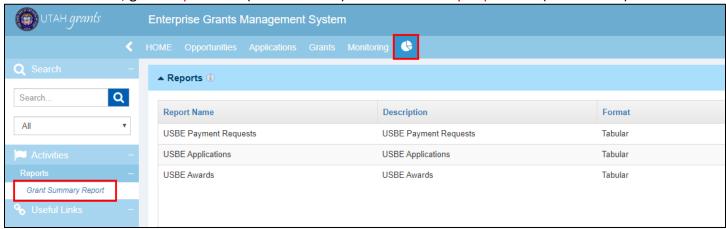




## **Grant Summary Report – Subrecipient**

The Grant Summary Report shows the financial summary by program. Report can be filtered by Program. This report includes a summary of amount awarded, paid, adjusted/transferred, waived and remaining amount.

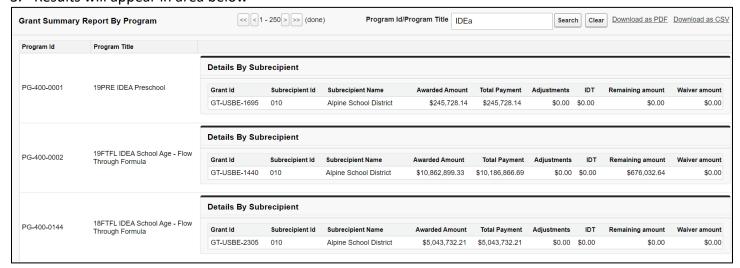
In Utah Grants, go to Reports tab (Pie Chart icon) > Grant Summary Report link (left side bar)



2. In the Program Id/Program Title field, enter the name of the program > click Search



3. Results will appear in area below



4. You can view up to 250 programs per page. Click the > >> arrows to advance to the next page.



- 5. You can Download the results (by page) as a PDF or as a CSV.
  - a. CSV will be pushed into Excel where you can sort and organize the information for your use.
  - b. PDF will be a picture in time.
  - c. Note: Utah Grants can only download what is on the screen. If filters show more than 250 programs, multiple downloads will be required.

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