This how-to sheet describes:

- The information found in each of the table’s columns on the MyResearch landing page.
- The table on the landing page contains a full list of the research grants, contracts, enterprise, and Professional Expense Reimbursement (PER) Funds.

**STEPS**

1. The MyResearch landing page shows a complete list of Funds the viewer can access.

2. The first column, ‘Fund’, has the Fund number. Each individual agreement has a separate Fund.

   To view details governing a Fund, click on a Fund number (see how-to sheet ‘5’ for more information).
3. The second column, ‘Title’, shows the name of the research grant, contract, enterprise, or Professional Expense Reimbursement (PER) Fund.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Title</th>
<th>Agency</th>
<th>End Date</th>
<th>Principal Inv.</th>
<th>Authority</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>305199</td>
<td>Systematic Review and Meta-Analysis</td>
<td>Fish Can</td>
<td>31-MAR-2018</td>
<td>Finuser TestMC1</td>
<td>Both Posting and Query</td>
<td>36,000.00</td>
</tr>
<tr>
<td>314501</td>
<td>SSHRC Post-Graduate Scholarships Global Payment</td>
<td>SSHRC</td>
<td>N/A</td>
<td>Finuser TestMC1</td>
<td>Query</td>
<td>377,916.59</td>
</tr>
<tr>
<td>319999</td>
<td>Development Grant for Demonstration or Test Purposes</td>
<td>NSERC</td>
<td>31-MAR-2022</td>
<td>Finuser TestMC1</td>
<td>Both Posting and Query</td>
<td>34,000.00</td>
</tr>
</tbody>
</table>

4. The third column, ‘Agency’, shows the name or acronym of the funding agency.

5. If applicable, the fourth column, ‘End Date’, contains the date the funding ends.

6. The fifth column, ‘Principal Inv.’, shows the name of the Principal Investigator.
The sixth column, ‘Authority’, shows the level of financial authority the viewer has over the Fund.

**What do these terms mean?**

- **‘Posting’**: Allows viewer to charge expenses to a Fund using Carleton’s financial information systems (i.e. eShop, Travel and Expense Reimbursement, and Pcard).
- **‘Query’**: Allows viewer to view financial information.
- **‘Both Posting and Query’**: Provides viewer full financial authority.

Your assigned financial administrator in Research Financial Services can provide further explanation.
The seventh column, ‘Balance’, shows the balance in a Fund.

What do the colours mean?

- If the balance is green, more than 10% of the budget remains
- If the balance is yellow, less than 10% of the budget remains
- If the balance is red, the Fund is overspent

What next?

- Visit the FACTS’ MyResearch tools and support page to find more how-to sheets.
- Questions about the system? Email financial.systems@carleton.ca.