |
|---|------------------|--------------------|--------------------|--------------|
|  | Activity | Author | Activity Date | |
| | Distribute Award | Lutero, Amy H | 6/23/2016 12:42 PM | |

Also, check the FRAGRNT screen in Banner with the Grant ID to make sure all necessary award data has been entered.

Contact your OSP team to check on the status of an award or to confirm project awarded dates. If there has been a No-Cost Extension, make sure both G&C and OSP update the budget period end dates. Contact SOMRESADMIN@vcu.edu if you continue to have issues.

Possible reason #3 - Subaccount PI is not listed on the subaccount index:

If the award index is a subaccount from a larger project, your PI may not be listed as the subaccount, or index, PI. Use the FTIFATA screen in Banner to ensure that your PI is listed on the index.

FTIFATA – use “Organization” as the Element to Query

| Organization Code | Description | Attribute Type | Description | Attribute Value | Description | Set Code |
|-------------------|------------------------------|----------------|------------------------------|-----------------|------------------------------|----------|
| 547476 | P60MD002256 07 Research Core | BUDGETYR | Budget Year | YR2 | Year 2 | ORGNSSET |
| 547476 | P60MD002256 07 Research Core | CARSPGSP | Cars Program and Sub Program | 11004 | Sponsored Programs | ORGNSSET |
| 547476 | P60MD002256 07 Research Core | FACRPOOL | FACR Pool Code | 500 | Organized Research On Campus | ORGNSSET |
| 547476 | P60MD002256 07 Research Core | SUBACCT | Sub Award to VCU department | 00239707 | Walsh, Scott W | ORGNSSET |

Contact your G&C accountant to have your PI added as the index’s subaccount PI. Contact SOMRESADMIN@vcu.edu if you continue to have issues.

Troubleshooting for the Research Dashboard

“One of my PI’s is missing from the My Researchers Portlet on the RA Dashboard”

Your department is not listed as the Responsible Org on a grant index:

If the missing index is the HOME, main, or only index associated with the award, then check to make sure that your department’s org is listed as the Responsible Org on the FRAGRNT screen in Banner for that Grant ID.

FRAGRNT – query with Grant ID

Grant Maintenance FRAGRNT 8.5 (PROD)

Grant: 5420463FD Proposal: Grant Text Exists

Main Grant Agency Location Cost Code Personnel Billing Use

Chart of Accounts: V **Responsible Organization:** 1591 Ob Gyn

Long Title: Admixture Mapping of Preterm Birth Genes

Title: 1R01HD073555-01

Agency: V00247435 National Institute of Health

If the missing index is a subaccount from another award, then check to make sure that your PI has been designated as the SUBACCT PI on that index using the FTIFATA screen in Banner.

FTIFATA – use “Organization” as the Element to Query

| Organization | | | | | | |
|--------------|------------------------------|----------------|------------------------------|-----------------|------------------------------|----------|
| Code | Description | Attribute Type | Description | Attribute Value | Description | Set Code |
| 547476 | P60MD002256 07 Research Core | BUDGETYR | Budget Year | YR2 | Year 2 | ORGNSET |
| 547476 | P60MD002256 07 Research Core | CARSPGSP | Cars Program and Sub Program | 11004 | Sponsored Programs | ORGNSET |
| 547476 | P60MD002256 07 Research Core | FACRPOOL | FACR Pool Code | 500 | Organized Research On Campus | ORGNSET |
| 547476 | P60MD002256 07 Research Core | SUBACCT | Sub Award to VCU department | 00239707 | Walsh, Scott W | ORGNSET |

Contact your G&C accountant to update the Responsible Org on the FRAGRNT screen or to have your PI added as the index’s subaccount PI.

