Salary Distributions for PI Projects

Note: This report is used as reference by Principal Investigators (PIs) on their myRESEARCHhome page to analyze salary distribution. This report contains effort at the time the projection tool was loaded at month-end for each employee on each project belonging to the Principal Investigator (PI) selected. The report mirrors a view found in the Push Reports used by PIs.

1. Follow the path via the Portal: Grants Management → Projection and Reporting Tool → Salary Distributions for PI Projects Report (see Access the Projection and Reporting Tool section of the Guide).

2. REQUIRED (cannot leave blank): To view the effort for employees on cost objects assigned to a Principal Investigator (PI) or Co-PI, enter the Duke Unique ID (DUID) of the Principal Investigator (PI) or Co-PI in the Principal Investigator field if known or use the Drop-down button to search to find the DUID (see the Reporting Functions section of the guide for steps).

3. Once the PI’s DUID is entered, click on the Execute to generate the report.
On the resulting *Salary Distributions for PI Projects* Report screen:

4. Review the name of the **selected Principal Investigator** shown in the upper left.

5. Use the horizontal and vertical scroll bars to review the salary distribution for each employee across the columns of the Funds which belong to the PI selected.
   - For each employee, the **Job Title** is listed and if applicable, an X will appear on the **Cost Share** row to indicate if there is Cost Sharing applicable.
   - The **total of the salary distribution** for the selected Funds (cost objects) is totaled for each employee / column.
Salary Distributions for PI Projects (cont.)

6. Use the Export to Excel button located at the top or bottom of the report to export this report and follow the steps outlined in the Reporting Functions section of this guide as needed.

7. Use the Back button to return to the selection screen in order to select another PI as needed.