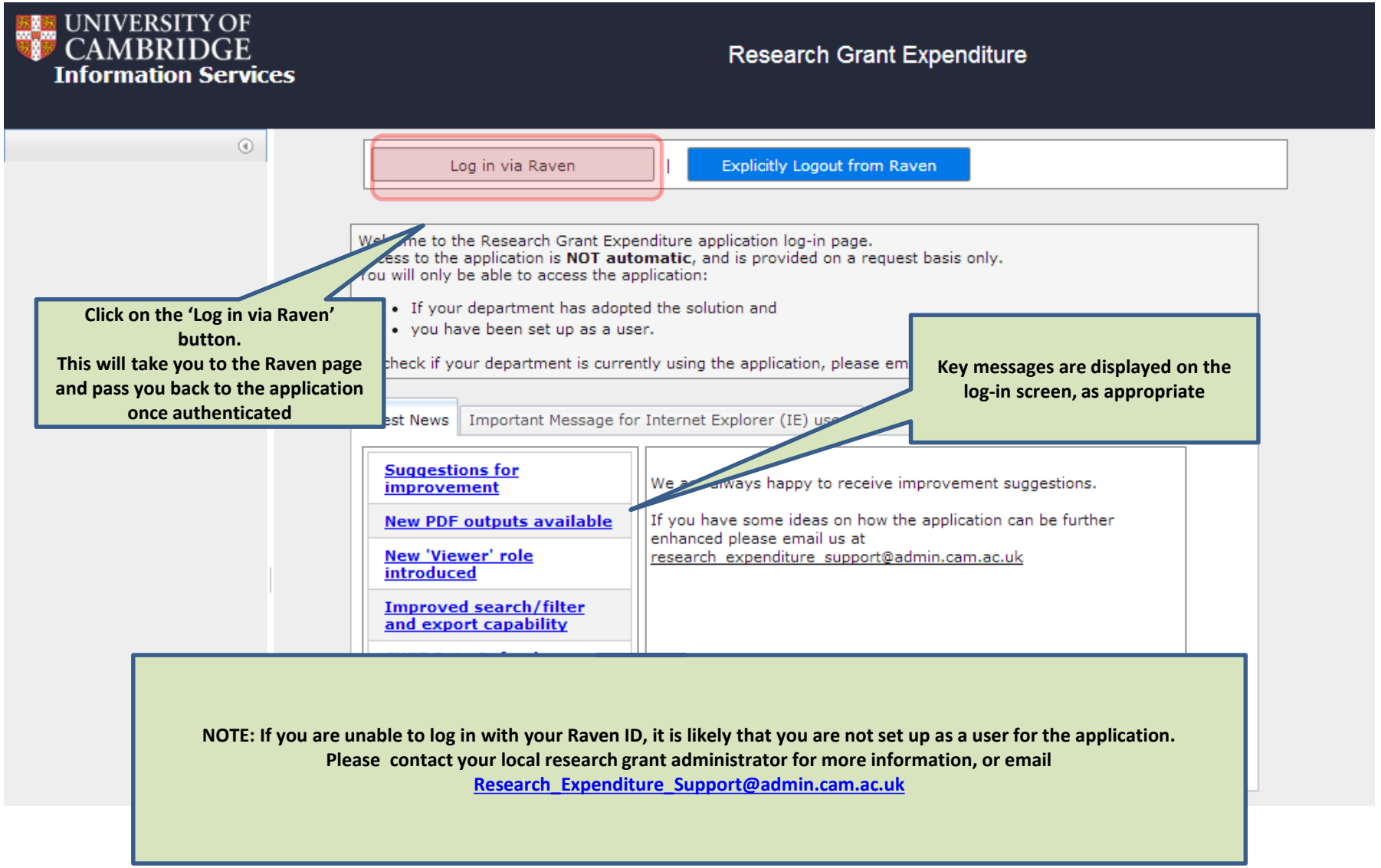
Research Grant Expenditure Application – User Guide

This guide contains some very basic user information is designed to be used in conjunction with the on-line Screen Help, FAQs and Glossary accessible via the application. Tasks covered include:

- Accessing the application
- Viewing Awards
- Viewing Projects
- Viewing Expenditure Summary
- Viewing Expenditure Detail
- Viewing Manual Commitments
- Add / Edit / Delete Manual Commitments
- Delegation of Access
- Graphical Outputs
- View Standard Reports

