

Each month you will receive an email, like the one below, that provides a link to a personalized report with information for the previous month's transactions for all your active projects. Completing the review of the information contained in the report is required by [UM Policy 27002: 'Allowable Costs and Cost Principles'](#).

**\*After you login to Cognos, please do not try to navigate around the website. Do not click "Refresh" or click the Home Icon. The only accurate way to access your information is through the link found in the email sent each month.**

Hello,

A new PI Grant and Contract Report for January 2024 has been created and is available for your review. The PI Grant Report contains the previous month's expenses on your active sponsored activity projects.

At the bottom of this email you will find your email address as a link. After clicking that link, login with your email, [username@umsystem.edu](#), and password. If that login doesn't work, login using your active directory login for the domain and your password. The active directory login for all, **with the exception of hospital network**, is UM-AD\username. **Hospital network employees active directory login is UMHS-USERS\username.**

Once logged-in, please review the report and confirm. The confirmation of review is completed by clicking the link at the end of the report.

Reviewing of this report is in accordance with [UM Policy 27002 'Allowable Costs and Cost Principles'](#).

**Instructions on how to complete the review of the reports can be found [here](#).**

If you have any questions about the transactions or find any necessary changes, please work with your departmental fiscal staff to make corrections. All changes will be reflected on a future report.


If you have any issues accessing or using the report, please email [muresearchosparep1@umsystem.edu](mailto:muresearchosparep1@umsystem.edu)

Thank you,

**Chad Hampton**

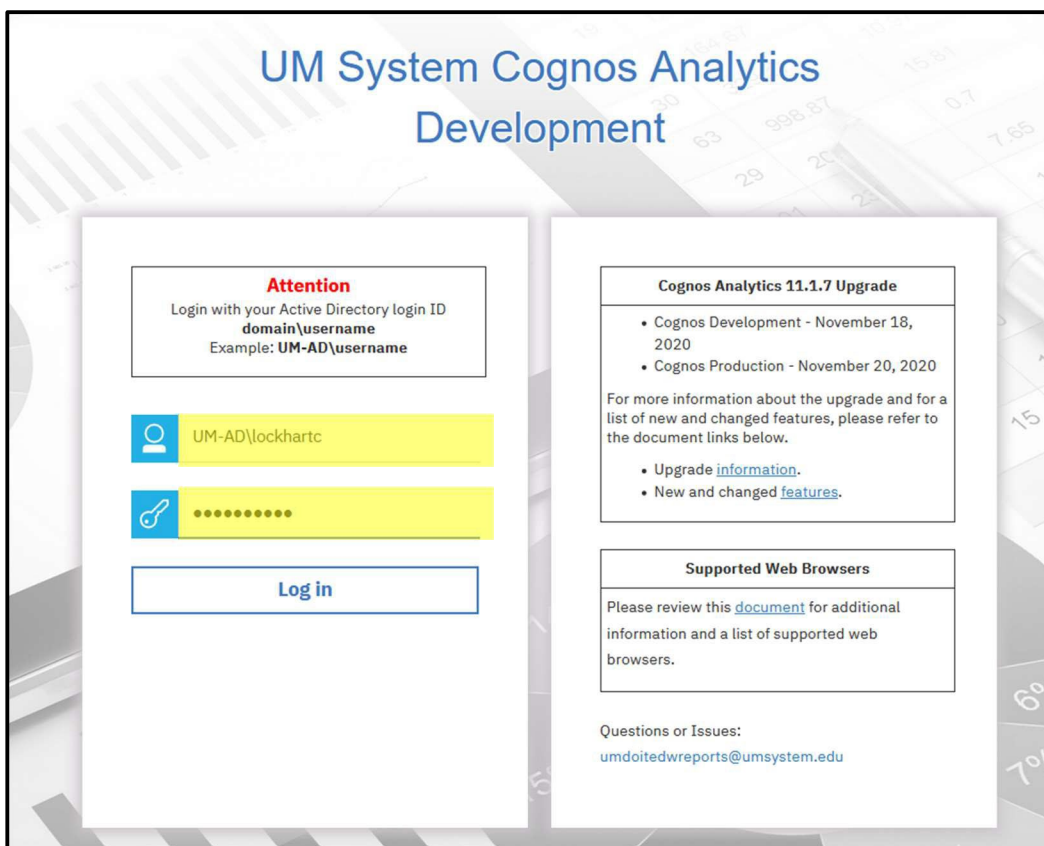
*Associate Director of Post Award*

Office of Sponsored Programs Administration  
601 Turner Avenue | Turner Avenue Garage – Room 201 | Columbia MO 65211  
O: 573-882-7560 | E: [muresearchosparep1@umsystem.edu](mailto:muresearchosparep1@umsystem.edu)  
W: <https://research.missouri.edu/ospa/>

 University of Missouri

[Last Name, First Name XHTML](#)

