



# Principal Investigator Dashboard

CLASP Meeting

March 31, 2026

# PI Dashboard

**Purpose:** A centralized tool providing PIs and administrators with a single view of their (or their PIs') research portfolio(s) to support transparency and access to **external** financial and project data.

## **Personalization:**

- **For PIs:** Displays projects where PI serves as PD/PI
- **For Administrators:** Displays projects where you're assigned as a Grant Financial Analyst or Grant Manager

**Nightly data refresh:** IORA + UR Financials (Workday)

## **Five Dashboard Views:**

1. Project Summary – Timeline & budgets
2. Spending Trends – Expenditures & forecasts
3. Finance (FAO) Summary – Award amounts & accounts
4. Expenditures by Category – Monthly, quarterly, YTD
5. Proposals – Awarded & pending proposals summary

**Note:** Meant to provide quick reference – does NOT replace research administration. Balances may not reflect projected expenses or recent process changes, and PIs should continue to consult their research administrator for interpretation and planning.

# Background & Development

- Result of Research Strategic Planning Committee's efforts (led by Gunta Liders)
- Represents 3+ years of development and refinement
- Worked closely with stakeholders across the institution to ensure the dashboard meets the needs of investigators
- Testing included:
  - ORPA research administrators
  - Departmental research administrators
  - Principal Investigators from across the University
- Last fall, conducted a three-month pilot program that allowed a group of PIs and research administrators to actively use the dashboard
- Feedback from this pilot helped us refine functionality, validate the data, and improve user experience

# Rollout Strategy

**In phases, by school.** Allows us to:

- Ensure PIs and administrators receive appropriate attention and onboarding
- Confirm investigators and administrators can successfully access and use their dashboards
- Provide sufficient time for troubleshooting
- Incorporate feedback before expanding to additional schools

**Staggered rollout will help ensure the portal is working well for investigators before scaling.**

## **Rollout Timeline (3–6 Months)**

- Schools will “onboard” every 3-4 weeks
- Start with schools with smaller research portfolios; move to schools with larger
- Phased release to schools beginning in April
- Ongoing user feedback collection during rollout

**Goal: Full institutional rollout by the fall.**

# Phase 1 Rollout Schedule 2026

- **April:** Warner School of Education & Human Development
- **May:** Eastman School of Music & Simon Business School
- **June:** Eastman Institute for Oral Health & School of Nursing
- **July:** Hajim School of Engineering & Applied Sciences
- **August:** School of Arts & Sciences
- **September:** School of Medicine & Dentistry
- **October:** Laboratory for Laser Energetics

# What To Expect During Your School's Rollout

## Communications

When a school enters its rollout window, we will send targeted communications to PIs and Administrators that will include:

- Overview of the PI dashboard and its purpose
- Explanation on where the data is sourced from
- Instructions on how to access their dashboard
- Links to FAQs
- Information on office hours and troubleshooting support
- Clarification that the dashboard is a tool to support discussions – not a replacement for regular PI-administrator meetings

# What To Expect During Your School's Rollout

## Training & Support

During rollout we will also:

- Provide guidance on portal navigation and use through FAQs
- Monitor usage and system performance
- Address any data or access issues that arise
- Offer weekly virtual office hours with the University IT team
- Encourage PIs to contact [dwsupport@rochester.edu](mailto:dwsupport@rochester.edu) for technical questions or troubleshooting and to contact the Office of the Vice President for Research if they have feedback or non-technical questions

# To Prepare for Your School's Rollout

## Ensure you have the right role assignments in Workday

- Role you need to see dashboards for your PIs:
  - **Grant Financial Analyst** or
  - **Grant Manager**
- To check your current role assignments in Workday:
  - Workday > View Profile > Actions > View Role Assignments
- To obtain the right role:
  - Workday > View Profile > Actions > Initiate Authorization Request
  - Select UR Financials Common Roles – Add Role for Organization Type (Grant Hierarchy)
  - Organization should be the **cost center** where the grants you work on sit; role should either be **Grant Financial Analyst** or **Grant Manager**

Organization Role Assignments					
Worker	User Name	Organization Category	Organization Type	Organization	Role Name
Stefanie Fingler	27187609	My Organization Hierarchies	Grant Hierarchy	All Awards 11405 Medicine	Grant Financial Analyst