Research Grant Expenditure Application – Logging In



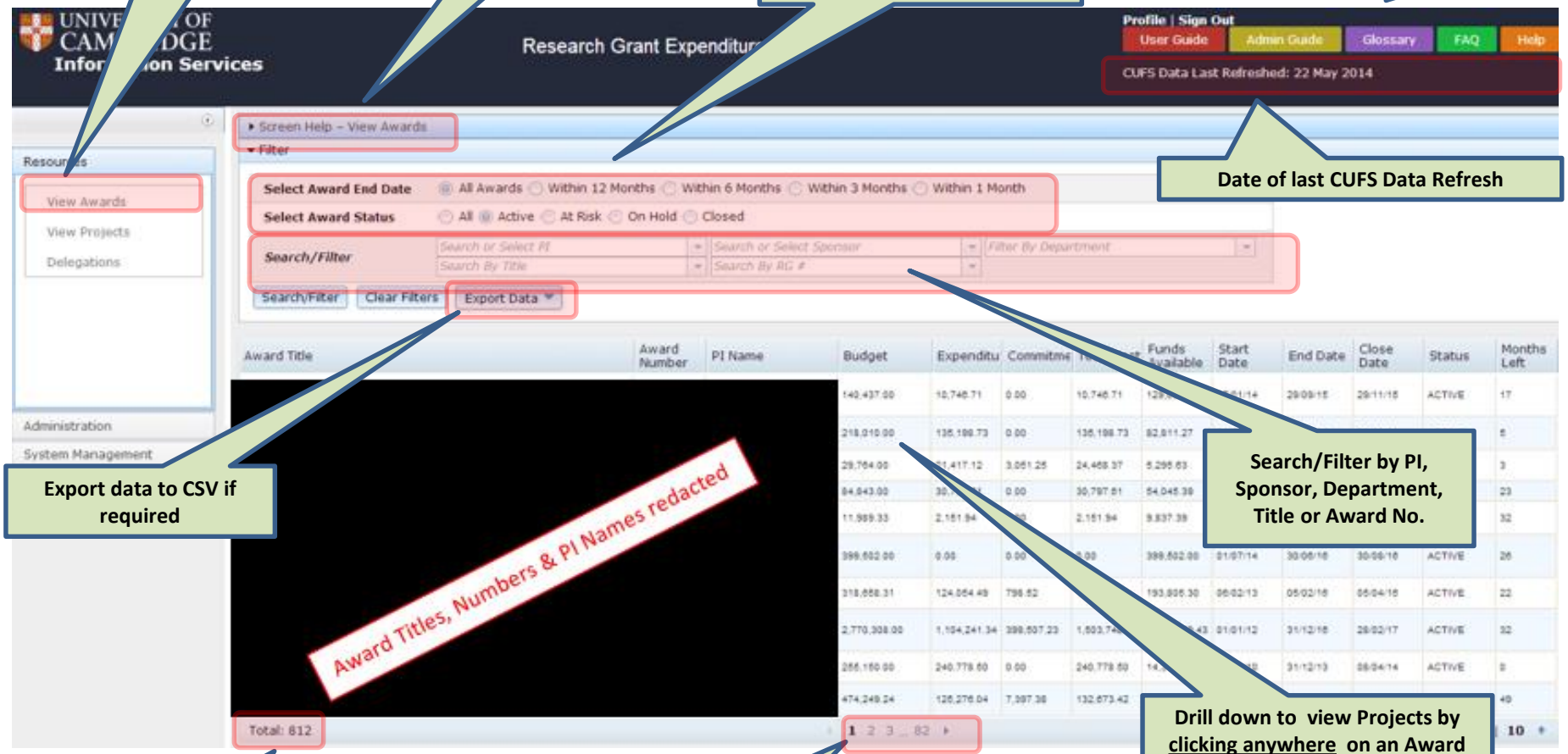
Click on the 'Log in via Raven' button.
This will take you to the Raven page and pass you back to the application once authenticated

Key messages are displayed on the log-in screen, as appropriate

NOTE: If you are unable to log in with your Raven ID, it is likely that you are not set up as a user for the application.
Please contact your local research grant administrator for more information, or email
Research_Expenditure_Support@admin.cam.ac.uk