1. When you receive the email, click the link at the bottom of the email that contains your name.
2. After clicking the link, you will be redirected to your web browser and prompted to login to Cognos.
  - a. You should already have access to Cognos and the ability to view all necessary information
  - b. Input UM-AD\ then your Username & Password OR [username@umsystem.edu](mailto:username@umsystem.edu) & Password
    - i. Hospital Network users input UMHS-USERS\ OR [username@umsystem.edu](mailto:username@umsystem.edu) & Password





The image shows a login page for 'UM System Cognos Analytics Development'. The page has a light blue header with the title. Below the title, there are two main white boxes. The left box contains an 'Attention' section with login instructions, a username field with the example 'UM-AD\lockhartc', a password field with masked characters, and a 'Log in' button. The right box contains a 'Cognos Analytics 11.1.7 Upgrade' section with a list of upgrade dates, a 'Supported Web Browsers' section with a link to a document, and a 'Questions or Issues' section with an email address.

## UM System Cognos Analytics Development

**Attention**

Login with your Active Directory login ID  
**domain\username**  
Example: **UM-AD\username**

 UM-AD\lockhartc

 .....

**Log in**

**Cognos Analytics 11.1.7 Upgrade**

- Cognos Development - November 18, 2020
- Cognos Production - November 20, 2020

For more information about the upgrade and for a list of new and changed features, please refer to the document links below.

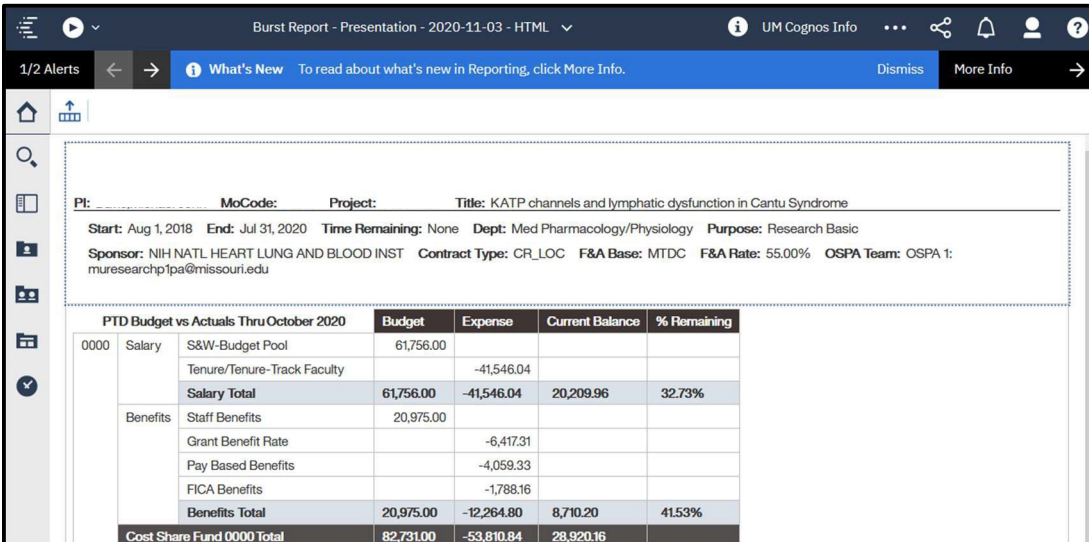
- Upgrade [information](#).
- New and changed [features](#).

**Supported Web Browsers**

Please review this [document](#) for additional information and a list of supported web browsers.

Questions or Issues:  
[umdoitdwreports@umsystem.edu](mailto:umdoitdwreports@umsystem.edu)

3. Your report will appear
  - a. Each report will contain information for all your projects, separated by project



**Burst Report - Presentation - 2020-11-03 - HTML**

1/2 Alerts | What's New | To read about what's new in Reporting, click More Info. | Dismiss | More Info

PI: \_\_\_\_\_ MoCode: \_\_\_\_\_ Project: \_\_\_\_\_ Title: KATP channels and lymphatic dysfunction in Cantu Syndrome

Start: Aug 1, 2018 End: Jul 31, 2020 Time Remaining: None Dept: Med Pharmacology/Physiology Purpose: Research Basic

Sponsor: NIH NATL HEART LUNG AND BLOOD INST Contract Type: CR\_LOC F&A Base: MTDC F&A Rate: 55.00% OSPA Team: OSPA 1: muresearchtpa@missouri.edu

