Using the Grants Listing in the Master Contact List

(Go to either Employee Services or Finance tab in SSB, click on Master Contact List/Hierarchies/Grant Listing)

Hints
- This list provides grant and fund information for all sponsored projects entered in Banner to date.
- **Check or uncheck boxes at the top to show or hide columns. "Status" box can be unchecked, because it will always be "A". Fund Status, however, does change, so it is recommended that you show that column.
- **Filter GrantCode by "G0" to get only AU grants.
- Fund Status: "A" is active and it means the fund record is active in Banner. "I" is inactive, and it means the fund record is inactive and the fund has been closed by Contracts & Grants Accounting.
- Cost share FOPs are not reflected in this listing.
- Hover over each column to either sort the column or to filter by selected criteria.
- Filters can be added to multiple columns and can be used to narrow-down the returned data.
- Clear filters from each column as necessary before beginning a new search. You can reset the form and all filters by clicking on Grant Listing.
- Use the ORGN hierarchy link to look up department and college codes. Departments with a Division 1 and a Division 3 Org will need to enter separate searches for each Org code. If searching by responsible Org only, it would be easiest for Division 4 to use 400 in the College column for searches.
- Export to Excel is available at the bottom of the table and can be used at any time.
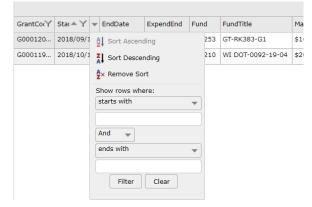

Sample Queries
1) To get a list of grants that began this fiscal year for a college or school:
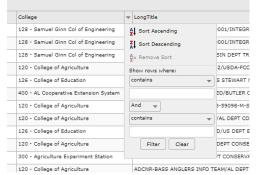   Filter on **Start Date**
   Choose "starts with" from the drop down menu, then enter **2018** in the field immediately below.
   Also choose "contains" from the second drop down menu, then enter **10**.
   Then click the **Filter** button.

   Next, filter on **College** and select the college or school by choosing "contains" from the drop down menu and entering the college/school. Then click the **Filter** button. You may use the name or the college/school 3-digit code.

   Once you get results, sort on Start Date. Download to Excel as necessary.

2) To get a list of grants that end in May for a department:
   Filter on **End Date**
   Choose "starts with" from the drop down menu, then enter **2019** in the field immediately below.
   Also choose "contains" from the second drop down menu, then enter **05**.
   Then click the **Filter** button.
   Next, filter on **Responsible** and select the department by choosing "contains" from the drop down menu and entering the department. Then click the **Filter** button. You may use the name or the department 6-digit code.
   Once you get results, sort on End Date. Download to Excel as necessary.

3) To get a list of indefinite funds for a college and only those with status of "A" (or active):
   Filter on **End Date**
   Choose "empty" from the drop down menu.
   Then click the **Filter** button.
   Next, filter on **College** and select the college or school by choosing "contains" from the drop down menu and entering the college/school. Then click the **Filter** button. You may use the name or the college/school 3-digit code.
   Finally, filter on **Fund Status**, choose "contains" from the drop down menu, enter **A**, then click the **Filter** button.

4) To get a list of all grants/funds by sponsor name:
   Filter on **Agency**
   Choose "contains" from the drop down menu.
   Enter the name (i.e. National Science Foundation)
   Then click the **Filter** button

5) To get a list of all grants/funds by sponsor code:
   Filter on **SponsorID**
   Choose "contains" from the drop down menu.
   Enter the code (i.e. 0900 for Department of Health and Human Services/NIH)
    *note choosing "contains" will return direct-funded awards as well as fed-flow (or pass-through) awards
   Then click the **Filter** button

6) To get a list of final invoices due in February 2019 for a department:
   Filter on **ExpendEnd**
   Choose "starts with" from the drop down menu, then enter **2019** in the field immediately below.
   Also choose "contains" from the second drop down menu, then enter **02**.
   Then click the **Filter** button.
   Next, filter on **Responsible** and select the department by choosing "contains" from the drop down menu and entering the department. Then click the **Filter** button. You may use the name or the department 6-digit code.
   Once you get results, sort on ExpendEnd. Download to Excel as necessary.