# Future Phases

## **Phase 2**

- Winter 2026/2027
- Deans / chairs level view

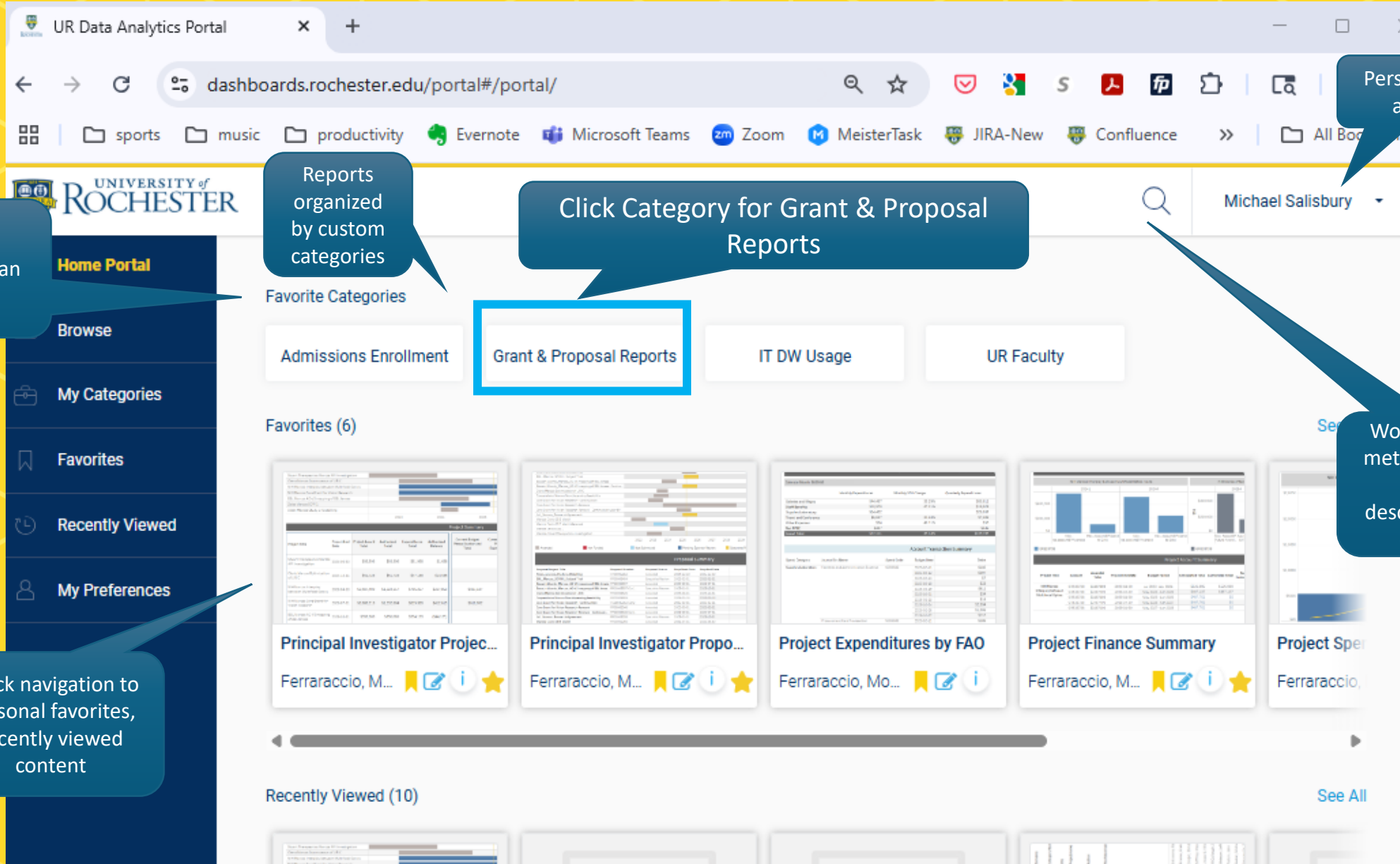
## **Phase 3**

- End of FY27
- Encumbrances

# Discussion & Questions

# Appendix

# UR Data Analytics Portal (dashboards.rochester.edu)



Home page configuration like favorite categories can be set using My Preferences

Reports organized by custom categories

Click Category for Grant & Proposal Reports

Personalized access

Quick navigation to personal favorites, recently viewed content

Word search on metadata, report name, description, data elements

# Easy Access to Reports

Category: Grant & Proposal Reports

Add this category to "My Categories" under My Preferences

Categories

Filter by

General Global Engagement Graduate Studies **Grant & Proposal Reports** Grant Activity HRMC Independent Studies Internal IT DW Roadmap IT DW Usage IT Integration Monitoring

