**Wyss Scholars**

**Budget Report Instructions**

**Please use the Excel template and do not adjust formatting.** (e.g.: font size or type, cell format, borders, page layout.)

**DO NOT convert to pdf format.**

**The spreadsheet has preset formulas. Please DO NOT change any of these formulas.**

**Note, all figures should only represent funds received for this grant period, and include both traditional and at-large budgets.**

1. Insert the grant period in the second line of the heading (e.g. 2017 – 2022). Next, enter the date, which the figures are being entered on the third line of the heading (e.g. September 15, 2019) and lastly enter the address of the University on the right side of the heading next to the cell labeled ‘from.’
2. For number 1 (see far left column), under the budget column enter the total approved grant amount.

**3**. For number 2, under the actuals column, enter the total amount of grant funds disbursed from The Wyss Foundation to the University date for the Wyss Scholars Program.

**4.** For number 3, budget, actuals, and variance boxes should be filled in. The variance boxes will fill in automatically through preset formulas.

**5**. For number 4, the subtotal of funds expended to date will automatically calculate through preset formulas, which sum the cumulative expenditures.

**6.** For number 5, the total grant balance will also automatically calculate through preset formulas, which will take the difference between grant funds disbursed to the University from the Wyss Foundation and the subtotal of expenditures.

**7.** And lastly, for number 6, the total amount of carryover to the upcoming academic year should be equal to the unexpended grant balance amount. This cell should automatically fill in.