

Time Series Workbooks inSight User Guide

GrantSolutions

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Overview Description

The purpose of the Time Series Workbooks is to enable comprehensive analysis into completed and pending Awards and Funding Memos.

This user guide covers 6 workbooks (collections of dashboards):

- Award Workflow by Program, Grant Program, and Grants Office
- Funding Memo Workflow by Program, Grant Program, and Grants Office

Each workbook contains a total of 4 dashboards. The first dashboard contains completed Awards and Funding Memos and the second dashboard is its respective details sheet. The third dashboard contains pending Awards and Funding Memos and the fourth dashboard is its respective details sheet.

If you have further questions about the dashboards, please feel free to view our FAQ and videos.

Award Processing Duration (Dashboard 1, PT 1)

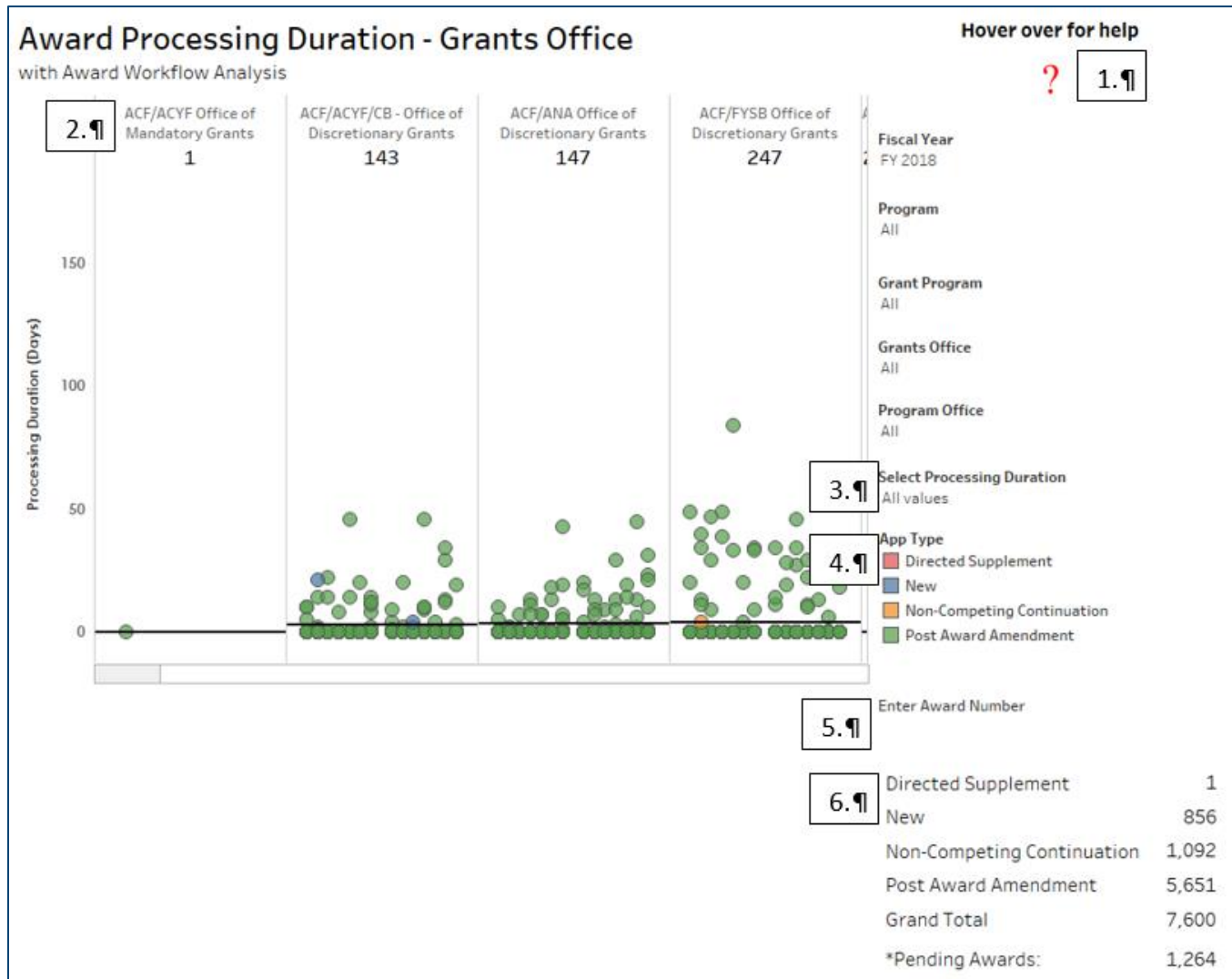


Figure 1: Award Processing Duration – Grants Office with Award Workflow Analysis

1. The help section of the dashboard can be viewed by hovering over the red question mark in the top right corner of the dashboard. By hovering over the question mark, you can view instructions on the dashboard you are currently viewing. Question marks can be different across dashboards so be sure to make that the first place you stop when viewing a new dashboard.
2. Grants Office Names line the top of the dashboard. This will change based on if you are viewing Program, Grant Program, or Grants Office dashboards. Underneath each name is a number which represents the total number of Awards for that specific Grants Office. If you are viewing a Funding Memo dashboard, then the

titles will be Funding Memos instead. Each colored dot within a column represents an Award or funding memo. The axis represents how many days it took to be issued.

3. This filter will allow you to select specific time ranges to show Awards which were completed within a specific time range. The solid black line across each column represents the average time taken for that Grants Office. For example, if you filter to focus on Awards which took between 2-20 days, you can view what the potential average is.
4. The color legend represents different Application Types. If you want to focus on a specific Application Type, simply click the color box of the Application Type you wish to see. The relevant circles will become highlighted on the dashboard. In addition, if you select a circle within a column, it will highlight all other Awards of similar Application Type.
5. Search functionality has been added to each dashboard. By typing in the Award number in the box and hitting the Enter key, the respective dot on the chart will increase in size.
6. Totals of each Application Type have been added in the bottom right corner of the dashboard. Along with Application Type totals, Grand total number of Awards are also displayed on the dashboard. If you click the pending Award number (ex. 1,264) you will be taken to a new dashboard screen with pending Award processing screen ([link here](#)) these Awards are still in progress.

Award Processing Duration (Dashboard 1, PT 2)