**Description:**  
Project timeline of all current and recently completed projects and for each project a summary of budget amounts and expenditures for the current budget period and overall

**Description:**  
A list of awarded and pending proposals along with proposal information including proposal total/direct/indirect amounts

**Description:**  
Monthly/Quarterly/YTD account expenditures by spend category along with a summary of account transactions for spend categories

**Description:**  
For a selected project, authorized award amounts and expenditures by account/FAO and budget period including a forecast of future expenditures for future budget periods

**Description:**  
For a selected project, cumulative project authorized amounts and expenditures as well as a forecast of expenditures for future budget periods

**Description:**  
This report lists out the details for the proposals selected based on the report filter choices made by the end user.

Principal Investigator Projects Summary  
Ferraccio, Monica

Principal Investigator Proposals  
Ferraccio, Monica

Project Expenditures by Spend Category  
Ferraccio, Monica

Project Finance FAO Summary  
Ferraccio, Monica

Project Spending Trends  
Ferraccio, Monica

International Activities Report  
unknown

Choose this to open report in new browser tab (recommended)

Copy link to share report (user must have security access to report)

Add to Favorites

View UR Data Glossary Report Data Definitions

View UR Data Glossary report description

Principal Investigator Projects Summary

Principal Investigator Projects ... Project Spending Trends Project Finance Summary Project Expenditures by FAO Principal Investigator Proposals

Principal Investigator Projects Summary

Sponsored Project Timeline

Add to Favorites Glossary Data Items Glossary Description

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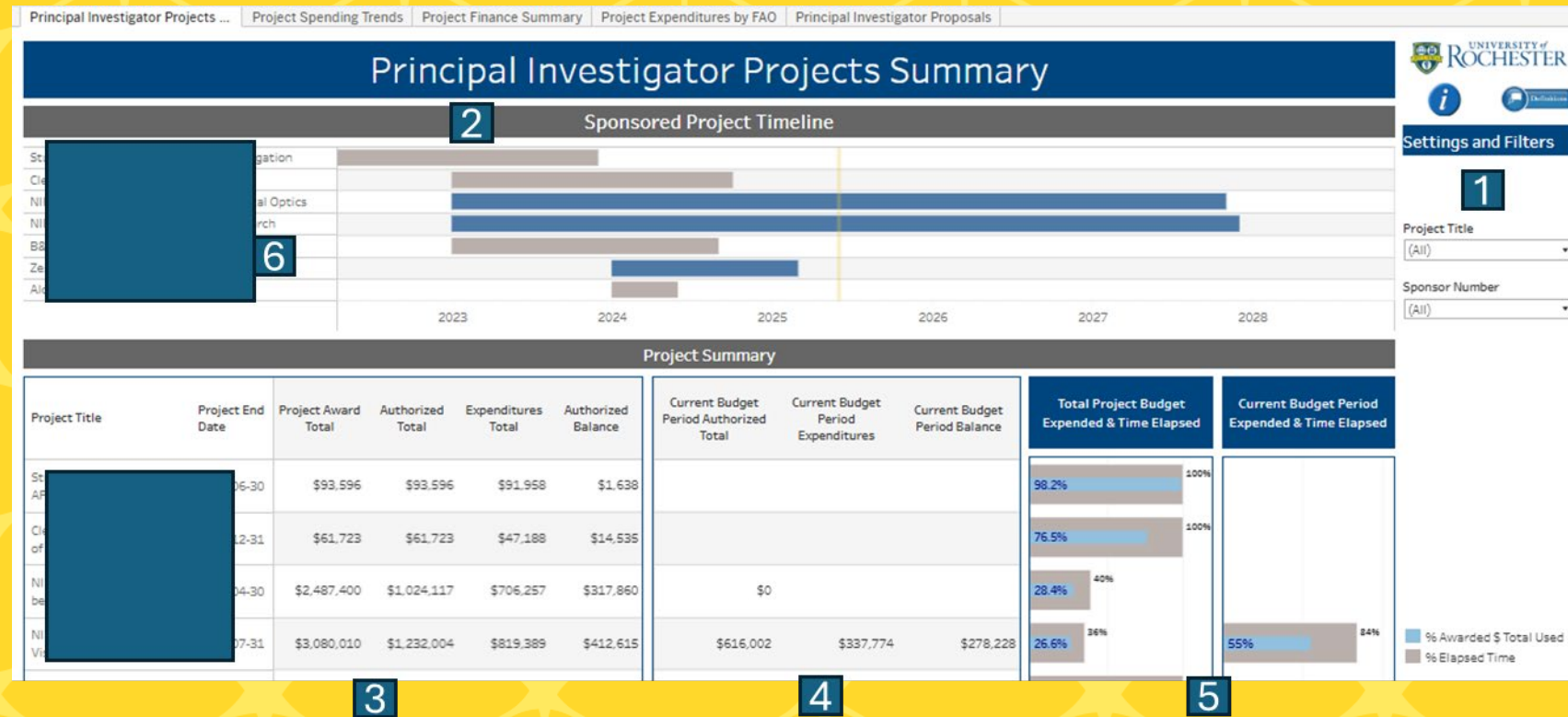
Settings and Filters

