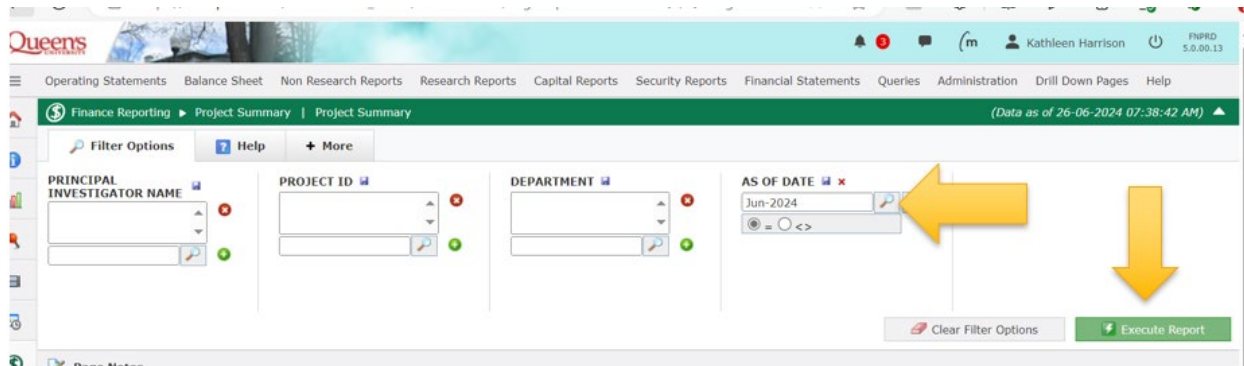


## What's My Research Project Balance?

**Step 1** – Open Hyperlink: [Project Summary | FAST Single Sign On Suite](#)  Click Here to access your Project Balance (you may be prompted to login using your Queen's Secure ID).

**Step 2** – Select preferred “As of Date”.

**Step 3** – Select “Execute Report”. Your Project Summary Report will then populate; you will only see the projects linked to your profile.



Finance Reporting > Project Summary | Project Summary (Data as of 26-06-2024 07:38:42 AM)

Filter Options Help + More

PRINCIPAL INVESTIGATOR NAME PROJECT ID DEPARTMENT AS OF DATE Jun-2024

Clear Filter Options Execute Report

The **Project Balance** column is circled below and is also referred to as the **Project Surplus or Deficit**.

Row #	PROJECT	DESCRIPTION	PI NAME	DEPARTMENT	DEPARTMENT NAME	FUND	END DATE	STATUS	PROJECT SPENDING DEADLINE	(B-A) SURPLUS DEFICIT
1	399001	Research Project 1	Doe, Jane	13151	School of Nursing	31000	Apr-30-2024	I	2024/04/30	186.33
2	399002	Research Project 2	Doe, Jane	13151	School of Nursing	31000	Aug-31-2024	A	2024/08/31	101.70
3	399003	Research Project 3	Doe, Jane	13151	School of Nursing	31000	Dec-31-2024	A	2024/12/31	1,500.00
4	399004	Research Project 4	Doe, Jane	13151	School of Nursing	31000	Dec-31-2024	A	2024/12/31	4,396.00
5	399005	Research Project 5	Doe, Jane	13151	School of Nursing	31000	Mar-08-2024	I	2024/03/31	-215.91
6	399006	Research Project 6	Doe, Jane	13151	School of Nursing	31000	Dec-31-2022	I	2022/12/31	2,044.54