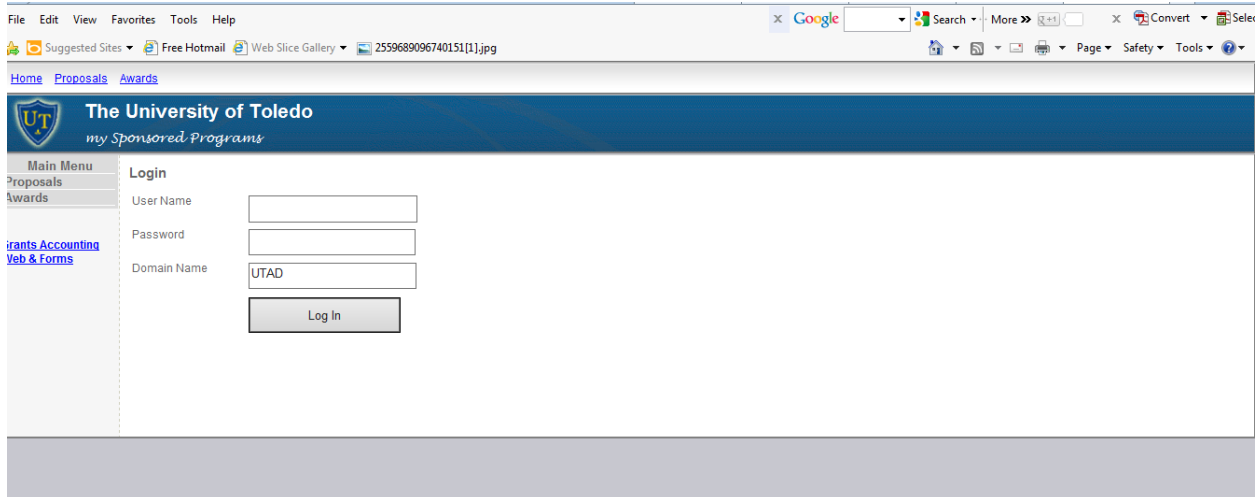


Here is the Link to MySp.

<https://mysp.utoledo.edu/>

Once you enter the site you will be prompted for your Username and Password. The Username and Password are your UTAD User Name and Password:



The screenshot shows a web browser window displaying the login page for 'The University of Toledo my Sponsored Programs'. The browser's address bar shows the URL 'https://mysp.utoledo.edu/'. The page features a blue header with the university logo and name. On the left, there is a navigation menu with links for 'Main Menu', 'Proposals', 'Awards', 'Grants Accounting', and 'Web & Forms'. The main content area is titled 'Login' and contains three input fields: 'User Name', 'Password', and 'Domain Name'. The 'Domain Name' field is pre-filled with 'UTAD'. Below the input fields is a 'Log In' button.

After you enter your User Name and Password will see the following screen. Enter the Banner Index number for the specific award you are looking for or search by your name to find a listing of all your awards.



- Main Menu
- Proposals
- Awards

Award Information Search Engine

Please input Award ID or Index Number or PI Last Name:

[Grants Accounting](#)
[Web & Forms](#)



- Main Menu
- Proposals
- Awards

Award Information Search Engine

Please input Award ID or Index Number or PI Last Name:

[Grants Accounting](#)
[Web & Forms](#)

Search Results
Morrish, Tammy

Click on your name and you will see the following:

The University of Toledo
Sponsored Programs

Awards For Employee: Tammy Morrish Export to Excel

Award ID	Index List	Title	Sponsor Name	Role Code	Start Date	End Date
2826	204611	Mechanisms of subtelomere recombinations in telomerase deficient tumors	National Institutes of Health	PI	01/31/2013	06/30/2015
3130	204968	Impact of LINE-1 retrotransposons on telomere recombination	University of Toledo, Main Campus	PI	03/21/2014	06/30/2015

Click on the award ID for the index you want to review:

Home Proposals Awards Search Hello Gary L. Andres [Log Out](#)

The University of Toledo
my Sponsored Programs

Main Menu
Proposals
Awards

Award ID: 2826 [Budget & Expenses](#) [Monthly Reports](#) [Cash Received](#)

Award Title	Start Date	End Date	Original Funding Amount
Mechanisms of subtelomere recombinations in telomerase deficient tumors	1-31-2013	6-30-2015	\$695,169.00

Budget Renewal

Budget Type	Next Budget Renewal Date
Non-Competing Continuation	Final Budget Loaded

Index List Award Expenses Grid Select an Index ▾

Index	Description	Index Type
204611	Subtelomere Recombinations	Award

[Sponsors](#)
[Key Personnel](#)
[Active Animal Protocols](#)

Grants Analyst

Analyst Name	Email	Phone
Julie Pinciotti	Julie.Pinciotti@utoledo.edu	419-530-1375

If you want to see a detail of all your expenses from the start to finish of the award click on the "Award Expenses Grid Select and index dropdown

Budget Renewal

Budget Type	Next Budget Renewal Date
Non-Competing Continuation	Final Budget Loaded

Index List

Award Expenses Grid

Select an Index
Select an Index
204611

Index	Description	Index
204611	Subtelomere Recombinations	Award

Select 204611 and a screen will appear listing all the expenses charged to the grant.