Principal Investigator Name

# Principal Investigator Projects Summary

Displays: Displays key award details, timelines, and budget utilization metrics for selected sponsored projects, enabling analysis of project progress, funding balance, and spending trends for a principal investigator (PI)

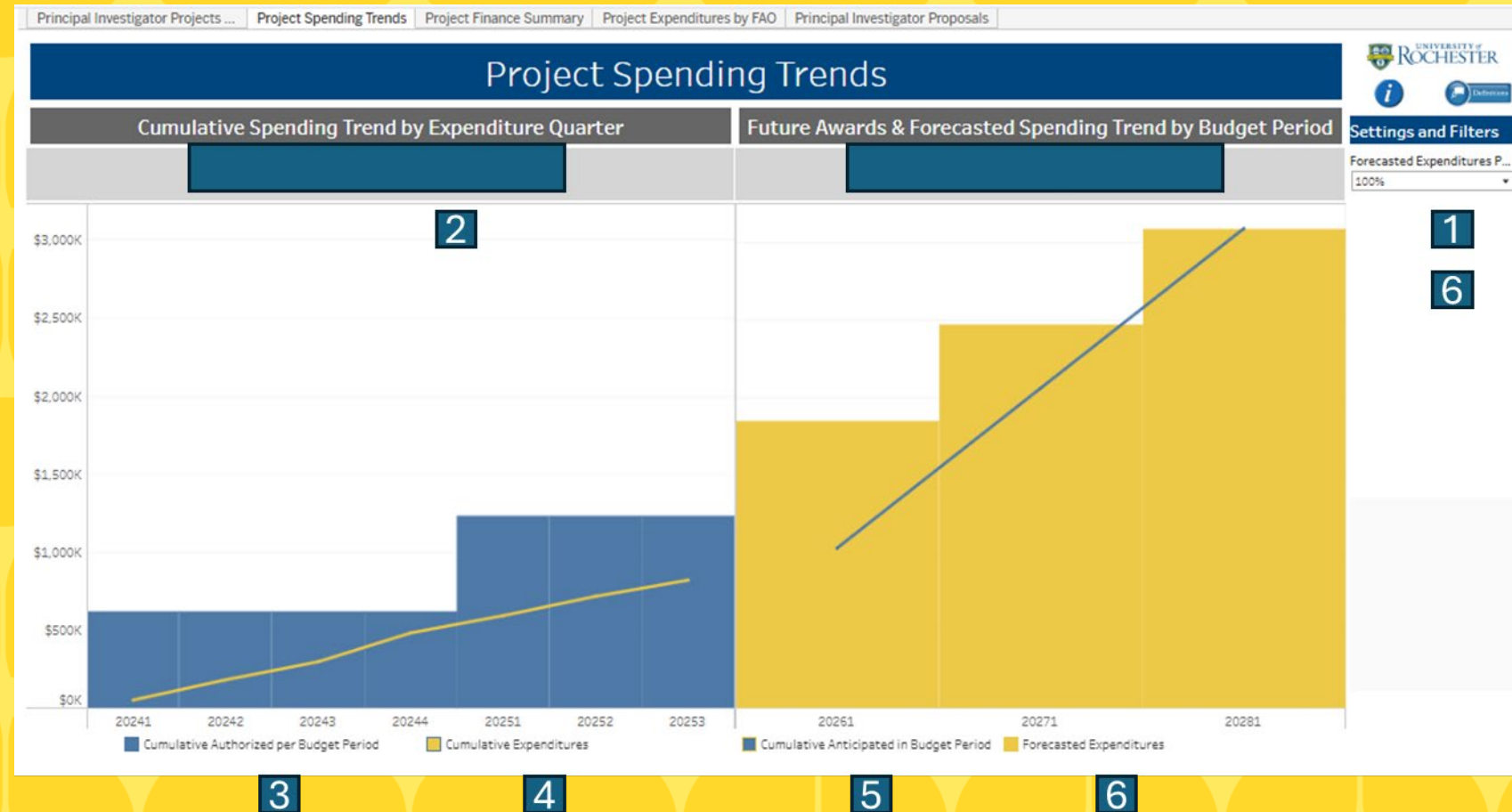
1. Filter by Project, and/or Sponsor Number
2. Timeline for project(s); project period and award length
3. Award summary: total awarded, authorized total, expenditures total, balance
4. Current budget period summary; authorized total, expenditures, balance
5. Budget Utilization Rate compared to project elapsed time
6. Select a project on timeline to further analyze spending trends on other tabs