Troubleshooting for the Research Dashboard

| <p>“There is a PI in the My Researchers Portlet that is not from my department.”</p> | <p><u>A PI from another department/division has an award on which your department is listed as the Responsible Org:</u></p> <p>If your department has been listed as the Responsible Org in error, contact the G&C accountant for that award to have it updated.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|-------------------------------|----------------|--------------------------------------|-----------------|-----------------------------------|-----------------|-------------|----------|--|--------|-------------------------------|----------|------------------------------|-------|--------------------------------|--------|--|--------|-------------------------------|---------|-------------------|----------|-------------------|--------|--|--------|-------------------------------|----------------|--------------------------------------|---------------|-----------------------------------|--------|--|--------|-------------------------------|-----------|----------------|-----|-------------------------------|--------|
| <p>“A calculated effort commitment in the Personnel Commitments Portlet does not seem correct.”</p> | <p><u>How the Dashboard calculates effort:</u></p> <p>The “Personnel Commitments” portlet uses the total salary charged to the project to date (grant funded and cost share funded) and the total salary projected through the end of the current budget period, along with the individual’s total Institutional Base Salary, to calculate their current effort on the project.</p> <ul style="list-style-type: none"> If you know an individual has salary being charged to a cost share index, but you see “0.00” under “Curr Labor Cost Share” for that project, then the cost share index is not linking to the current Grant ID. <p>FTIFATA – use “Organization” as the Element to Query and search using the cost share index that the individual is being charged to</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Organization</th> <th style="text-align: left;">Code</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Attribute Type</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Attribute Value</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Set Code</th> </tr> </thead> <tbody> <tr> <td></td> <td>143094</td> <td>CS NIMHD Comprehensive Center</td> <td>CARSPGSP</td> <td>Cars Program and Sub Program</td> <td>10220</td> <td>Individual or Project Research</td> <td>ORGNET</td> </tr> <tr> <td></td> <td>143094</td> <td>CS NIMHD Comprehensive Center</td> <td>CSHARPI</td> <td>PI for cost share</td> <td>00239592</td> <td>Strauss, Jerome F</td> <td>ORGNET</td> </tr> <tr> <td></td> <td>143094</td> <td>CS NIMHD Comprehensive Center</td> <td>CSTSHAR</td> <td>Organization benefit from cost share</td> <td>547423</td> <td>NIMHD Comprehensive Center of Exc</td> <td>ORGNET</td> </tr> <tr> <td></td> <td>143094</td> <td>CS NIMHD Comprehensive Center</td> <td>FAKCPPOOL</td> <td>FACR Pool Code</td> <td>560</td> <td>Cost Share Research On Campus</td> <td>ORGNET</td> </tr> </tbody> </table> <p>Look for the Attribute Type “CSTSHAR.” If the award receives a new index each budget period, the cost share index will likely be associated with the index from the initial budget period. However you can still use</p> | Organization | Code | Description | Attribute Type | Description | Attribute Value | Description | Set Code | | 143094 | CS NIMHD Comprehensive Center | CARSPGSP | Cars Program and Sub Program | 10220 | Individual or Project Research | ORGNET | | 143094 | CS NIMHD Comprehensive Center | CSHARPI | PI for cost share | 00239592 | Strauss, Jerome F | ORGNET | | 143094 | CS NIMHD Comprehensive Center | CSTSHAR | Organization benefit from cost share | 547423 | NIMHD Comprehensive Center of Exc | ORGNET | | 143094 | CS NIMHD Comprehensive Center | FAKCPPOOL | FACR Pool Code | 560 | Cost Share Research On Campus | ORGNET |
| Organization | Code | Description | Attribute Type | Description | Attribute Value | Description | Set Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 143094 | CS NIMHD Comprehensive Center | CARSPGSP | Cars Program and Sub Program | 10220 | Individual or Project Research | ORGNET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 143094 | CS NIMHD Comprehensive Center | CSHARPI | PI for cost share | 00239592 | Strauss, Jerome F | ORGNET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 143094 | CS NIMHD Comprehensive Center | CSTSHAR | Organization benefit from cost share | 547423 | NIMHD Comprehensive Center of Exc | ORGNET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 143094 | CS NIMHD Comprehensive Center | FAKCPPOOL | FACR Pool Code | 560 | Cost Share Research On Campus | ORGNET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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this cost share index as long as the Grant ID is still active.

- If the calculated effort commitment seems too low or too high, drill down by clicking the hyperlinked “CMT CALC” figure to view the Personnel Salary Details.

First, check the budget period start and end dates – a budget period longer than a standard year may be throwing off the effort calculation.

Then, check the salary projections on both the grant index and any associated cost share indexes. Make sure they are projecting to the end of the current budget period. If they appear to stop projecting before the end of the budget period, 1) check to see if there are any future salary labor distribution changes entered in Banner HR (using NBAJOBS screen) and 2) use the FTMFUND screen to see if there is an early Expenditure End Date or Termination Date for either of the indexes.

