Dashboard: Project Team Reference

What is the Project Team Reference dashboard?

The Project Team Reference dashboard provides a report of team members, their roles, and their committed effort for Sponsored Projects. It can be filtered by Award Operating Unit, Award, Project, Project Role, Team Member Name, and it the project is current or not.

NOTE: the committed effort listed in this report reflects the effort level specified in the original proposal to the agency or otherwise explicitly negotiated with the agency prior to the award. Similarly, the team members listed here are from the original proposal.

Where do I find this report in EBI?

1. Log in to EBI: https://dwbi.emory.edu/analytics

2. Click on the Dashboards Menu in the upper right corner

3. In the FMS – Sponsored folder, click the ***Project Team Reference*** link.
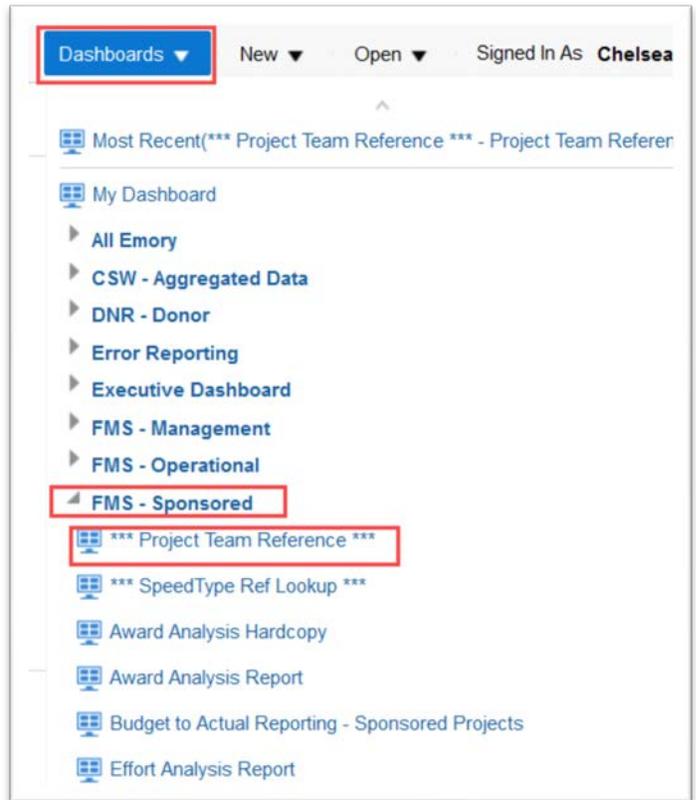
Selecting Prompts

1. Select a Project, or choose All Column Values and select values for other prompts as needed.

   NOTE: The Current Projects prompt defaults to All Column Values. Selecting Current will display projects where today's date falls between the Project Begin and Project End dates. Selecting Noncurrent will display projects where the Project End date is in the past or the Project Begin Date has not occurred yet.
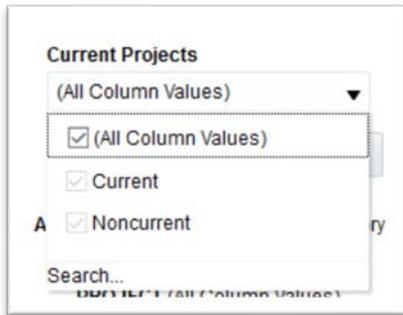
2. Click Apply.

   TIP: Remember, a required prompt is indicated by an *. The only required prompt on this page is the Award Operating Unit prompt. '(All Column Values)' is a valid prompt selection even for required prompts.

   NOTE: There is no time prompt for this report. Data will display as of today's date or based on the Current Projects prompt selections.

Available Views for the Report

After you have applied your prompts and results have populated on the report, you will see a view selector drop down menu near the middle of the page. There are two views available for the Project Team Reference dashboard.
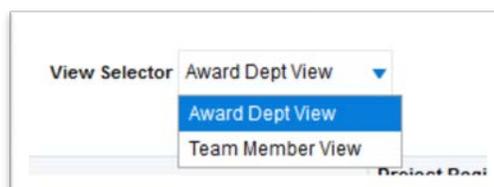
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1. The **Award Dept View** is the default view for the report. It sorts the results by Award Department, Award, Award PI, and Project.