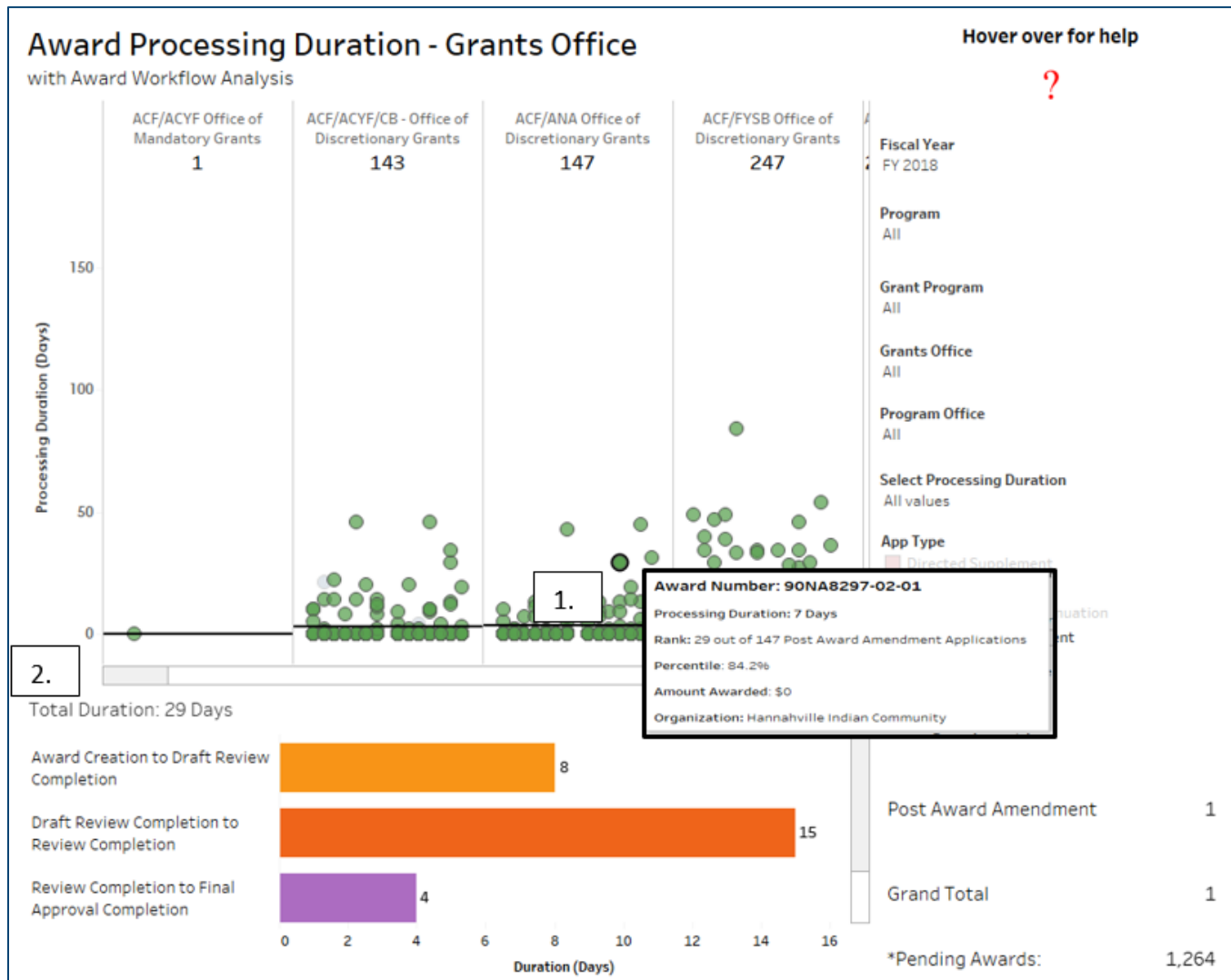


Figure 2: Award Processing Duration – Grants Office with Award Workflow Analysis

1. Hovering over one Award will display a snapshot of details relevant to that Award. You can see the Award number, the total processing duration, rank, percentile, Award amount, and the Organization which received the Award. For more details on how rank and percentile work, hover over the question mark in the top right corner for details and examples. If you hover your cursor over the selected award, a blue link will appear displaying, "Click Here for More Details". By clicking this link you will be taken to a dashboard which only displays relevant information.
2. Once you select the Detail link, the bottom section of the dashboard will populate with a breakdown of the processing duration. A bar chart that breaks down the total duration will appear. If any steps are missing, please alert your analyst or PPD.

Award Processing Duration (Dashboard 2)