FTMFUND – query using the index’s fund

| | | | |
|-----------------------|--|---|--|
| Chart of Accounts: | <input type="text" value="V"/> | <input checked="" type="checkbox"/> Active Status | Last Acti |
| Grant: | <input type="text" value="5420476SF"/> | Regional Perinatal Councils | |
| Proposal: | <input type="text"/> | | |
| Fund: | <input type="text" value="42476S"/> | Title: <input type="text" value="Regional Perinatal Councils"/> | |
| Effective Date: | <input type="text" value="26-JUN-2013"/> | Termination Date: <input type="text" value="30-NOV-2013"/> | Next Cha |
| Expenditure End Date: | <input type="text" value="01-DEC-2013"/> | | <input checked="" type="checkbox"/> Data Entry |

Contact SOMRESADMIN@vcu.edu if you continue to have issues.

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“The current budget for this award looks correct in Banner, but not in the PI Dashboard.”

First, determine if the grant has single or multiple indexes:

The Dashboard uses the BUDGETYR Attribute Type on the FTIFATA screen to identify in Banner if an award has a single index (e.g. an NIH SNAP award with one index for a five year competitive cycle) or new indexes each budget period.

FTIFATA – use “Organization” as the Element to Query

If the award has a new index each budget period, BUDGETYR will have an Attribute Value that corresponds to the current year of the award, like this:

Organization

| Code | Description | Attribute Type | Description | Attribute Value | Description | Set Code |
|--------|-----------------------|----------------|------------------------------|-----------------|-------------------------------|----------|
| 547477 | P60MD002256 07 Proj 1 | BUDGETYR | Budget Year | YR2 | Year 2 | ORGNSET |
| 547477 | P60MD002256 07 Proj 1 | CARSPGSP | Cars Program and Sub Program | 11004 | Sponsored Programs | ORGNSET |
| 547477 | P60MD002256 07 Proj 1 | FACRPOOL | FACR Pool Code | 560 | Cost Share Research On Campus | ORGNSET |

If the award has a single index for the entire competitive cycle, BUDGETYR will have an Attribute Value of “NA,” like this:

Organization

| Code | Description | Attribute Type | Description | Attribute Value | Description | Set Code |
|--------|-------------------|----------------|------------------------------|-----------------|------------------------------|----------|
| 511306 | SR01HL069851-06A1 | BUDGETYR | Budget Year | NA | Not Applicable | ORGNSET |
| 511306 | SR01HL069851-06A1 | CARSPGSP | Cars Program and Sub Program | 11004 | Sponsored Programs | ORGNSET |
| 511306 | SR01HL069851-06A1 | FACRPOOL | FACR Pool Code | 500 | Organized Research On Campus | ORGNSET |

Check to make sure that this BUDGETYR attribute has the correct value, depending on the type of award.

Then, if the award has a single index for multiple budget periods (BUDGETYR = NA), G&C will use something called an “Activity Code” when loading budget and carry-forward for new budget period.

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FRIGITD – drill down to the Transaction Detail for a budget load and scroll over until you see the “Activity” column

| | | | | | | | | | | | | | |
|-----|-----------|--------|--------|--------------|---------|---------|----------|----------|--------|------|--------|-------------|-------------|
| COA | Grant | Index | Fund | Organization | Account | Program | Activity | Location | Commit | Year | Period | Date From | Date To |
| V | 5110306FD | 511306 | 11306S | 511306 | 50000 | 2710 | | | | | | 01-JAN-2010 | 30-JUN-2013 |

| Account | Organization | Program | Activity | Date | Type | Document | Commit | Fund | Activity | L | Field | Amount | Increase(+)or Decrease(-) |
|---------|--------------|---------|----------|-------------|------|----------|--------|--------|----------|---|-------|-------------|------------------------------|
| 50000 | 511306 | 2710 | YR04 | 31-JAN-2013 | BD1 | J0327867 | | 11306S | | | OBD | 222,750.00 | + |
| 50000 | 511306 | 2710 | YR04C | 31-JAN-2013 | BD1 | J0327864 | | 11306S | | | OBD | 114,975.74 | + |
| 50000 | 511306 | 2710 | YR03D | 31-JAN-2013 | BD1 | J0327860 | | 11306S | | | OBD | -114,975.74 | - |
| 50000 | 511306 | 2710 | YR02D | 12-JUL-2012 | BD1 | J0302641 | | 11306S | | | OBD | -167,170.11 | - |

Check to make sure that the budget loads for each new award and the corresponding deobligations and carry-forwards are correct. Use the original Notices of Award for reference. If the index is used for multiple budget periods, and these “Activity Codes” are not keyed correctly in Banner, the budget for the award will be incorrectly displayed in the PI Dashboard. Contact your G&C accountant for the award if the BUDGETYR attribute or the Activity Codes appear incorrect – or are not present at all.

