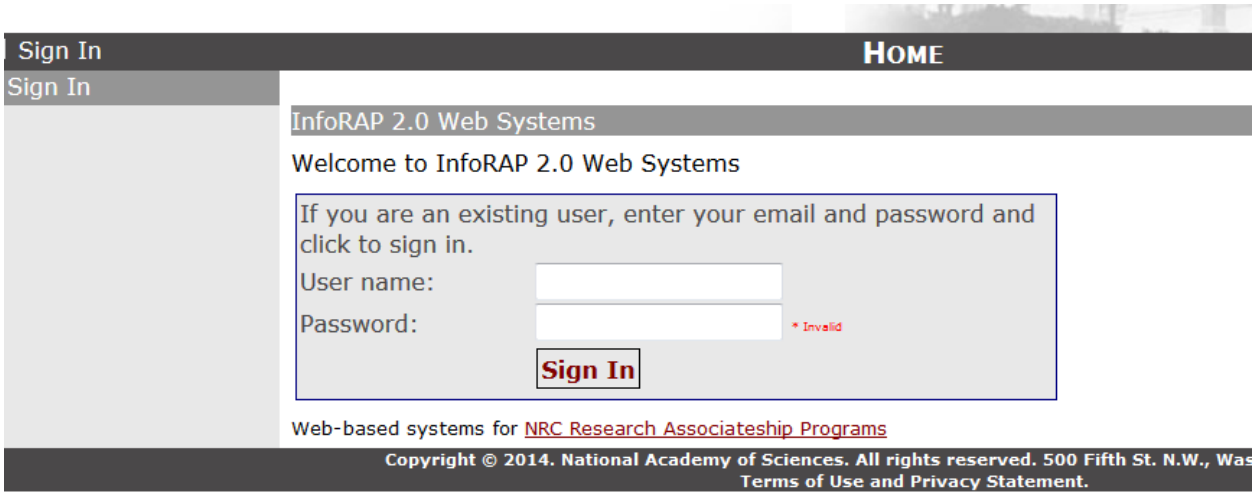
Welcome to the new Web-based online financial report for the NRC Research Associateship Program. This guide provides step-by-step procedures to view financial data for your programs.

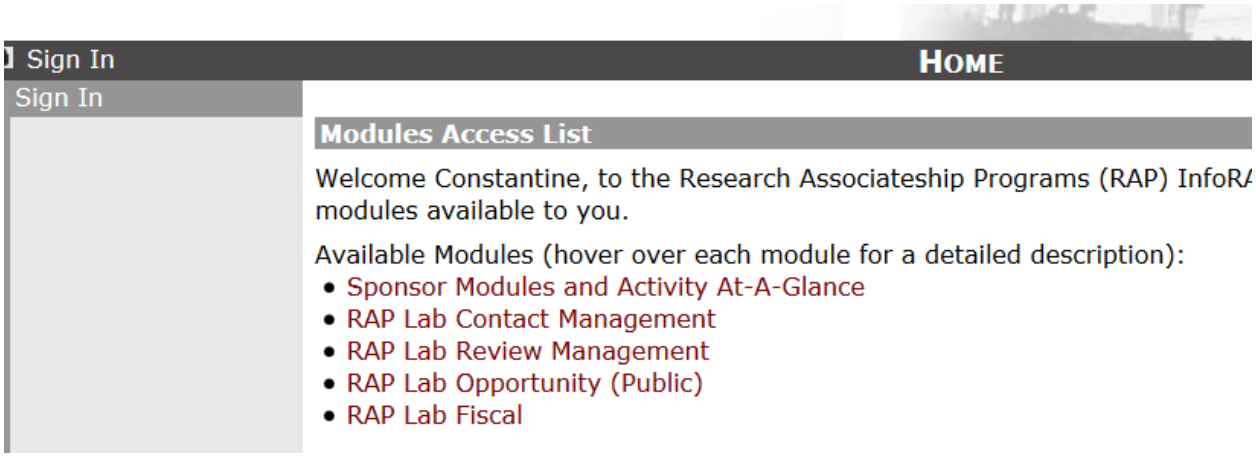
You access the reports using the InfoRAP Web application. Your User Name (your email) and Password will allow you to access your Agency's monthly financial report. (If you have used the NRC RAP family of sites for other activity, your credentials are the same.) Your credentials are unique and provide access to your agency-specific program only. The financial data are secure.

Accessing Financial Reports

Access the InfoRap Web application located at https://nrc58.nas.edu/InfoRAP20/Home/SignIn.aspx?c=RAPLab/AtAGlance and sign on with your User Name and Password.

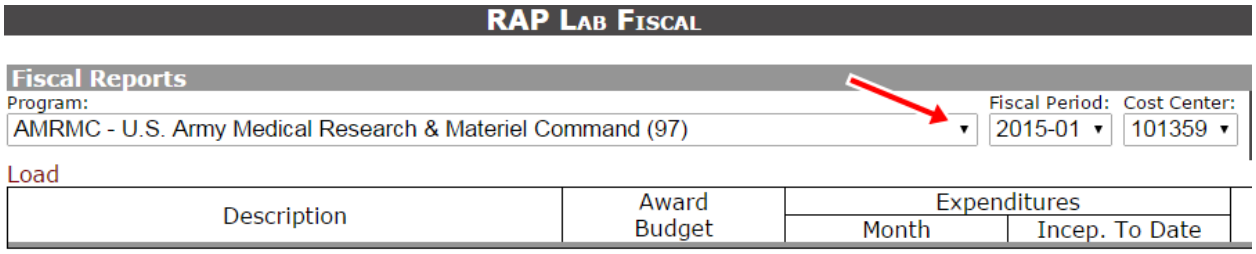


Under Module Access List, select the RAP Lab Fiscal module. Please note that access to modules vary per user.