# Principal Investigator Projects Summary

For a selected project, cumulative project authorized amounts and expenditures as well as a forecast of expenditures for future budget periods

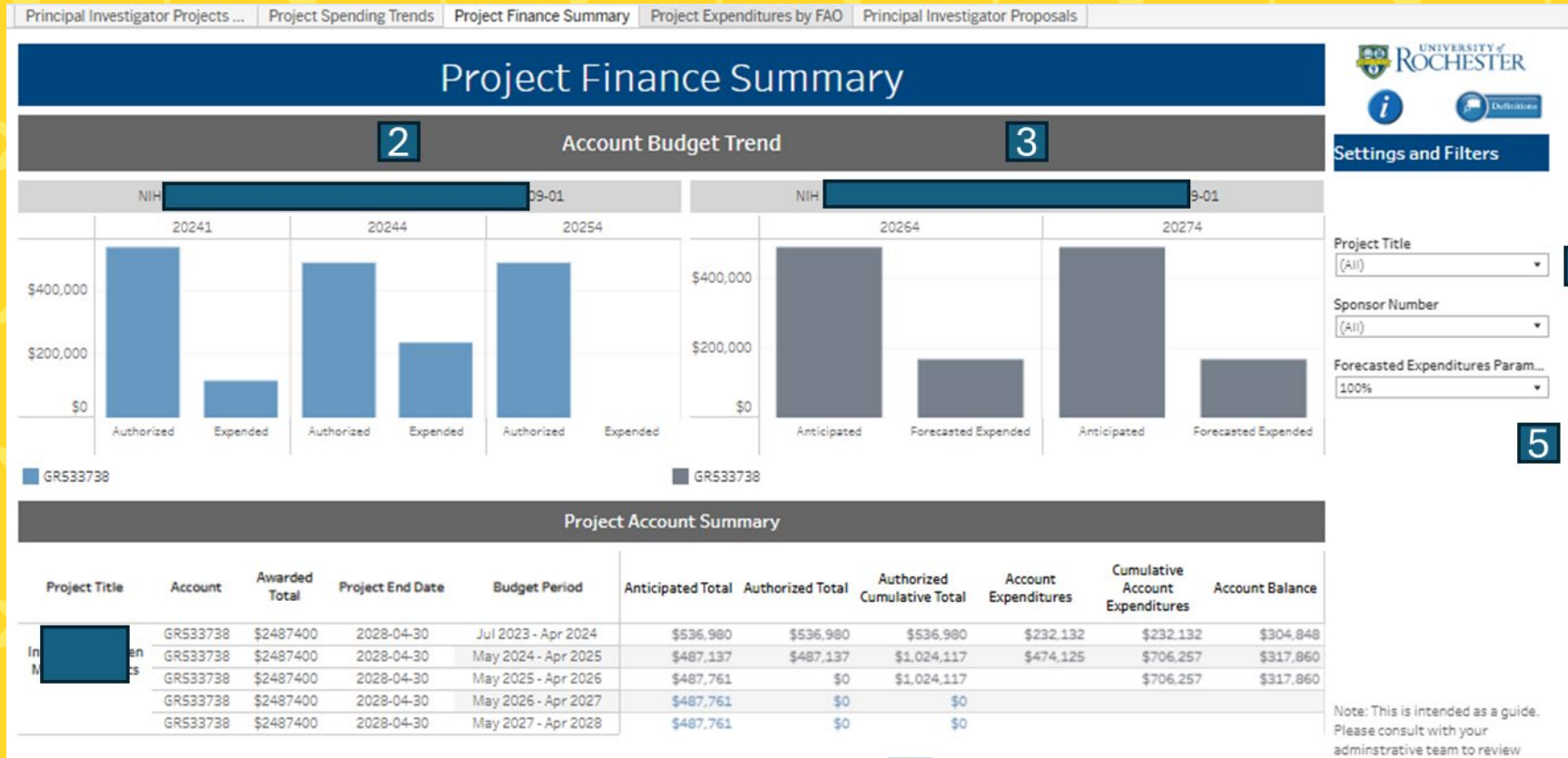
1. Filter by Project, and/or Sponsor Number from projects page
2. Cumulative spending trend shows project period to date expenditures against authorized amounts
3. Cumulative total award amount authorized to spend through the budget period by Sponsor
4. Sum of total expenditures through the fiscal quarter for the award
5. Total award amount authorized to spend and anticipated to spend through the budget period by Sponsor
6. Forecasted quarterly spend based on recent averages, adjustable to prior-year expenditure levels.