www.expenditure.admin.cam.ac.uk

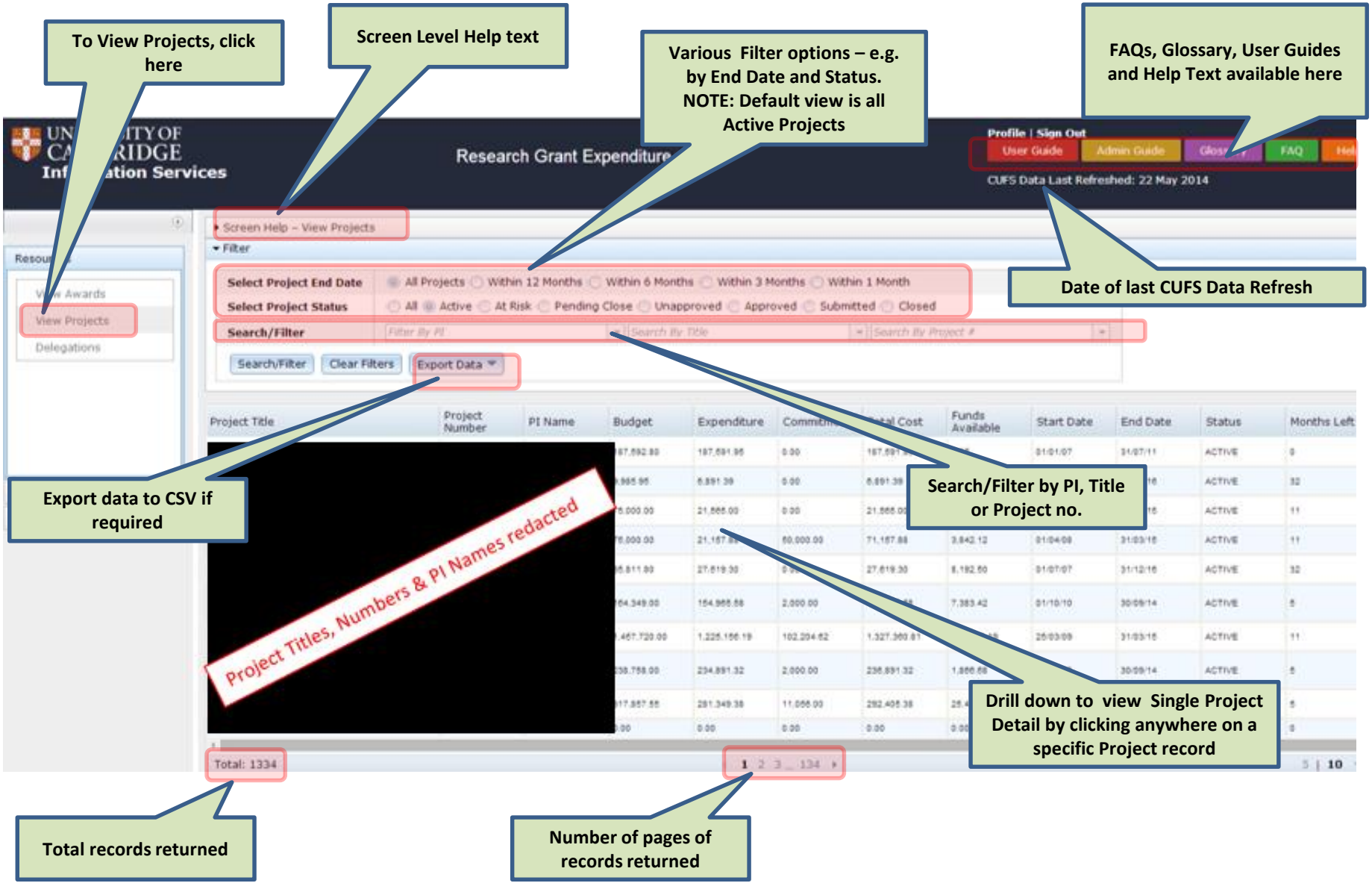
Research Grant Expenditure Application – Viewing Awards



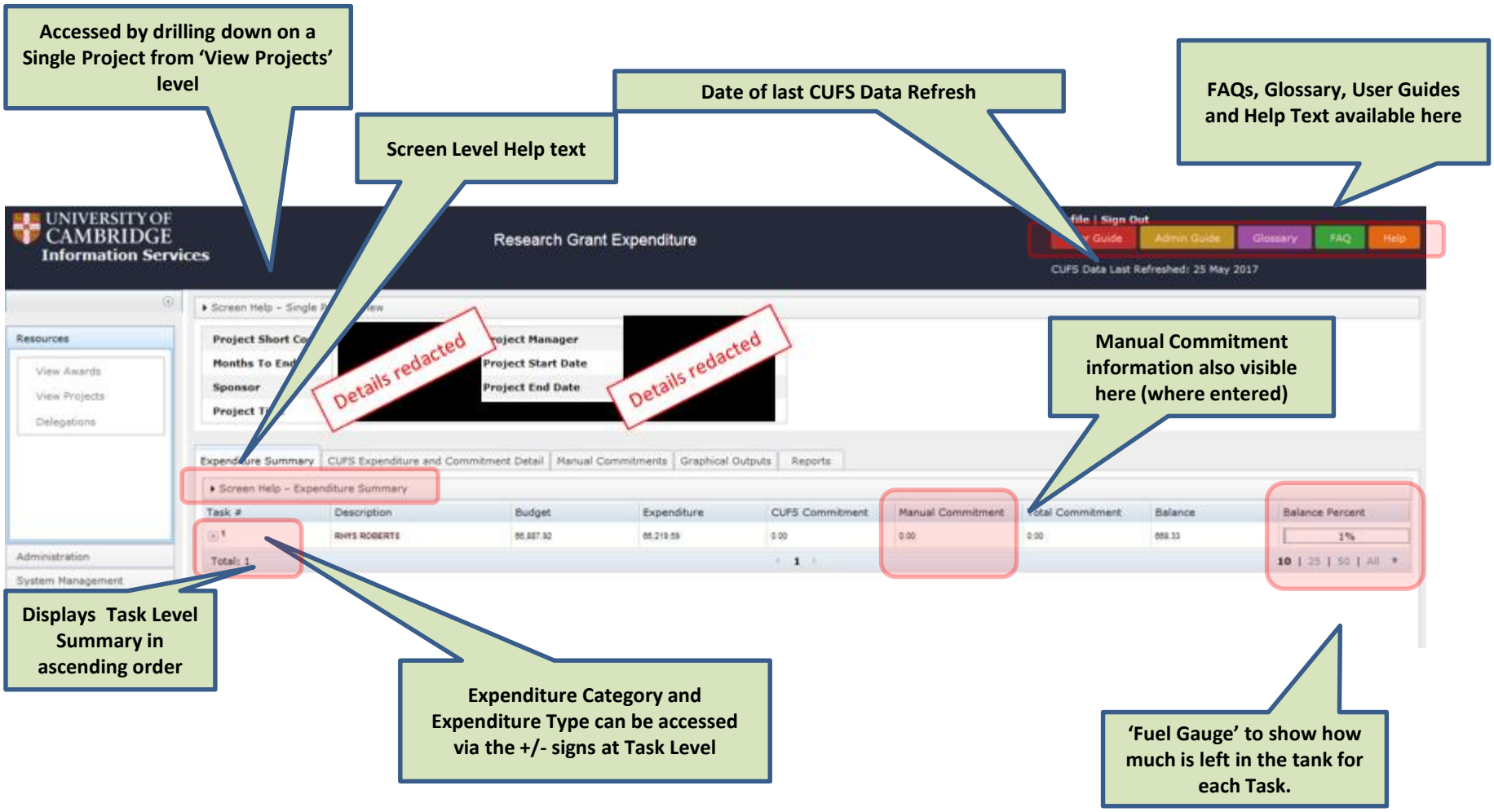
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Research Grant Expenditure Application – Viewing Projects