PTD Budget vs Actuals Thru October 2020				Budget	Expense	Current Balance	% Remaining
0000	Salary	S&W-Budget Pool		61,756.00			
		Tenure/Tenure-Track Faculty			-41,546.04		
		<b>Salary Total</b>		<b>61,756.00</b>	<b>-41,546.04</b>	<b>20,209.96</b>	<b>32.73%</b>
Benefits		Staff Benefits		20,975.00			
		Grant Benefit Rate			-6,417.31		
		Pay Based Benefits			-4,059.33		
		FICA Benefits			-1,788.16		
		<b>Benefits Total</b>		<b>20,975.00</b>	<b>-12,264.80</b>	<b>8,710.20</b>	<b>41.53%</b>
<b>Cost Share Fund 0000 Total</b>				<b>82,731.00</b>	<b>-53,810.84</b>	<b>28,920.16</b>	

4. Each project will contain the following information:
  - a. Budget vs Actuals breakdown as of the end the previous month
  - b. Payroll transactions posted the previous month with a % of salary for that employee
  - c. Benefit expenses posted to the project, related to the salary
  - d. Expenses that were charged to the project through the T&E module in PeopleSoft
  - e. All other expenses posted to the project the previous month

- After the Transactions Information, a new project will begin.

Transaction Information for October 2020						
Grant Fund 2285						
Expense Group	Journal Id	Journal Date	CS vs Grant	Account Descr	Line Descr	Monetary Amount
Dept Op	0013006276	Sep 25, 2020	Grant Fund 2285	Research animals expense	Research animals expense	348.40
	0013007288	Sep 28, 2020	Grant Fund 2285	Lab supplies	Davis CIC Billing - August 2020	263.40
Dept Op - Total						611.80
SSF	0012976241	Sep 1, 2020	Grant Fund 2285	SSF-Animal Care	SSF-Animal Care	554.40
	0013006276	Sep 25, 2020	Grant Fund 2285	SSF-Animal Care	SSF-Animal Care	611.28
SSF - Total						1,165.68
Grant Fund 2285 - Total						1,777.48
Overall - Total						1,777.48

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Start: Jan 1, 2020 End: Dec 31, 2020 Time Remaining: 1 Month Dept: Med Pharmacology/Physiology Purpose: Research Basic  
Sponsor: NIH NATL HEART LUNG AND BLOOD INST Contract Type: CR\_LOC F&A Base: MTDC F&A Rate: 55.00% OSPA Team: OSPA 1:  
muresearchp1pa@missouri.edu

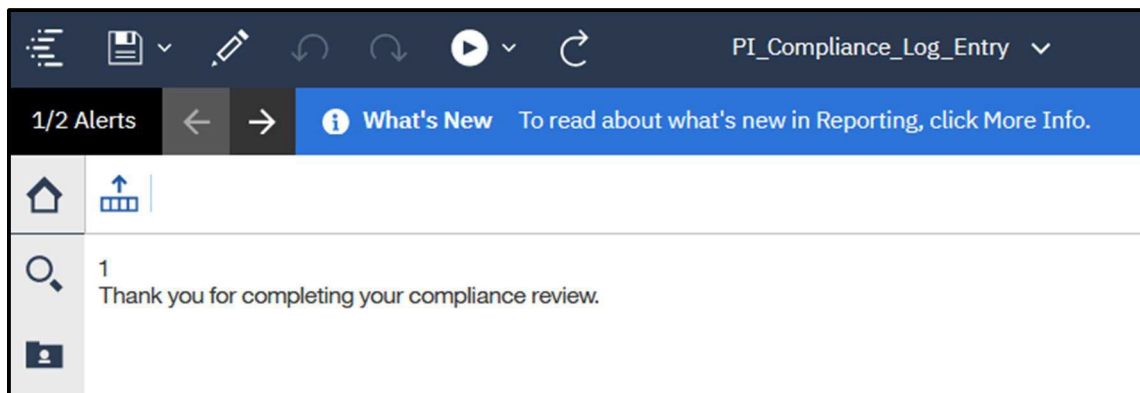
PTD Budget vs Actuals Thru October 2020				Budget	Expense	Current Balance	% Remaining
0000	Salary	S&W-Budget Pool		24,813.00			

- After you have reviewed all of the information for all your projects and you have reached the end of the report, there will be a box containing your name and Empl ID with a link.

- Click the link to submit your confirmation that you have Received and Reviewed the information

Thank you for completing your review of project transactions for October 2021		
- By clicking the link below, you are confirming you have received and reviewed all the transactions posted in October 2021 to all the projects included in the report. This will complete the requirement of timely sponsored project expenditure review under UM Policy 27002 'Allowable Costs and Cost Principles'.		
- If you found any expenses that need to be removed from or added to a project, please work with your departmental fiscal staff to make the corrections, which will be reflected in a future report.		
Emplid	Name	Display Month and Year
99999999	Last Name, First Name	Please click this link to complete review for October 2021

8. A confirmation screen will pop up to show your review has been logged by our office.



9. Note the link in the email will only take you to the current month's report
- If you look at the email you received 3 months ago and click the link contained, you will get an error message
  - Reach out to your department staff to access a report received more than 1 month ago