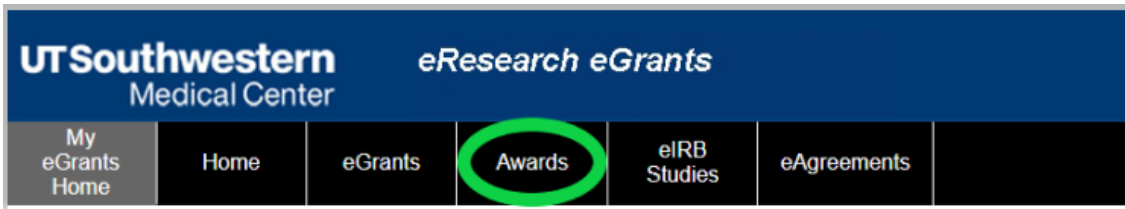


Question: How do I view my completed financial report in eGrants?

To view financial reports in eGrants:

1. Login to the [eGrants](#) portal using your UTSW username and password.
2. Navigate to the **Awards** tab



3. Go to **All Financial Reports** tab for access to all your department's awards.



- a. You can filter by Award ID, PI name, and other attributes.
- b. Enter the applicable text into the Search box, then click the Search icon.



4. Select the appropriate award by clicking on the name.
5. Under the **Name** column, click on the report you want to view.



Name options are based on report cycle, and are only available for those report types which are currently in queue for completion:

- a. Monthly
 - b. Quarterly
 - c. Interim
 - d. Internal
 - e. Annual
 - f. Annual-NCE
 - g. Final-End of Segment
 - h. Final
6. You will then be in the **Financial Report Workspace**. Users are able to see the following information:
 1. Current state of the financial report
 2. Award ID information

3. PI/Dept information
4. Sponsor information
5. Assigned SPA reporter
6. Award and Reporting start and end dates (may be different)
7. Financial Report/other documents

7. Navigate to the **Current State** column on the left side of the screen.
8. Click **View Financial Report**

9. Go to section 4.0, **“Attachments”**.

10. Under section 4.4, **“FOR-Signed Financial Report PDF”** you will find the finalized financial report available for download. Options are:

- a. "FOR Signed" is the exact copy of the report
- b. "FSR Signed" is the PDF version of the report

The screenshot shows a web interface for a financial report. On the left is a navigation menu with sections: 1.0 Financial Report Information, 2.0 Department Contact Information, 3.0 Reporting Period Information, 4.0 Attachments (highlighted in orange), 5.0 Financial Report SmartForm Complete. The main content area is titled '4.0 Attachments' and contains several sections: 4.1 Drafted Financial Report (with a note that attachments are in draft form), 4.2 Unsigned Financial Report PDF, 4.3 PI-Signed Financial Report PDF, 4.4 FOR-Signed Financial Report PDF (circled in green), 4.5 Sponsor Receipt Confirmation, and 4.6 Other Documents. Each section has a table with columns for Name and Version. The 4.4 section shows an attachment named 'FOR signed(0.01)' with version 0.01.

4.1 Drafted Financial Report:	
Name	Version
SPA0003430_REPORTS_10031182_MAY 2022_ANNUAL_...	... 0.01
SPA0003430_REPORTS_10031182_MAY 2022_ANNUAL_...	... 0.01

4.2 Unsigned Financial Report PDF:	
Name	Version
SPA0003430_REPORTS_10031182_MAY 2022_ANNUAL_...	... 0.01

4.3 PI-Signed Financial Report PDF:	
Name	Version
2022-2023-2024-2025 Financial pdf(0.01)	... 0.01

4.4 FOR-Signed Financial Report PDF:	
Name	Version
FOR signed(0.01)	... 0.01

4.5 Sponsor Receipt Confirmation:	
Name	Version
There are no items to display	

4.6 Other Documents:	
Name	Version
I1544 Welch Termination Form	... 0.01

11. To exit the financial report, choose the **Exit** option at the bottom of the screen.
12. To logout of eGrants, click **Logoff** in the drop-down menu next to your name.

END OF INSTRUCTIONS