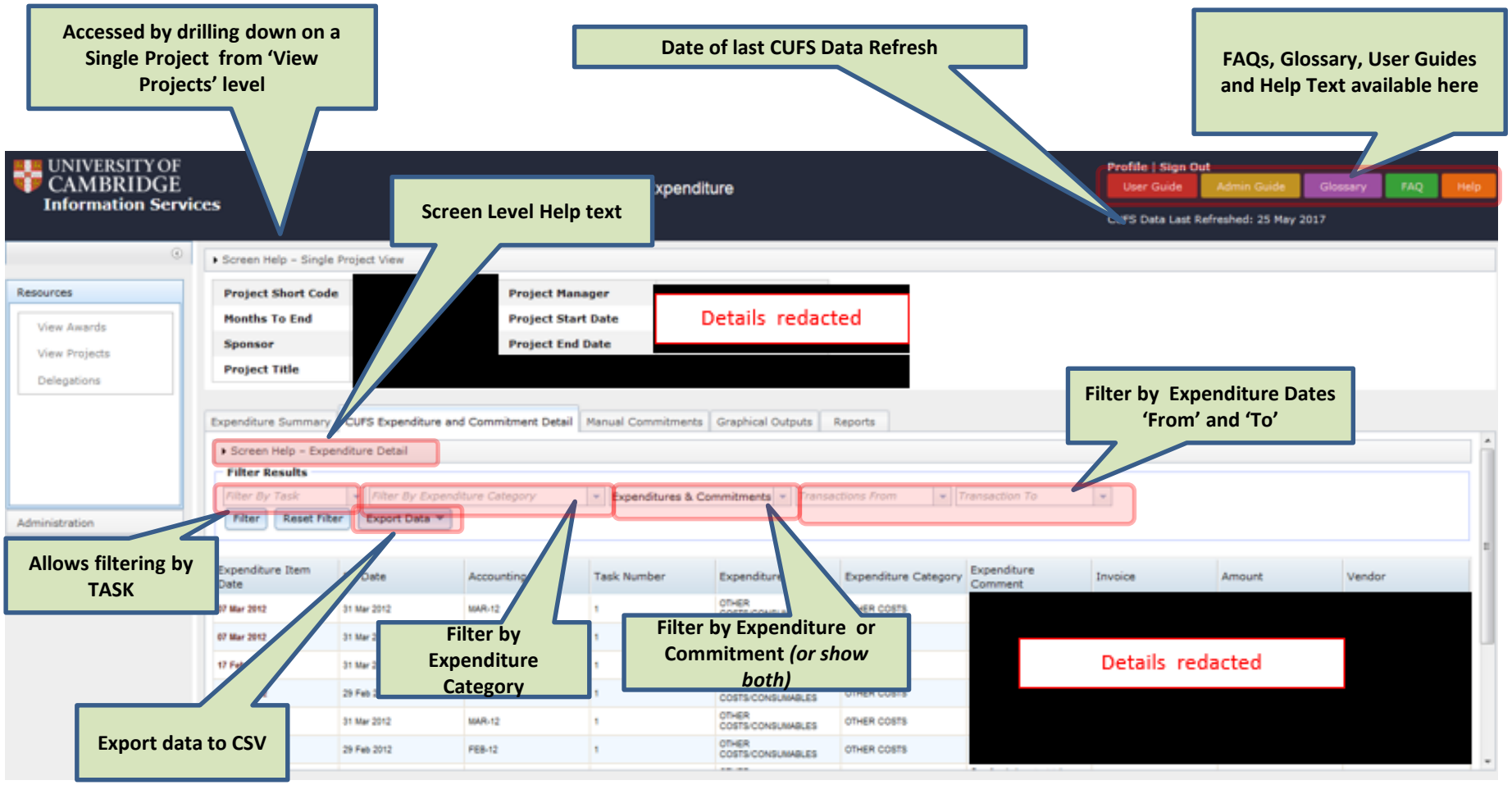


Research Grant Expenditure Application – Viewing Expenditure Summary



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Research Grant Expenditure Application – Viewing Expenditure Detail

