How to Enter in the Report of Expenditures (ROE)

1. Principal Investigators (PIs) can locate any Upcoming Deliverables within the **Upcoming Deliverables** button under **My Activities**
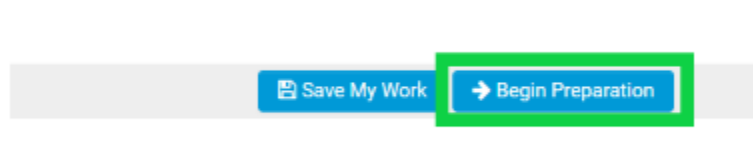

2. Once inside the **Upcoming Deliverables,** you will see outstanding deliverables for all awards accessible through the GMS in date order. Click the Report of Expenditures deliverable.

3. You can then preparing the ROE by clicking **Begin Preparation**

4. By clicking **Enter Budget Actuals** you can show what amount of the Estimated Budget funds were used

Budget Actuals: [✎ Enter Budget Actuals]
Budget PDF: [🖶 Print]
Budget Actuals PDF: [🖶 Print]

5. In entering the Budget actuals, please be sure to add actual expenses in the corresponding budget section under "Estimated". The ROE sections will be pre-populated with the corresponding Estimated Budget projections. To add line items in the different sections of the **Estimated Budget**, click the blue plus sign **(+)** next to **Add [Section Name]**

☐ Salaries & Benefits

☐ Estimated

Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount	
	⌄							
	⌄							
						Subtotal:		

Actuals (Salaries are restricted to the Federal salary cap ($197,300.00 in 2020.))

| Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount	
	⌄							⊗
						Subtotal:		

⊕ Add Salaries & Benefits Expense

6. At the bottom of the Budget Actuals, you will see a breakdown of the total expenses actually used, the estimated expenses, the total to be reported, and the variance between the amount to be reported and the total actual expenses.

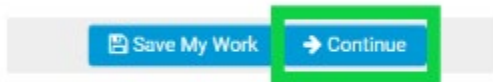7. Be sure to click **Save Budget** as you enter the Estimated Budget as to not lose your work.
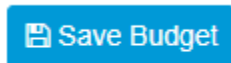
8. Click **Save My Work** along the way to ensure you keep the data previously entered.

9. When you are finished filling out the ROE, click **Continue**

10. Here you may choose how your institution wishes to receive the remaining balance of the award (if applicable): Carry-Over, Refund Check, or Payment/Award Reduction

* If balance remaining, select one

○ Carry-Over   ○ Refund Check   ○ Payment/Award Reduction

11. If you choose the Carry-Over option, you will need to explain the reason for un-expended funds. If the total Balance exceeds the carry over limit, you will need to choose how to address the discrepancy. You can receive a refund check or a payment/award reduction.

Period Carried From:
Period Carried To:
Carry Over Balance:
Carry Over Amount Requested:

* Reason for un-expended funds

Enter Reason for Carry Over Here

* Proposed future use for un-expended funds

Enter Proposed future use for Carry Over Here

* If the total Balance exceeds the Balance allowed for carry-over, select one

○ Refund Check   ○ Payment/Award Reduction

12. Next, add the Financial Officer who needs to review and approve the ROE for your institution. If the Financial Officer needs to be added, click **Add Financial Officer** to give them access to the ROE.

Financial Officer

Select the Financial Officer who is responsible for this project. If the correct contact is not listed use the Add Financial Officer button below to add the contact to the system.

| | ▾ | ✕ |

Add Financial Officer

13. If at any time, you need to navigate away from the ROE but are not ready to submit the report, click **Save My Work**

💾 Save My Work ← Update Budget Actuals → Submit

14. When you are ready to submit the Report of Expenditures for the CF Foundation Grants & Contracts office to review and approve click **Submit**. Once the **Submit** button has been clicked, changes cannot be made.

💾 Save My Work ← Update Budget Actuals → Submit

*Please see "How to Enter in Financial Reports" for further guidance on the submission of the Report of Expenditures (ROE)