Details								
<div> <div>App Type</div> <div> <div>Directed Supplement</div> <div>New</div> <div>Non-Competing Continuation</div> <div>Post Award Amendment</div> </div> <div>Hover over for help</div> <div>?</div> </div>								
Program	Grant Program	Grants Office	Program Office	Duration	Organization	Amendment Type	Award Number	Award Amount
Agency for Toxic Substances and Disease Registry [TS] (ATSDR)	TS11-1101. NUG1 ATSDR'S PARTNERSHIP TO PROMOTE LOCALIZED EFFORTS TO REDUCE ENVIRONMENT.	CDC Office of Financial Resources	Agency for Toxic Substances and Disease Registry [TS] (ATSDR)	8	Idaho Department of Health and Welfare	Grant Closeout	6 NU61TS000174-06-02	(\$40,132)
					Texas Department of State Health Servi...	Grant Closeout	6 NU61TS000153-06-01	
				1	Health & Social Services, Alaska Depa...	Grant Closeout	6 NU61TS000167-06-02	
	TS15-1502. NE11 COMMUNITY HEALTH PROJE...	CDC Office of Financial Resources	Agency for Toxic Substances and Disease Registry [TS] (...)	7	HEALTH, FLORIDA DEPARTMENT OF	Grant Closeout	6 NE11TS000259-01-04	
	TS16-1601. NUG1 BIOMONITORING.	CDC Office of Financial Resources	Agency for Toxic Substances and Disease Registry [TS] (...)	8	Wisconsin Department of Health Services	Carryover of Funds	6 NU61TS000269-02-01	\$0
Center for Global Health [GH] (CGH)	TS17-1701. NUG1 ATSDR's Partnership to Promote Local Efforts To Reduce	CDC Office of Financial Resources	Agency for Toxic Substances and Disease Registry [TS] (ATSDR)	6	Health, Ohio Department of	Change in Key Personnel	6 NU61TS000283-01-02	\$0
				5	Missouri Dept. of Health and Senior Servi...	Redirection of Funds	6 NU61TS000273-01-02	\$0
	ANNUAL PROGRAM STATEMENT: USG MISSION...	CDC Office of Financial Resources	Center for Global Health [GH] (CGH)	9	CENTRE/AIDS PROGRAMME /RES/SO...	Grant Closeout	6 NU2GPS001350-06-07	\$0
	CK14-1402. NUSO ADDRESSING EMERGING INF...	CDC Office of Financial Resources	Center for Global Health [GH] (CGH)	21	WORLD HEALTH ORGANIZATION (W...	Summary Statement/ Technical Review Response to Wea...	6 NU50CK000431-04-02	\$0
	CK15-1505. NUSO WORLD HEALTH ORGANIZATION: ADDRESSING EBOLA AND OTHER HIGHLY	CDC Office of Financial Resources	Center for Global Health [GH] (CGH)	18	WORLD HEALTH ORGANIZATION (W...	Summary Statement/ Technical Review Response to Wea...	6 NU50GH001894-01-15	\$0
				11	WORLD HEALTH ORGANIZATION (W...	Summary Statement/ Technical Review	6 NU50GH001894-01-14	\$0

Figure 3: Award Processing Duration – Details

After clicking “Click Here for More Details” on the previous page, you will be brought to a Details page. If you only selected one Award then one line of information will be displayed. If you selected a group of Awards, multiple lines will be displayed similarly to the image above.

1. Hovering over the Award amount will display a Tooltip that condenses information from all the other columns within the row.

Pending Processing Duration (Dashboard 1)