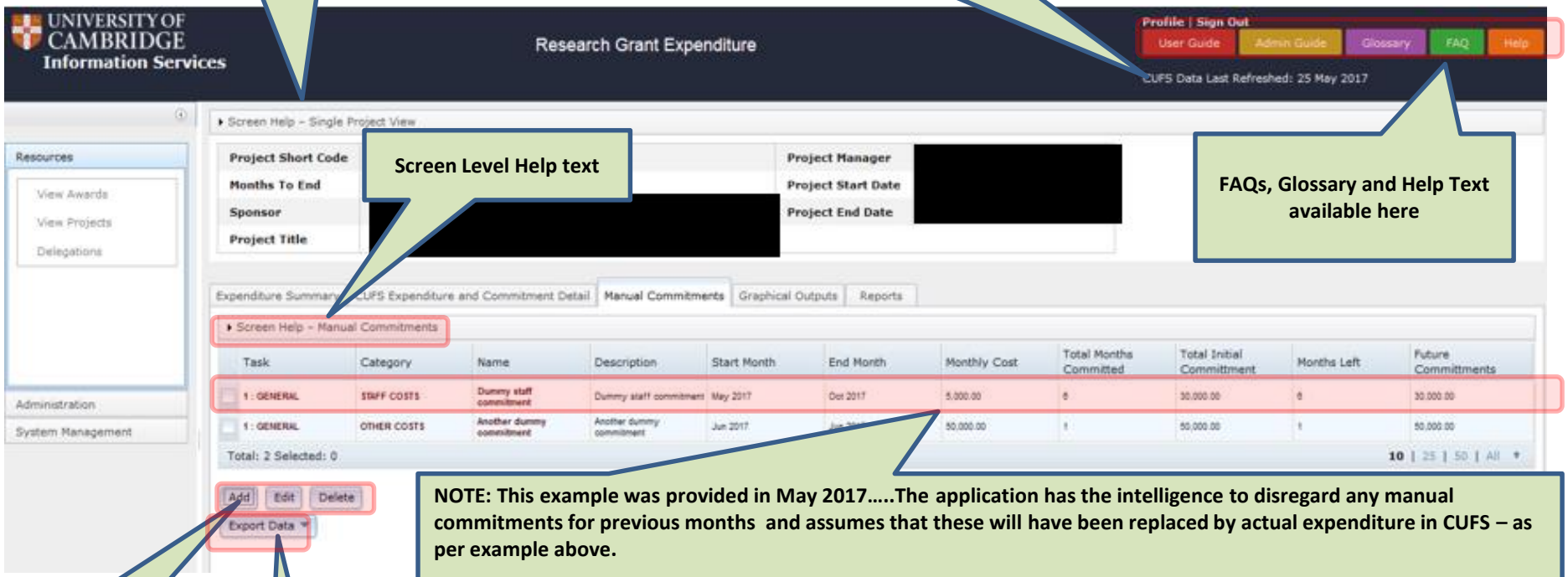


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Research Grant Expenditure Application – View Manual Commitments