# Project Finance Account Summary

1. Filter by Project, and/or Sponsor Number from projects page
2. Account budget trend shows comparison of authorized amounts and expenditures by FAO by budget period
3. For future budget periods, anticipated amounts for each FAO and forecasted expenditures based on previous year's average quarterly spend
4. For each account, a breakdown by budget period of anticipated total award amounts, authorized total award amounts, expenditures, cumulative authorized amounts and expenditures and the account balance
5. This yearly forecasted expenditure amount can be adjusted to a percentage of the previous year's average expenditures (100%, 80%, 50%, 25%) using the Forecasted Expenditures Parameter.

For a selected project, authorized award amounts and expenditures by account/FAO and budget period including a forecast of future expenditures for future budget periods



# Project Expenditures by Spend Category

Monthly/Quarterly/YTD account expenditures by spend category along with a summary of account transactions for spend categories

1. This tab can be filtered by Project, and/or Sponsor Number from projects page. One or more spend categories can be selected as a filter.
2. For the selected calendar month, a breakdown of expenditures by categories (salaries, travel, supplies, etc.) and balances for a given time period (Month, YOY, Quarter, YTD)
3. An account transaction summary of UR financial transactions for selected spend categories for the selected calendar month

Principal Investigator Projects ... Project Spending Trends Project Finance Summary Project Expenditures by FAO Principal Investigator Proposals

## Project Expenditures by FAO

### 2 Monthly Account Expenditures by Spend Category

Calendar Month: 2025-02 NIH [REDACTED] 009-01

	Monthly Expenditures	Monthly YOY Change	Quarterly Expenditures	YTD Expenditures	YTD Balance
Staff Benefits	\$10,975	47.21%	\$19,929	\$51,418	\$40,871
Salaries and Wages	\$44,487	35.29%	\$85,811	\$222,973	\$243,364
Supplies Laboratory	\$14,452		\$26,057	\$44,226	\$68
Travel and Conference	\$6,697	31.24%	\$7,489	\$7,489	\$13,527
Other Expenses	\$54	40.11%	\$53	\$53	\$339
Net PP&E	\$447		\$446	\$5,919	\$25,139
<b>Grand Total</b>	<b>\$77,111</b>	<b>49.14%</b>	<b>\$139,785</b>	<b>\$55,346</b>	<b>\$323,308</b>

### 3 Account Transaction Summary

Spend Category	Spend Code Desc	Spend Code	Budget Date	Debit	Credit	Net
Salaries and Wages	Facilities and Administration Expense	SC57600	2025-01-31	\$3,708	\$3,708	\$0
			2025-02-28	\$8,481	\$0	\$8,481
		SC57610	2025-01-04	\$370	\$370	\$0
			2025-01-11	\$325	\$325	\$0
			2025-01-18	\$632	\$632	\$0

Settings and Filters

Project Title [REDACTED]

Award Sponsor Number [REDACTED]