Additional columns are available to include in the report. Simply right click on any column header and navigate to Include Column to see available options.
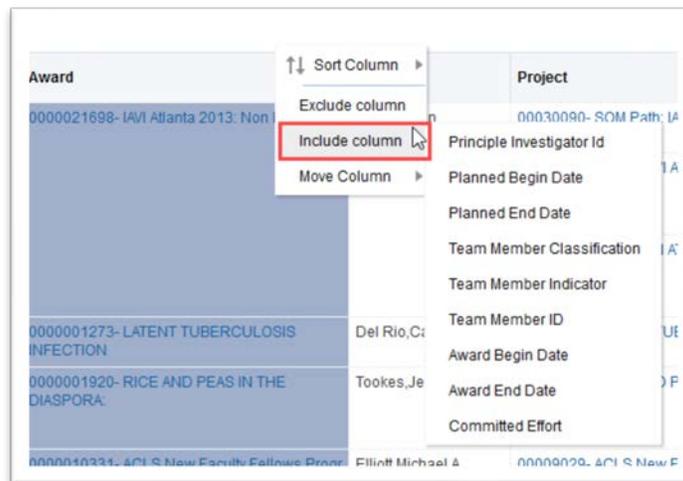
2. The **Team Member View** sorts the results by Team Member name, and includes a subtotal for Committed Effort by the Team Member.

Team Member	Award	Award PI	Project	Project Begin Date	Project End Date	Project Role Desc	Committed Effort
Abramowitz,Ann J	0000001304- IPA	Abramowitz,Ann J	G5256110- IPA	09/01/2007	08/31/2009	Principal Investigator	14%
	0000010035- Intergovernmental Personnel Ag	Abramowitz,Ann J	00008388- Intergovernmental Personnel Ag	09/01/2010	08/31/2012	Principal Investigator	5%
			00019779- Assignment Agreement - CDC - M	09/01/2011	08/31/2012	Principal Investigator	0%
Abramowitz,Ann J Total							**19%**
Acker,Timothy M	0000007951- Rational Design of NMDA NR2C/D	Acker,Timothy M	00005062- Rational Design of NMDA NR2C/D	06/23/2010	04/30/2013	Principal Investigator	100%
Acker,Timothy M Total							**100%**
Agichtein,Yevgeny Eugene	0000002068- ENRICHING FEATURE REPRESENTATI	Agichtein,Yevgeny Eugene	G6396860- ENRICHING FEATURE REPRESENTATI	03/13/2009	03/14/2011	Principal Investigator	1%
	0000003135- ROBUST KNOWLEDGE ACUISITION FR	Agichtein,Yevgeny Eugene	G6373303- ROBUST KNOWLEDGE ACUISITION FR	08/01/2009	07/31/2010	Principal Investigator	5%
	0000008173- Modeling and Inferring Searche	Agichtein,Yevgeny Eugene	00005454- Modeling and Inferring Searche	09/01/2010	08/31/2014	Principal Investigator	8%

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TIP: You can customize any report by right clicking on the column header. You can also customize the report by clicking on an individual cell to "Keep Only" or "Remove" that specific data. For more tips on customizations, see the Using Customizations in EBI job aid.

IMPORTANT NOTE: The committed effort listed in this report reflects the effort level specified in the original proposal to the agency or otherwise explicitly negotiated with the agency prior to the award. Many agencies allow a reduction in effort up to a certain threshold without agency prior approval (usually up to a 25% reduction). Effort reductions greater than this allowable threshold must have prior approval from the agency. Committed effort in Compass will be updated only upon the explicit approval of a change in effort.

More Information:

For additional assistance, please contact the Analytics & Reporting team via the **Finance Support Center**. Choose **Emory Business Intelligence (EBI)/Reporting** as your ticket category.