

Office of Sponsored Programs														
Metric Detail		Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	YTD
Item Preparation														
Set ups	Total Count	124	194	137	109	104	91	112	102	151	140	160	168	1,592
Invoices	Total Count	153	146	76	147	94	89	148	137	126	172	142	120	1,550
Close Outs	Total Count	170	32	48	41	20	70	21	50	28	18	51	38	587
Total Item Preparation		447	372	261	297	218	250	281	289	305	330	353	326	3,729
Work Flow Approvals														
HR actions	Total Count	643	666	1,385	597	1,199	578	603	740	656	717	667	939	9,390
Requisitions	Total Count	884	972	884	1,029	905	570	768	805	1,010	878	899	903	10,507
eRFPs	Total Count	992	857	758	826	927	778	842	806	899	812	1,090	972	10,559
Travel	Total Count	79	127	128	93	66	68	112	133	150	133	50*	N/A*	1,089
Total Work Flow Approvals		2,598	2,622	3,155	2,545	3,097	1,994	2,325	2,484	2,715	2,540	2,706	2,814	31,595

* TBD: Metric is currently unavailable in Concur system. Metric impacted since May FY18.