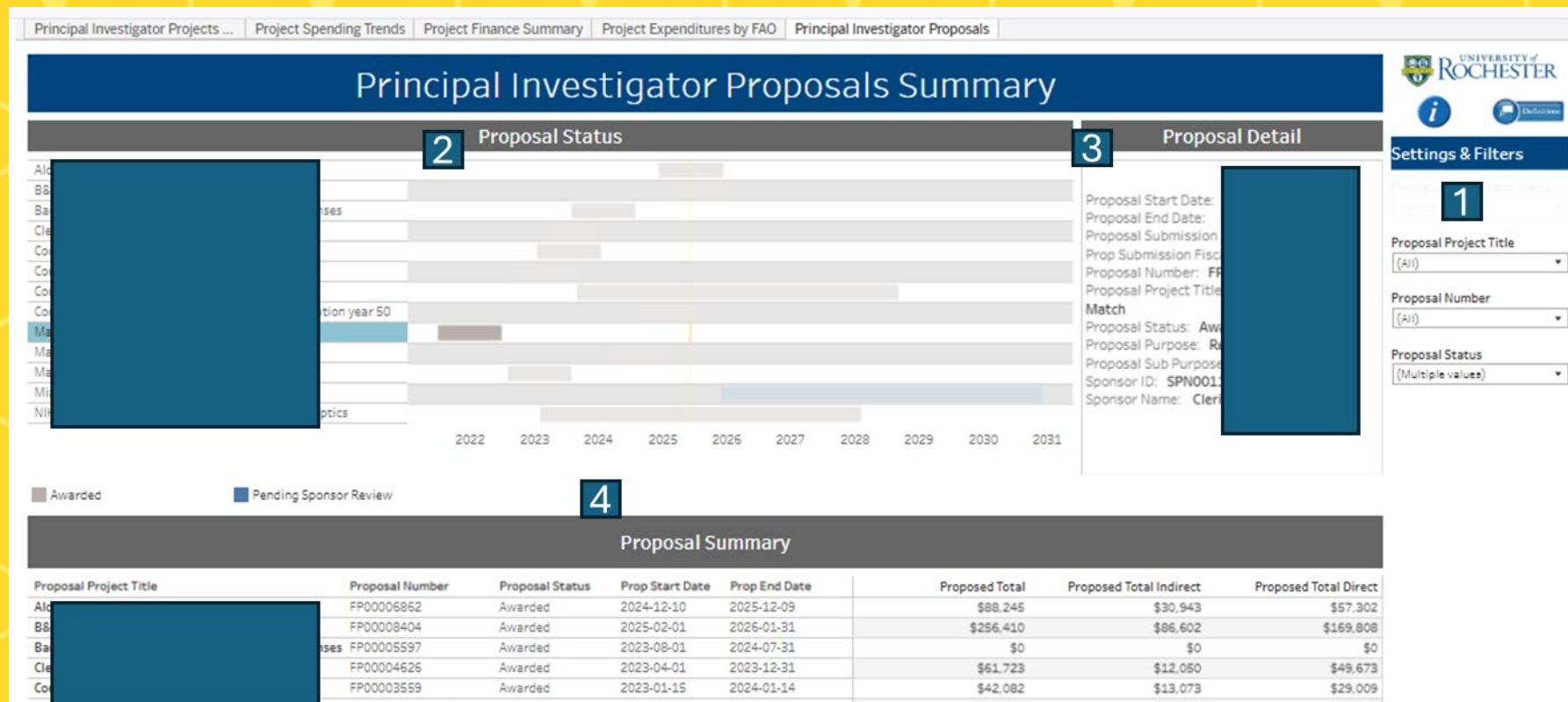
Spend Category Salaries and Wages

Calendar Month 2025-02

# Principal Investigator Proposals

A list of awarded and pending proposals along with proposal information including proposal total/direct/indirect amounts

1. This tab can be filtered by Project, and/or Sponsor Proposal Number and Proposal Status
2. A list of proposals for the Principal Investigator filtered by the one or more selected proposal status(s)
3. Proposal attributes for a proposal selected from the list
4. A list of proposals by Project title with start date along with Total, Indirect, and Direct proposal amounts