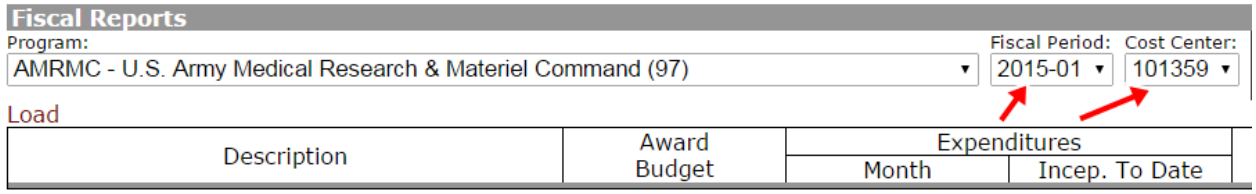


Running Financial Reports

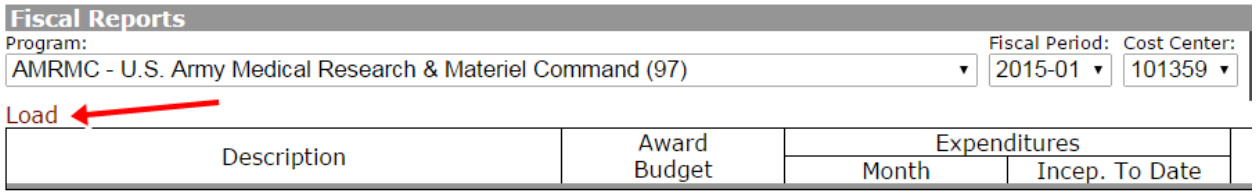
You can select the program from the drop down box. Access will be limited to your program(s). In this case, the Army Medical Research & Materiel Command is displayed as well as the lab designation of 97 in parenthesis.



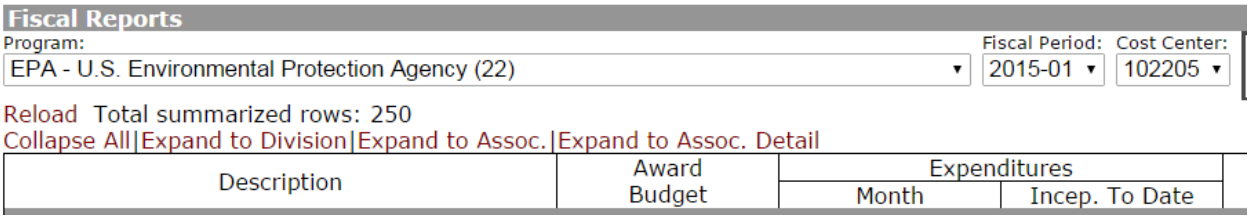
Above, on the right, are two additional dropdown boxes: Fiscal Period and Cost Center. Select the drop down box to find the month you want to review. The cost center drop down box is contract-specific and defaults to the most current contract.



Select “Load” to run the report.

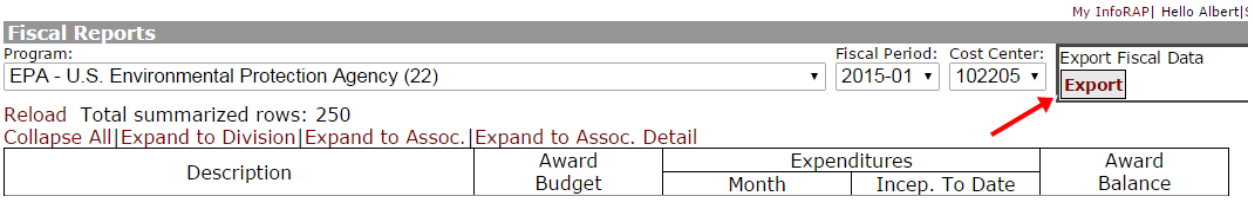


You will now see the summary area of your Agency's financial report for the month chosen and the contract chosen. The report will default to a summary by program. You may drill down the detail from program, to division (lab), to associate, and associate detail by selecting the option from the toolbar as needed. The report will summarize award budget, monthly expenditures, inception to date expenditures, and award balance by program.

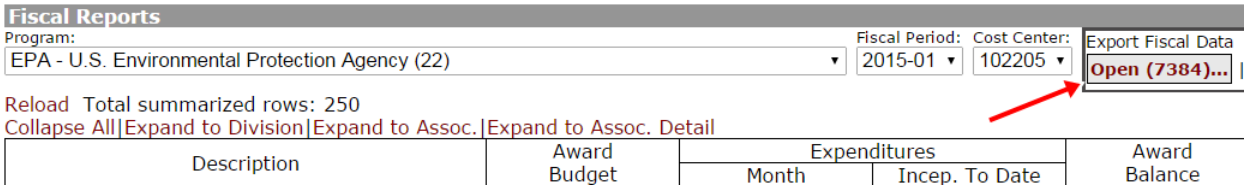


Exporting Financial Reports

You may export financial data by selecting the Export button on the top right corner of the report. Select Export



After the export has been executed select Open.



A new window containing the detailed export sorted by division (lab) will launch in Excel.