All Expense Transactions For Award: [2826](#) Index: 204611

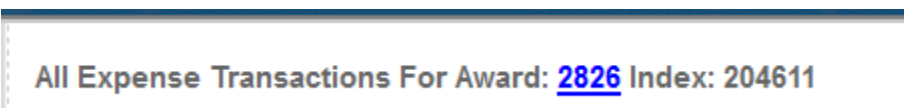
[Export to Excel](#)

Expense Total: \$632,553.08

Double-click on column heading to s

	Document	Date	Index	Account	Account Description	Line Description	Amount
1	G0002825	06/01/2015	204611	79110	Indirect Cost Rec Grants University	Grant - Indirect Cost Charge: University	(\$392.77)
2	PAR00084	06/01/2015	204611	63145	Medical - HSC	Payroll Accrual	(\$61.83)
3	PAR00084	06/01/2015	204611	61218	Faculty 12 Month Non Union HSC	Payroll Accrual	(\$627.69)
4	PAR00084	06/01/2015	204611	63110	STRS	Payroll Accrual	(\$87.88)
5	PAR00084	06/01/2015	204611	63150	Government Fringes	Payroll Accrual	(\$11.3)
6	G0002824	05/31/2015	204611	79110	Indirect Cost Rec Grants University	Grant - Indirect Cost Charge: University	\$392.77
7	PA000084	05/31/2015	204611	63110	STRS	Payroll Accrual	\$87.88
8	PA000084	05/31/2015	204611	63145	Medical - HSC	Payroll Accrual	\$61.83
9	PA000084	05/31/2015	204611	63150	Government Fringes	Payroll Accrual	\$11.3
10	PA000084	05/31/2015	204611	61218	Faculty 12 Month Non Union HSC	Payroll Accrual	\$627.69
11	G0002822	05/29/2015	204611	79110	Indirect Cost Rec Grants University	Grant - Indirect Cost Charge: University	\$4,759.75
12	PC000188	05/29/2015	204611	72102	Supplies	WAL-MART 5028	\$19.97
13	PC000188	05/29/2015	204611	72106	Maintenance Supplies	THE HOME DEPOT 3807	(\$229)
14	PC000188	05/29/2015	204611	72106	Maintenance Supplies	THE HOME DEPOT 3807	(\$17.48)
15	PC000188	05/29/2015	204611	72106	Maintenance Supplies	THE HOME DEPOT 3807	\$281.42
16	PC000188	05/29/2015	204611	72106	Maintenance Supplies	THE HOME DEPOT 3807	\$229
17	PC000188	05/29/2015	204611	72503	Supplies-Oxygen & Gases	AIRGASS NORTH	\$11.3
18	PC000188	05/29/2015	204611	72503	Supplies-Oxygen & Gases	AIRGASS NORTH	\$22.6
19	PC000188	05/29/2015	204611	72106	Maintenance Supplies	THE HOME DEPOT 3807	\$34.97
20	PC000188	05/29/2015	204611	72102	Supplies	AMAZON MKTPLACE PMTS	\$14.6
21	PC000188	05/29/2015	204611	72102	Supplies	AMAZON MKTPLACE PMTS	\$544.99
22	PC000188	05/29/2015	204611	72102	Supplies	AMAZON MKTPLACE PMTS	\$493.91
23	PC000188	05/29/2015	204611	72102	Supplies	AMAZON MKTPLACE PMTS	\$626.23
24	PC000188	05/29/2015	204611	72102	Supplies	AMAZON MKTPLACE PMTS	\$27.55
25	PC000188	05/29/2015	204611	72102	Supplies	WORLDWIDE MEDICAL PROD	\$816.81
26	PC000188	05/29/2015	204611	72102	Supplies	WORLDWIDE MEDICAL PROD	\$296
27	PC000188	05/29/2015	204611	72102	Supplies	TRANSNETYX INC	\$211.45
28	PC000188	05/29/2015	204611	72102	Supplies	WWW.HEALTHCARE-ED.COM	\$4,037
29	PC000188	05/29/2015	204611	72102	Supplies	MARINE BIOLOGICAL LABO	\$195.5
30	PC000188	05/29/2015	204611	72104	Computer Supplies	ADOBE CREATIVE CLOUD	\$21.44

To get back to the main screen press on the blue Award Number at the top of the table:



And it will take you to the main screen:



Award ID: 2826

[Budget & Expenses](#)

[Monthly Reports](#)

[Cash Received](#)

Award Title	Start Date	End Date	Original Funding Amount
Mechanisms of subtelomere recombinations in telomerase deficient tumors	1-31-2013	6-30-2015	\$695,169.00

Budget Renewal

Budget Type	Next Budget Renewal Date
Non-Competing Continuation	Final Budget Loaded

Index List Award Expenses Grid

Index	Description	Index Type
204611	Subtelomere Recombinations	Award

[Sponsors](#)

[Key Personnel](#)

[Active Animal Protocols](#)