# Principal Investigator Dashboard Key Terms

Term	Description or Sample Values
Project Title	Award project title
Project End Date	The project end date is the final date of the total time approved by the funding agency to carry out the proposed project
Sponsor Name	Award sponsor name
Awarded Total	Total award committed amount
Authorized Total	Total award amount authorized to spend to date by Sponsor
Total Expenditures	Sum of total expenditures to date for the award
Authorized Balance	Authorized Total less Total Expenditures
Current Budget Period Authorized Total	Authorized amount for Award's budget period
Current Budget Period Expenditures	Sum of total expenditures for the Budget Period
Current Budget Period Balance	Current Budget Period Authorized Total minus Current Budget Period Expenditures
Total Project Budget Expended & Time Elapsed	Ratio of the Total Expenditures to the Project Award total overlaid with % of project time remaining
Current Budget Period Expended & Time Elapsed	Ratio of the Current Budget Period Expenditures to the Current Budget Period Authorized Total overlaid with % of time in current budget period remaining

# Principal Investigator Dashboard Key Terms

Term	Description or Sample Values
Cumulative Authorized per Budget Period	Total award amount authorized to spend through the budget period by Sponsor
Cumulative Expenditures	Sum of total expenditures through the fiscal quarter for the award
Cumulative Anticipated in Budget Period	Total award amount authorized to spend and anticipated to spend through the budget period by Sponsor
Forecasted Expenditures	Forecasted sum of total expenditures through the fiscal quarter for the award. This amount includes total expenditures and a yearly forecasted expenditure amount based on the average of the quarterly expenditures in the most recent year. This yearly forecasted expenditure amount can be adjusted to a percentage of the previous year's average expenditures (100%, 80%, 50%, 25%) using the Forecasted Expenditures Parameter.
Forecasted Expenditures Parameter	This yearly forecasted expenditure amount can be adjusted to a percentage of the previous year's average expenditures (100%, 80%, 50%, 25%) using the Forecasted Expenditures Parameter.

# Principal Investigator Dashboard Key Terms

Term	Description or Sample Values
Account Anticipated Total	Total award amount anticipated to spend for the budget period
Account Authorized Total	Total amount authorized to spend by Sponsor for the budget period
Authorized Cumulative Total	Total amount authorized to spend for the account including past authorized budget periods
Account Expenditures	Sum of total expenditures for the Budget Period for the Account
Cumulative Account Expenditures	Sum of Account Expenditures for current and previous Budget Periods
Account Balance	Current Budget Period Authorized Total minus Current Budget Period Expenditures for the Account
Forecasted Expended (Account)	Forecasted sum of total expenditures for the budget period for the account. This amount includes total expenditures, and a yearly forecasted expenditure amount based on the average of the quarterly expenditures in the most recent year. This yearly forecasted expenditure amount can be adjusted to a percentage of the previous year's average expenditures (100%, 80%, 50%, 25%) using the Forecasted Expenditures Parameter.

# Principal Investigator Dashboard Key Terms

Term	Description or Sample Values
Spend Category	Classification of expenses for the expenditures
Spend Code Description	Description of the type of expense
Monthly Expenditures	Monthly total of expenditures for the spend category
Monthly YOY Change	Ratio of monthly expenditures compared to quarter in previous fiscal year
Quarterly Expenditures	Current Quarter total of expenditures for the spend category
YTD Expenditures	Current fiscal year-to-date total of expenditures for the spend category
YTD Balance	
Budget Date	Budget date for account transaction
Debit	debit amount (withdrawal of funds) for account transaction
Credit	credit amount (deposit of funds) for account transaction
Net	net amount for account transaction

# Principal Investigator Dashboard Key Terms

Term	Description or Sample Values
Proposal project title	Title of the proposed research project
Proposal number	Sponsor provided proposal number for the research proposal being submitted
Proposal sponsor ID/Name	Organization directly sponsoring the UR grant proposal.
Proposal start date	The expected start date for the first year of proposed sponsored project
Proposal end date	The date that work on a proposed sponsored project is expected to cease.
Proposal submission date	Date proposal was submitted to Sponsor
Proposal submission fiscal year	Fiscal Year of the Date the proposal was submitted to Sponsor
Proposal status	The current funding status of a proposed sponsored project within the application process.
Proposal purpose	Intended use category of the proposal
Proposal total	The sum of the proposed indirect cost dollars and proposed direct cost dollars requested for the proposed project period.
Proposal total indirect	The indirect cost dollars requested for the proposed sponsored project.
Proposed total direct	The direct cost dollars requested for the proposed sponsored project.

# Acknowledgements

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