Accessed by drilling down on a Single Project from 'View Projects' level

Date of last CUFS Data Refresh



Screen Level Help text

FAQs, Glossary and Help Text available here

Add, Edit or Delete manual commitments here

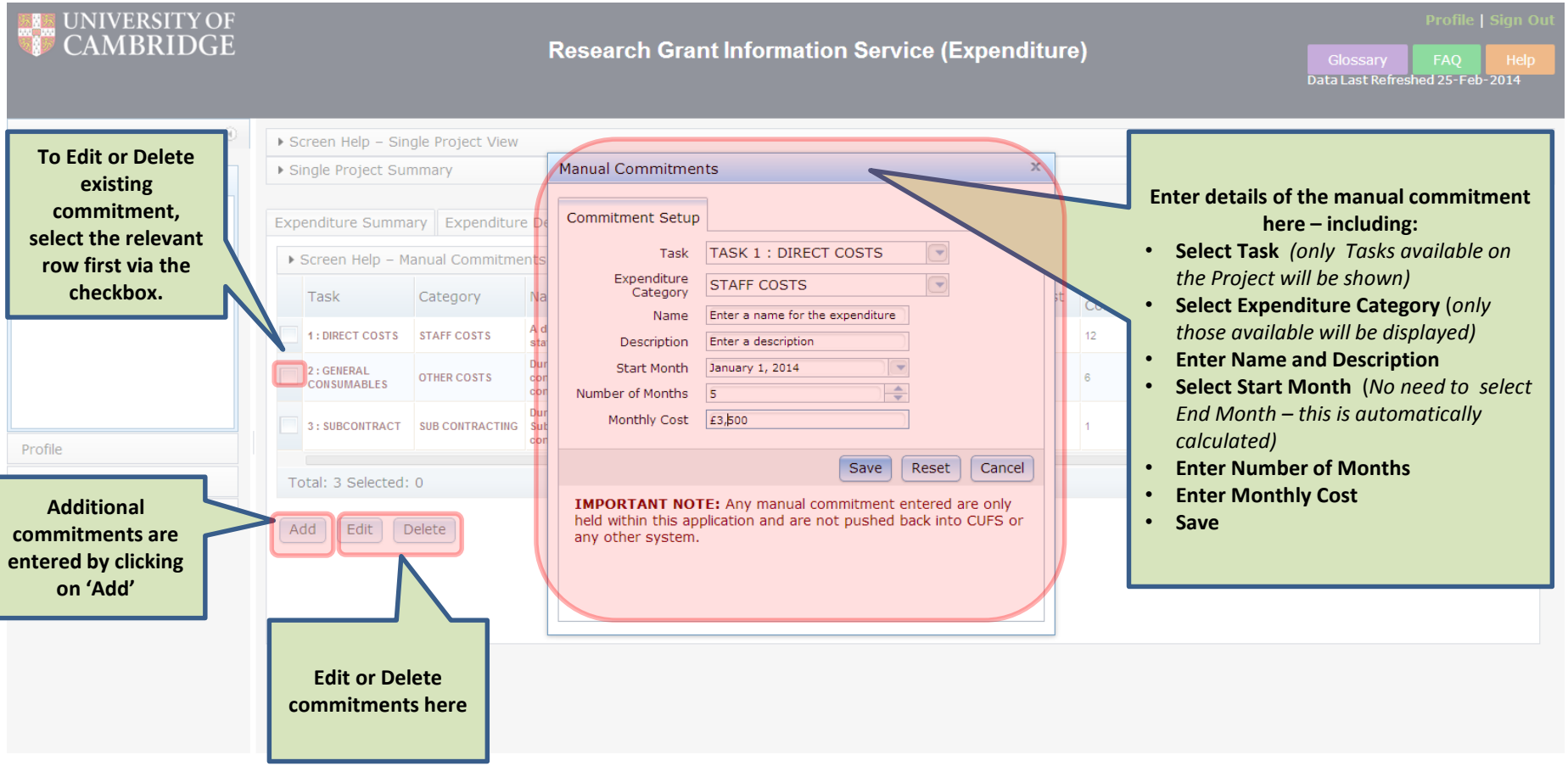
Export to CSV

NOTE: This example was provided in May 2017…..The application has the intelligence to disregard any manual commitments for previous months and assumes that these will have been replaced by actual expenditure in CUFS – as per example above.

Start Date: May 2017
End Month: Oct 2017
Total Months: 6
