

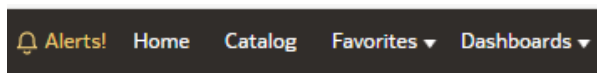
Viewing Sponsored Projects in Summit

1. Log into Summit: [e*mpac | UMass Lowell \(uml.edu\)](#)

The Reporting Dashboards & Tools webpage provides access to self-service data. Each link will take you to a different platform depending on your data requirements.



2. On upper right corner of screen, select Dashboards, then FDM: Department Management. If you don't have this option, please submit a [Financial Services Access Request Form](#) following the examples provided.



FDM Reports

- FDM: Academic Admin Worcester
- FDM: Asset Management
- FDM: Audit
- FDM: CWM Management
- FDM: Department Admin Worcester
- FDM: Department Management**
- FDM: Facilities Management

3. Scroll down to view Sponsored Project Summary:

Sponsored Project Summary

Project Status

Project

Project PI

Award ID

Award PI

Gr

ACTIVE

--Select Value--

--Select Value--

--Select Value--

--Select Value--

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Select a View: Summary w Dept

Department	Project Attributes							Direct Expenditures			All Expe		
Dept ID	Project	PI Name	Ref Award Id	Days Remaining *	Project Start Date	Project End Date	Status	Fiscal Year to Date Expenditure	Project to Date Expenditure	Balance Remaining	Fiscal Month to Date Expenditure	Fiscal Year to Date Expenditure	Budget
L610200815 - Clem	S80084840000005 -	Wal											

On the Sponsored Project Summary, may select both active and inactive projects, and view total project expenditures. Drill into amounts to view detail.

4. Click on a Project Number to navigate to the project's Activity Page:

Dept ID	Project	PI N
L610200815 - Clem	S80084840000005 -	Wal

5. On Activity Page, enter “From Date”, “To Date”, and “Apply” on top of screen. View expenditures for the dates entered in “Selected Date Range Expenditures” column:

Sponsored Activity

From Date To Date

>= 07/01/2024 <= 08/31/2024 **Apply**

4 Sponsored Activity Expenditure Summary

Sponsored Project Cost Transfer Documentation

Select View Summary

Account Group	Selected Date Range Expenditures	Budget	Project to Date Expenditures	Encumbrance	Balance	% Remaining
Regular Salary	7,250.02	588,779.00	7,250.02	150,577.11	430,951.87	73.19%
Special Salary	0.00	0.00	0.00	0.00	0.00	
Payroll Total	7,250.02	588,779.00	7,250.02	150,577.11	430,951.87	73.19%
Fringe Benefits	2,901.59	190,794.00	2,901.59	56,406.19	131,486.22	68.92%
Fringe Benefits Total	2,901.59	190,794.00	2,901.59	56,406.19	131,486.22	68.92%
National Travel	0.00	15,000.00	0.00	0.00	15,000.00	100.00%

6. Activity Page also includes “Information” section with key information such as speedtype, sponsor, project dates, etc.

4 Information

Speedtype	118
DeptID	L62
DeptID Description	Cri
Fund	531
Fund Description	Fec
Ref. Award ID	201
Project Number	S51
Project Description	Cri

7. Please send any questions or suggestions to SummitFeedback@uml.edu