Grants Analyst

Analyst Name	Email	Phone
Julie Pinciotti	Julie.Pinciotti@utoledo.edu	419-530-1375

If you want to see your current Budget & Expenses press the Budget & Expenses at the top of the screen:

Award ID: 2826

[Budget & Expenses](#)

[Monthly Reports](#)

After you press on that button the following screen will appear providing you with the current Budget vs. Expenses for the award:

The University of Toledo						
Award Budget Vs. Expense Current Summary						
Banner Index(es):	204611				Data as of:	06/04/2015
UT Award ID:	2826	For Award 2826			Award Start Date:	01/31/2013
Primary Investigator:	Morrish, Tammy				Award End Date:	06/30/2015
Organization:	Biochem Cancer Biology				% of Period Elapsed:	97%
Sponsor:	National Institutes of Health					
Title:	Mechanisms of subtelomere recombinations in telomerase deficient tumors					
Description	Award Budget	Award Actual Expenses	Unpaid Obligations	Budget Remaining	Percent Expended	
Administrative and Staff	\$68,469.00	\$27,469.10	-	\$40,999.90	40.12%	
Faculty and Faculty Admin	\$40,739.00	\$44,614.20	-	\$(3,875.20)	109.51%	
Student Employment	\$9,333.00	\$15,334.20	-	\$(6,001.20)	164.30%	
Other Salary	\$18,600.00	\$0.00	-	\$18,600.00	0.00%	
Total Salaries	\$137,141.00	\$87,417.50	-	\$49,723.50	63.74%	
Payroll Fringes	\$43,874.00	\$19,301.11	-	\$24,572.89	43.99%	
Total Benefits	\$43,874.00	\$19,301.11	-	\$24,572.89	43.99%	
Subtotal Personnel	\$181,015.00	\$106,718.61	-	\$74,296.39	58.96%	
Supplies	\$239,187.20	\$271,799.57	\$629.58	\$(33,241.95)	113.90%	
Travel	\$20,000.00	\$19,530.52	-	\$469.48	97.65%	
Info / Comm	\$2,179.00	\$2,538.49	-	\$(359.49)	116.50%	
Purchased Services	\$21,677.80	\$21,677.80	-	\$0.00	100.00%	
Subtotal Other Direct	\$283,044.00	\$315,546.38	\$629.58	\$(33,131.96)	111.71%	
Total Direct	\$464,059.00	\$422,264.99	\$629.58	\$41,164.43	91.13%	
F & A Costs	\$231,100.00	\$210,288.09	-	\$20,811.91	90.99%	
GRAND TOTAL	\$695,159.00	\$632,553.08	\$629.58	\$61,976.34	91.08%	
UT Proposal Number	Sponsor Account Number					
N-123536-01	4 - R00 - CA - 154889 - 03					
C-123536-02	5 - R00 - CA - 154889 - 04					
S-123536-02-S1	R00 - CA - 154889					

Clicking on the tabs at the top of the screen will take you to the various reports:

Budget & Expenses for Award: [2826](#)

The University of Toledo						
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Expense Detail provides a report that provides expense detail by user entered date range. It defaults to the current month:



Budget & Expenses for Award: **2826**

[Monthly Reports](#)

Budget vs Expense Expense Detail Account Summary Account Obligations Labor Detail Labor Summary

Expenses From: 6/1/2015 Through: 6/30/2015

[Export to Excel](#)

	Document	Date	Index	Account	Account Description	Line Description	Amount
1	G0002825	06/01/2015	204611	79110	Indirect Cost Rec Grants University	Grant - Indirect Cost Charge:	(\$392.77)
2	PAR00084	06/01/2015	204611	63145	Medical - HSC	Payroll Accrual	(\$61.83)
3	PAR00084	06/01/2015	204611	61218	Faculty 12 Month Non Union HSC	Payroll Accrual	(\$627.69)
4	PAR00084	06/01/2015	204611	63110	STRS	Payroll Accrual	(\$87.88)
5	PAR00084	06/01/2015	204611	63150	Government Fringes	Payroll Accrual	(\$11.3)
6						Total:	(\$1,181.47)

Account Summary provides the expense detail on a summary basis:

Budget & Expenses for Award: **2826**

[Monthly Reports](#)

Budget vs Expense Expense Detail Account Summary Account Obligations Labor Detail Labor Summary

Expenses From: 5/1/2015 Through: 6/30/2015

[Expand All](#)

[Export to Excel](#)

	Account	Description	Amount
1	61218	Faculty 12 Month Non Union HSC	\$690.46
2	63110	STRS	\$96.69
3	63131	Educ Benefits	\$18.84
4	63145	Medical - HSC	\$68.01
5	63150	Government Fringes	\$12.31
6	72102	Supplies	\$8,202.48
7	72104	Computer Supplies	\$91.42
8	72106	Maintenance Supplies	\$298.91
9	72503	Supplies-Oxygen & Gases	\$91.87
10	73103	Travel - Employee - Domestic	\$2,162.99
11	73402	Sponsored Events	\$663
12	79110	Indirect Cost Rec Grants University	\$6,173.73
13		Total:	\$18,570.71