Monthly Cost: £5,000

Total Initial Commitment: £30,000 *(6 months @ £5,000 per month)*
Months Left: 6 *(in this example, May - Oct 2017)*
Future Commitments: £30,000 *(6 months left @ £5,000 per month)*
Once we get into Jun 2017, the application will reduce the Months Left to 5, and the Future Commitments to £25,000

Research Grant Expenditure Application – Add / Edit / Delete Commitments



To Edit or Delete existing commitment, select the relevant row first via the checkbox.

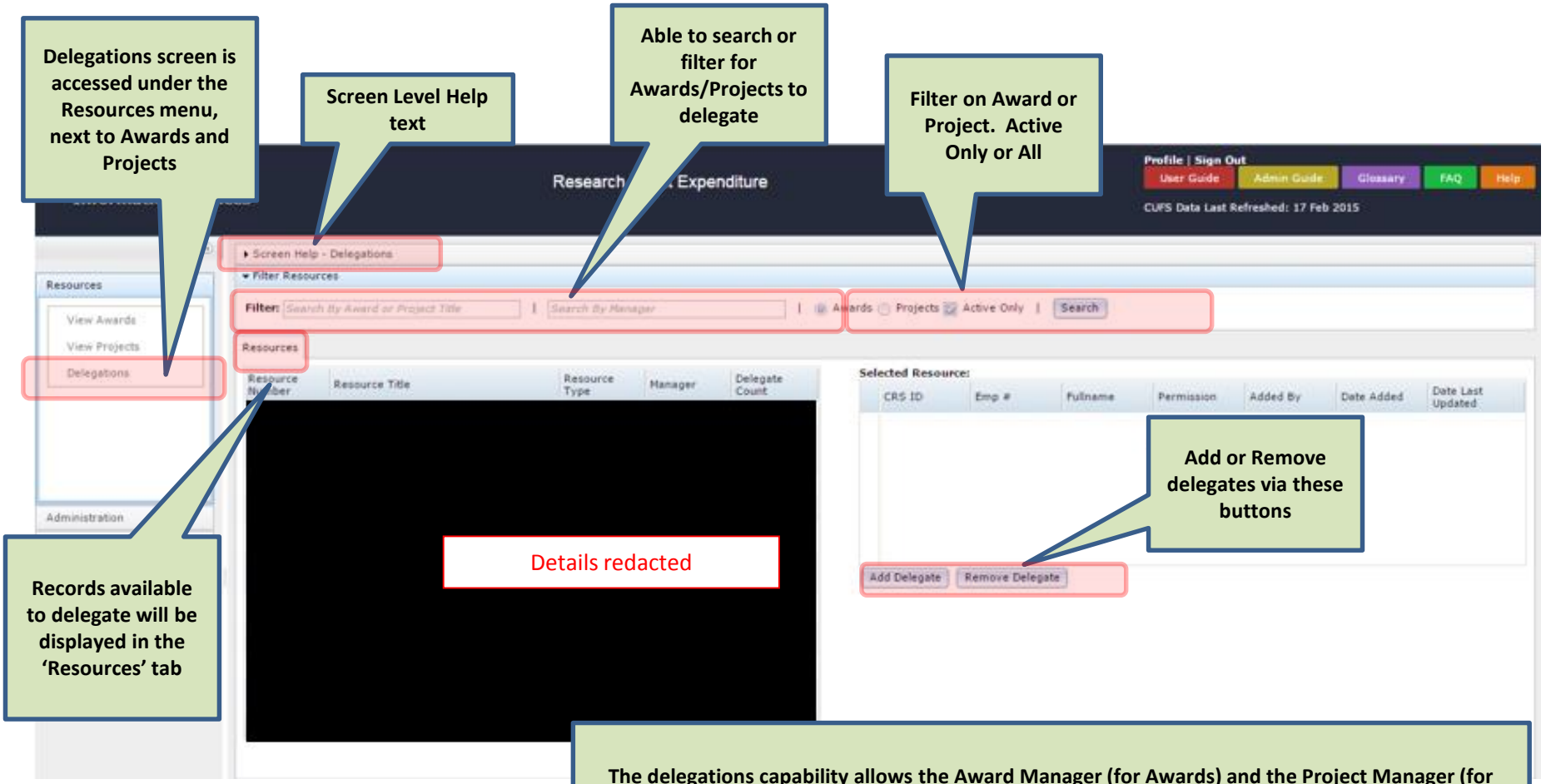
Additional commitments are entered by clicking on 'Add'

