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**Awards Summary**

**​**

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# Overview

The Award Summary report presents the same information as the Awards Report. It includes Award Budget Increments funded during a specific time period. It allows, however, for more precise filtering at several levels:

* Date range
* Org/Org Tree node
* Department description
* Org number
* Principal Investigator
* Sponsor
* Sponsor Type

# Path

The report is available in CU-Data in the following location:

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# Definitions:

1. Only increments that have received new funding within the time period are included on the reports.
   * Award Budget Increments that are not shown in the analysis include De-Obligations
   * Increment Types that have been created for the purpose of prior year corrections (corrections are displayed on a separate tab)

# Running the Report:

When you run the report, you will see a prompt page as shown:

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# Tabs

The report is designed to be formatted in Excel, and there are several tabs that will be displayed:



The ***Detail*** tab includes specific detailed information about the funded Award increments during the time period.

The ***Corrections*** tab displays any corrections from the prior year that were discovered after that reporting year data has been finalized and cannot be captured in the current year.

The ***Awards by Sponsor Type*** tab summarizes the Award data by Sponsor Type:

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The ***Total by PI (Principal Investigator)*** tab displays Awards summarized by the Principal Investigators assigned:

A table with numbers and a few figures

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