

# Euna Grants Reports Guide

This guide details the various reports available in the *Reports* module.

## Federal Reports

Federal reports provides Euna Grants data that can be used to complete standard Federal reports that may be required for your grants or awards. These reports can be accessed by all users.

Report Name	Description
SF-425 Template Report	<p>The Pre-Award Status Report provides Euna Grants data for relevant fields on the Federal Financial Report PDF form. Current versions of the SF-425 - Federal Financial Report and SF-425A - Federal Financial Report Attachment can be found under <i>Knowledge Center&gt;Tools and Forms</i>.</p> <p>Because our clients may use Euna Grants to capture grant data in a variety of ways, this report can be modified as needed with Custom Reporting.</p>

## Pre-Award Reports

Pre-Award reports provides information on grants that have not yet been awarded to your organization. These reports are only available to Lifecycle and Grant Seeker clients. These reports can be accessed by Organizational Admin, Department Admin and Users with linked departments, and grant Additional Staff.

Report Name	Description
Pre-Award Status Report	The Pre-Award Status Report provides a list of all pre-award grants by status and projected receipt date.

## Post-Award Reports

Post-Award reports provide information on grants that have been awarded to your organization. These reports are only available to Lifecycle and Grant Seeker clients. These reports can be accessed by Organizational Admin, Project Admin and Users, Department Admin and Users with linked departments, Grant Managers, and grant Additional Staff.

Report Name	Description
Grant Budget Variance Report	The Grant Budget Variance Report provides a grant's variance between the planned grant budget and submitted expenses.
Grant Expense Detail Report	The Grant Expense Detail Report displays a list of all expenses associated with a grant.

Report Name	Description
Grant Performance Plan Detail Report	The Grant Performance Plan Detail Report displays a list of all goals and achievements associated with a grant.
Grant Performance Plan Summary	The Grant Performance Plan Summary Report displays a summary of grant goals and achievements.
Post-Award Status Report	The Post-Award Status Report provides an overview of the entire grant portfolio including award risk, status, and key dates.

## Project Reports

Project reports are available to Grant Seeker and Lifecycle clients. These reports provide information into projects. These reports can be accessed by Project Admin and Users.

Report Name	Description
Project Budget Report	The Project Budget Report displays budgeted and actual amounts for project line items and the grant line items related to the project.

## Fund and Opportunity Reports

Fund and Opportunity reports are available for Grant Maker and Lifecycle clients. These reports provide insight into funds, awards, and opportunities. These reports can be accessed by Organizational Admin, Fund Admin and Users, Department Admin and Users with linked departments, and Opportunity Managers.

Report Name	Description
Opportunity Funding Report	The Opportunity Funding Report displays a list of all awards funded by a selected funding opportunity. This report does not include competitive sub-award opportunities.
Opportunity Scoring Report	The Opportunity Scoring Report provides a list of all scores for an opportunity. The report can be organized by field name or reviewer. The report includes form name, field type, scoring category, field name, field response, scoring scale, reviewer name, field score, final score, and final comments.
Sub-Award Funding Report	The Sub-Award Funding Report displays a list of all sub-awards funded by a selected grant.

## Recipient Reports

***For clients with Recipient and Sub-Recipient Access Licenses***

Recipient reports are available for Grant Maker and Lifecycle clients. These reports provide insight into

awards and sub-awards. Recipient (award) reports are available to Grant Maker and Lifecycle clients; sub-recipient (sub-award) reports are available to Grant Seeker and Lifecycle clients. These reports can be accessed by Organizational Admin, Fund Admin and Users, Department Admin and Users with linked departments, Opportunity Managers, and Funder Grant Managers.

Report Name	Description
Recipient Expense Detail Report	The Recipient Expense Detail Report displays a list of all expenses associated with a recipient and award.
Recipient Grant Budget Variance Report	The Recipient Grant Budget Variance Report provides an award's variance between the planned award budget and submitted expenses. This report is used to compare planned budget and actual expenses over the life of the award, and to monitor spending rates for compliance.
Recipient Performance Plan Detail Report	The Recipient Performance Plan Detail Report displays a list of all goals and achievements associated with a recipient and award.
Recipient Performance Plan Summary Report	The Recipient Performance Plan Summary Report displays a summary of award goals and achievements.
Sub-Recipient Expense Detail Report	The Sub-Recipient Expense Detail Report displays a list of all expenses associated with a sub-recipient and sub-award.
Sub-Recipient Grant Budget Variance Report	The Sub-Recipient Grant Budget Variance Report provides a sub-award's variance between the planned sub-award budget and submitted expenses. This report is used to compare planned budget and actual expenses over the life of the sub-award, and to monitor spending rates for compliance.

## Time & Effort Reports

### *For clients with Time & Effort Certification*

Time & effort reports are available for Grant Seekers and Lifecycle clients. These reports provide insight into grant-funded and unfunded time and effort for employees.

Report Name	Description
Time and Effort Certification Report	The Time and Effort Certification Report provides all time and effort certification documents by time period or by employee.