Edit or Delete commitments here

Enter details of the manual commitment here – including:

- **Select Task** *(only Tasks available on the Project will be shown)*
- **Select Expenditure Category** (*only those available will be displayed)*
- **Enter Name and Description**
- **Select Start Month** (*No need to select End Month – this is automatically calculated)*
- **Enter Number of Months**
- **Enter Monthly Cost**
- **Save**

Delegations

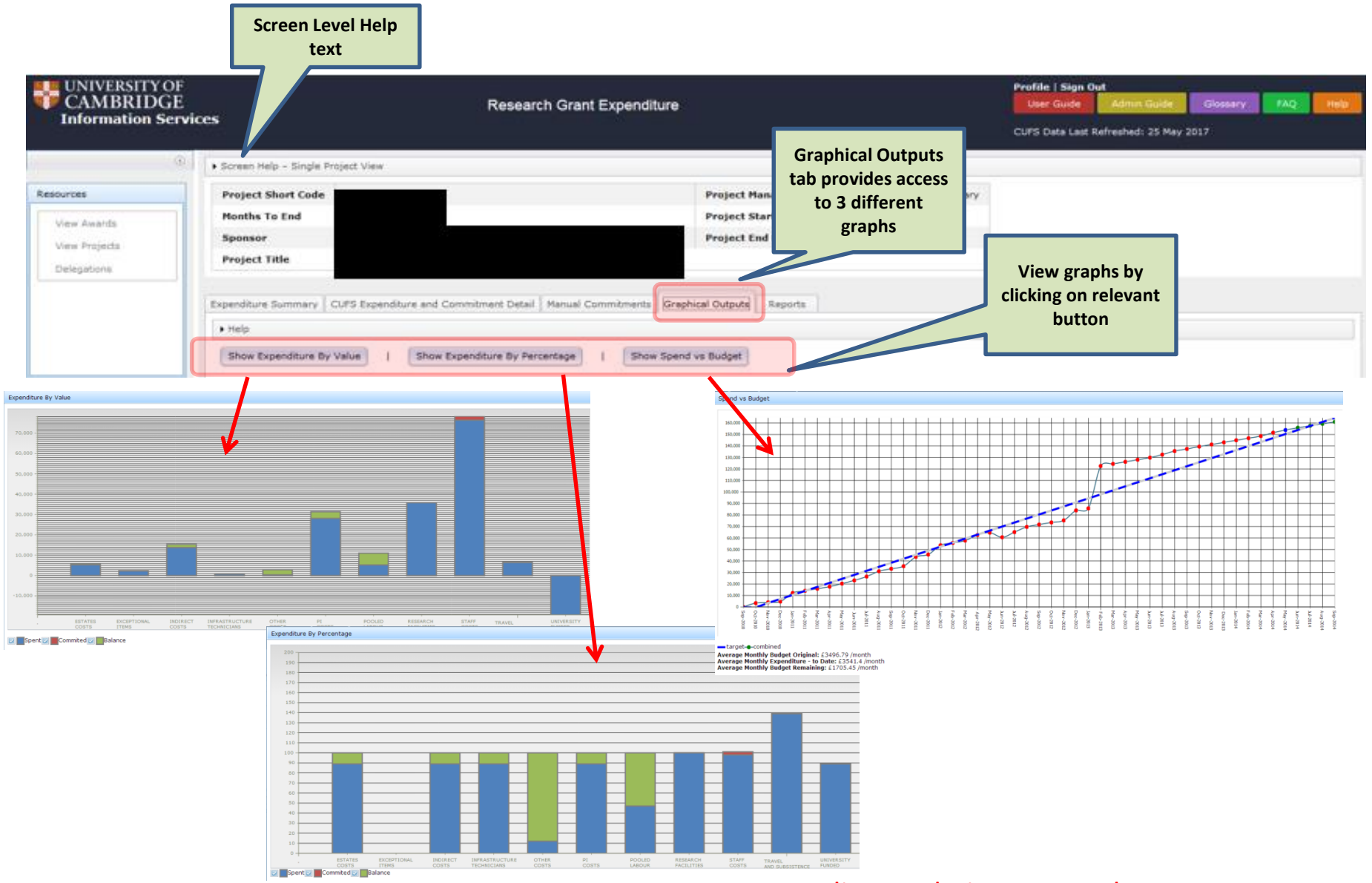


The delegations capability allows the Award Manager (for Awards) and the Project Manager (for Projects) to delegate access to others at a per Project/Award level.

There are three levels of delegation – as follows:

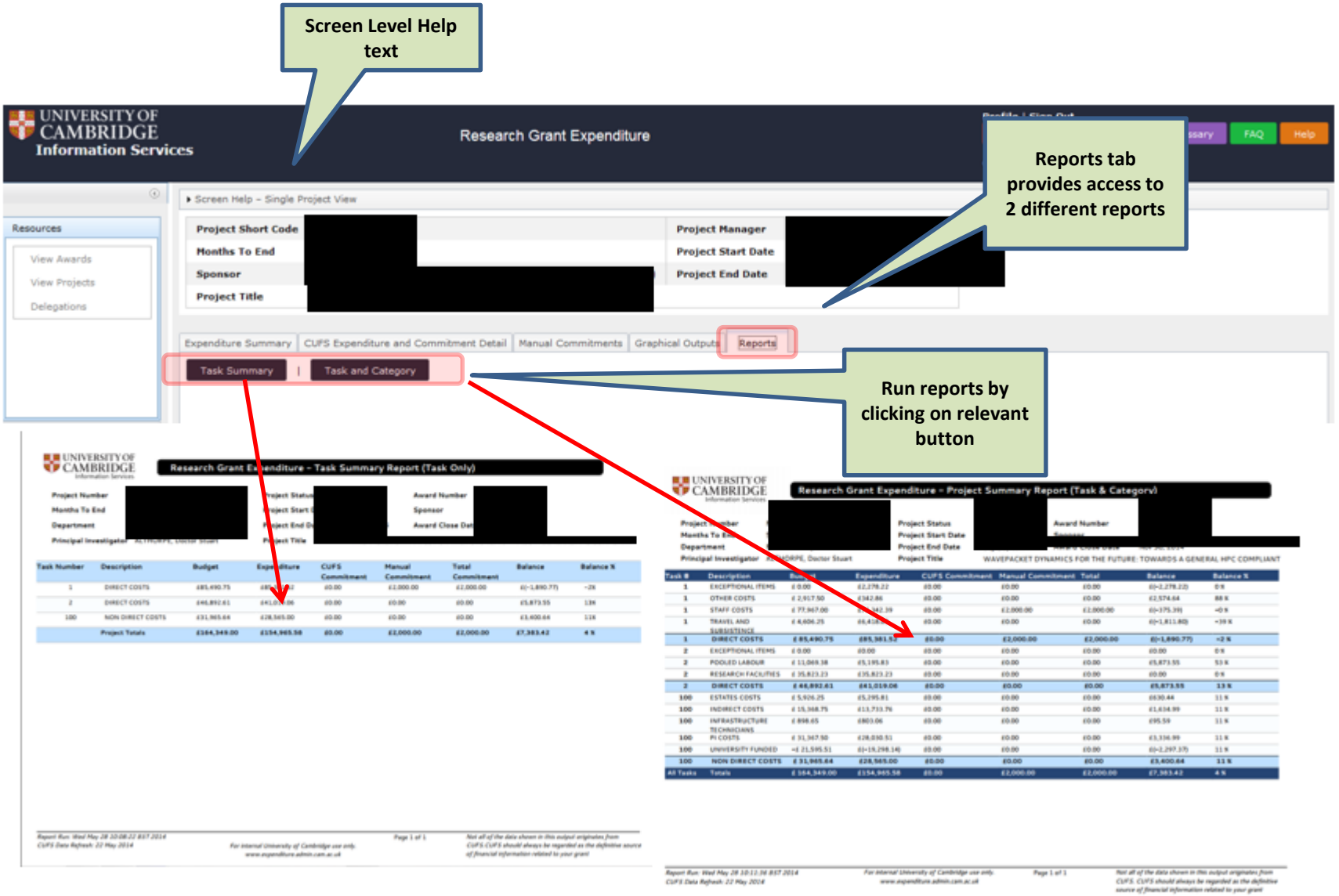
- **View Only.** Able to view record but unable to add or edit manual commitments**.**
- **Update.** Able to add or edit manual commitments, but unable to delegate to others.
- **Full .** Able to add/edit manual commitments and also delegate access to others.

Graphical Outputs



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View Reports



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