Monthly Run Rate Report
Monthly Run Rate Report-Release 4

- Summarizes an award’s total expenses by month and calculates the average monthly expenditure.
- Estimates the project’s total expenditures to the end of the award and will predict if the award will go over or under budget.
- Accessible through the PI Dashboard’s More Tools tab: [http://research.gwu.edu/pi-dashboard-visualizations](http://research.gwu.edu/pi-dashboard-visualizations)
If you are accessing the site remotely, click the link to sign into VPN first then return to the PI Dashboard.
Click the Interactive Visualizations link or image.

**FREQUENTLY ASKED QUESTIONS**

**FEATURES UNDER DEVELOPMENT**

Tools to make more informed project decisions by viewing financial and human resources information about awards at summarized and detailed levels.

Due to the sensitive nature of the PI Dashboard's data, access is secured and must be granted for each individual user. To request access to the PI Dashboard, please send an email to pidson@gwu.edu with your:

- Full Name
- GW NetID

Those who already have access may use their GW NetID credentials whenever prompted to log in.

If you are accessing this page from outside of the GW network, you must establish a secure VPN connection before being able to log into the PI Dashboard. Please visit this page to sign into VPN first: https://vpn.gwu.edu/

**Interactive Visualizations**

Interact with charts and graphs that feature an overview list of your awards, plus the ability to view a breakdown of award expenditure details with the percent spent of each expenditure category's budget.
When a new window opens, sign in with your GW NetID credentials. If you do not see a login prompt, connect to VPN and then reload the page.
To view Monthly Run Rate: click the “More Tools” tab, then click the check mark beside “Monthly Run Rate”.

Click this tab to view other related reports

More Tools

Summary and Detail Reports
Access summary and detail information in a table format. Reports show a list of awards at the summary level with the ability to drill down into details on budget, encumbrances, and actuals.

Monthly Run Rate
What is an award’s average monthly expenditure and when will the budget run out?

Labor Effort
What percent of a person's labor distribution was paid from an award?
Once you choose the Monthly Run Rate button, another window will open and you will be asked to login using your NetID and password.
After logging in, you will be prompted to select a PI from the list (required). You have the option to pick from the Award Status box. If you click “View Awards”, you will be able to pick and choose which awards you would like to see the Monthly Run Rate for. You also have the option to enter a Project Number.
Once you have selected the required criteria, click “Finish”.
Once you click the “Finish” button, the Monthly Run Rate report will be generated. See example below.

The average Monthly Expenditure can be changed by selecting a different range in the “Calculate Average Based on” prompt box. Click “Refresh”.
Please visit online resources for additional help.

• Training materials:
  http://research.gwu.edu/pi-dashboard-training-materials

• FAQs:
  http://research.gwu.edu/pi-dashboard-help

• Data Dictionary for the Monthly Run Rate report:
  https://gwu.collibra.com/term/210c29b1-4500-4e00-9f1e-1ebacdb75af7#!=