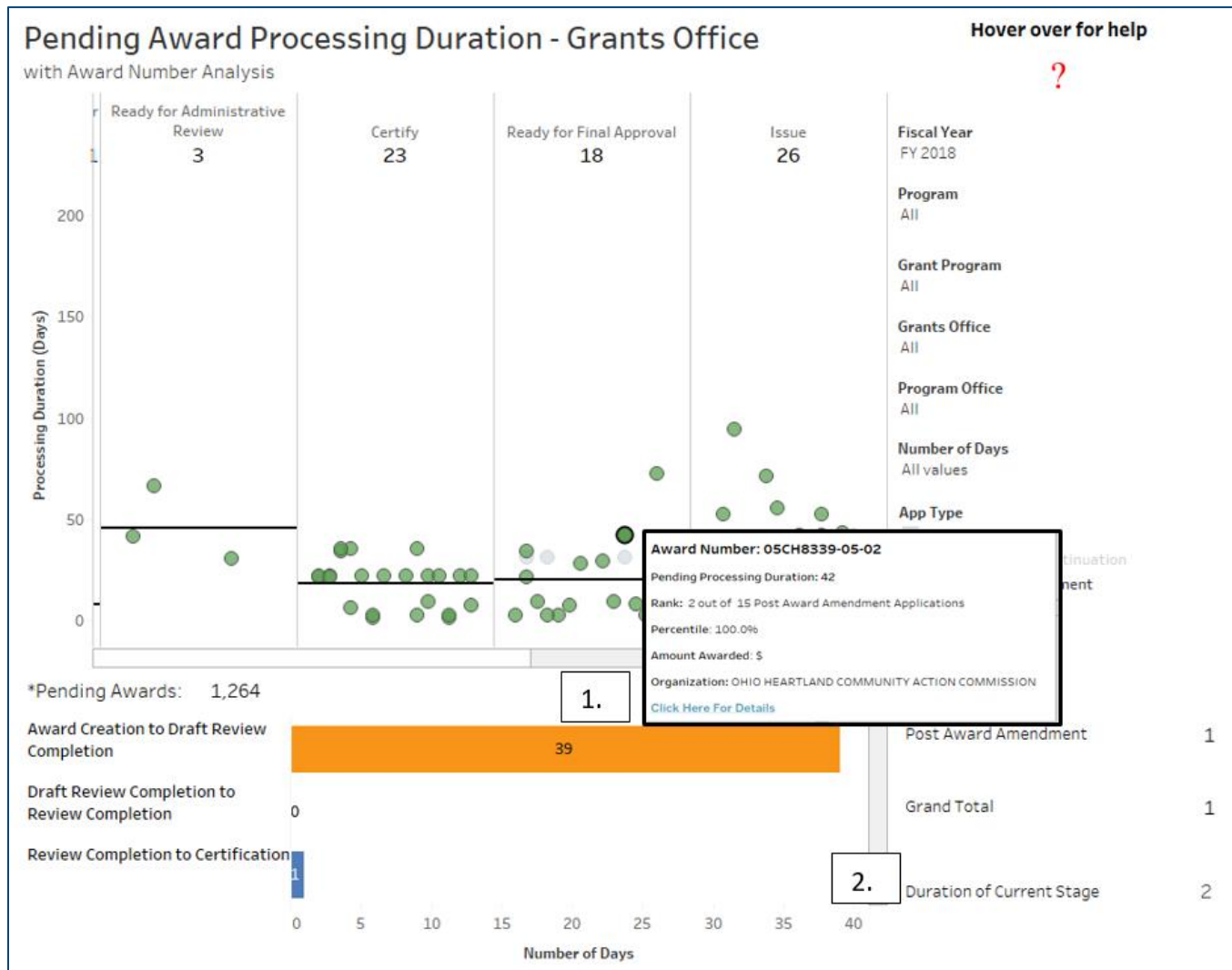


Figure 4: Pending Award Processing Duration - Grants Office

You will be taken to a new dashboard after clicking the pending Awards from the completed Award screen. This dashboard contains Awards that are still in the pending process. In the image above, we are using an example where the status of the Award is currently Ready for Final Approval.

1. Selecting the Award will allow you can view a Tooltip that contains a link to more details. Once you select a specific Award, a bar chart will show a breakdown of all the steps the Award has gone through thus far.
2. This section will display how long the Award has been sitting at its current status. By viewing the example in the image, you can see this Award has been in the "Ready for Final Approval" state for 2 days.

Pending Processing Duration (Dashboard 2)

Details									
Program	Grant Program	Grants Office	Program Office	Duration	Organization	Award Status	Amendment Type	Award Number	Recommended Federal Amount
Community Planning and Development	Housing Opportunities for Persons with AIDS	Housing Opportunities for Persons with AIDS	Housing Opportunities for Persons with AIDS	Null	Tarrant County	Ready for Final Approval	Null	TX-H17-0027-00	\$950,966
					Vermont Housing and Conservation ..	Ready for Final Approval	Null	VT-H17-0028-00	\$1,433,508
Head Start	CH - Head Start Projects	ACF/OHS Region V Grants Office	ACF/OHS Region V Program Office	Null	OHIO HEARTLAND COMMUNITY ..	Ready for Final Approval	Carryover Request	05CH8339-05-02	
Office of Family Assistance	FH - Healthy Marriage Resource Center	ACF/OFA - Family Assistance Di..	ACF/OFA - Marriage / Fatherhood	Null	ICF Incorporated, L.L.C.	Ready for Final Approval	Budget Revision	90FH0003-03-01	
	FM - Community Centered Healthy Marria..	ACF/OFA - Family Assistance Di..	ACF/OFA - Marriage / Fatherhood	Null	PUBLIC HEALTH INSTITUTE	Ready for Final Approval	Change in PI/PD	90FM0090-03-01	
Grand Total									\$2,384,474

Figure 5: Pending Processing Duration - Details

After selecting the link from the previous screen, you will be taken to the Details page.

1. Each Details page will have a color-coded Grand Total for each Application Type at the bottom.