“Two rows of effort commitment calculations show up under one Grant ID in my PI’s Personnel Commitments Portlet.”

Why there may be two rows showing under one Grant ID:

If an individual is paid from two different Job Suffix’s within the current budget period, two rows of effort commitment calculations will display in this portlet:



| TITLE | SPONSOR | BUDGET PERIOD | GRANT # | PT PD # | KEY | POS # JOB SUFFIX | CURR LABOR SPON FUND | CURR LABOR COST SHARE | CMT ON RECORD | CMT CALC | |
|--|------------------------------|-----------------------|-----------|----------|-----|---------------------|----------------------|-----------------------|---------------|-----------------------|--------------------------------------|
| Oxidant Stress Mechanisms in Preeclampsia | National Institute of Health | 01/01/2013 12/31/2013 | 5110306FD | PD300775 | * | G52800/00 | 40.00 | 0.00 | 40.00 | 40.68 | ● |
| | | | | | | G52800/SR | . | . | 40.00 | 2.98 | ● |
| VCU NIMHD Comprehensive Center of Excellence | National Institute of Health | 05/16/2012 04/30/2014 | 5470421FD | PT106884 | * | G52800/00 | 16.00 | 0.00 | 16.00 | 16.12 | ● |
| | | | | | | G52800/SR | . | . | 16.00 | 0.58 | ● |
| | | | | | | | 56.00 | 0.00 | | | |

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If you drill down using the linked figures under “CMT CALC” you can see the amounts of salary paid under both Job Suffix’s from this particular award in the current budget period:

| POS # | JOB SUFFIX | BUDGET PERIOD START DATE | BUDGET PERIOD END DATE | SPON SALARY TO-DATE | COST SHARE SALARY TO-DATE | TOTAL SALARY TO-DATE | PROJECTED SPON SALARY | PROJECTED COST SHARE SALARY | PROJECTED TOTAL SALARY | COMMITTED EFFORT | COMPUTED EFFORT |
|--------|------------|--------------------------|------------------------|---------------------|---------------------------|----------------------|-----------------------|-----------------------------|------------------------|------------------|-----------------|
| G52800 | 00 | 01/01/2013 | 12/31/2013 | \$35,081.63 | \$0 | \$35,082 | \$22,741.25 | \$0.00 | \$22,741 | 40.00 | 40.68 |
| | SR | 01/01/2013 | 12/31/2013 | \$150.59 | \$0 | \$151 | \$0.00 | \$0.00 | \$0 | 40.00 | 2.98 |

Two rows will also appear under one award when an individual is paid from two different Position Numbers within the current budget period:

| TITLE | SPONSOR | BUDGET PERIOD | GRANT # | PT PD # | KEY | POS # JOB SUFFIX | CURR LABOR SPON FUND | CURR LABOR COST SHARE | CMT ON RECORD | CMT CALC | |
|---|------------------------------|-----------------------|-----------|----------|-----|------------------|----------------------|-----------------------|---------------|-----------------------|---|
| Precursor cells in human pulmonary hypertension | National Institute of Health | 07/01/2013 06/30/2014 | 5120554FD | PD302538 | * | F32900/00 | . | . | 20.00 | 0.00 |  |
| | | | | | | F34800/00 | 20.00 | 0.00 | 20.00 | 20.29 |  |
| | | | | | | | 20.00 | 0.00 | | | |

In both of these cases, the total calculated effort commitment is compliant with the terms and conditions of each award. To confirm compliance with the committed effort level:

- Add the total salary charged and projected on each Position Number/Job Suffix for the current budget period and, using the individual’s Institutional Base Salary, manually calculate the effort commitment to ensure that it is compliant.