PI Dashboard User Guide

USING THE SUSPENSE TOOL
ACCESSING THE PI DASHBOARD ON-CAMPUS

- To Access the P.I. Dashboard through the University on-campus network, go to: https://sponsoredprojects.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: https://sponsoredprojects.gwu.edu/pi-dashboard
- Click the Interactive Visualizations link
  Sign into the Dashboard using your GWNetID (id and password used for email)
Once you are logged into the PI Dashboard, you will see the screen below. From this screen, choose the “More Tools” tab.

Once the “More Tools” tab is chosen, you will be brought to the screen below. From here, click the “Expenditures in Suspense” button.
From this page, you will be able to run suspense reports using various criteria: Project Number, Suspense PTA number, SPA, PI Full Name, or Expenditure EAS Organization.

**SAMPLE OUTPUT BY SUSPENSE PTA:**

The PTAs that have suspense items will appear here. This view will provide the suspense $ by PTA. From this view, you will have an opportunity to drill down into the suspense details by PTA #.
Once you select the PTA details on all suspense items on the selected PTA will appear.

Data can be downloaded into a csv file by following the instructions here.