A-6. Entering required data on the Proposal Budgets page

Establishing the Proposal Budget
The budget for a proposal identifies data such as the names of participating personnel, salaries, and fringe benefits, equipment, research supplies, and facilities and administration (F&A) costs. You will use the Budgets and Enter Budget Detail pages to capture the costs and periods of use.

- Budget periods are built in the Proposal page
- Detailed budgets can be entered from Budgets page or the Enter Budget Detail page (preferred method)

1. **Budget ID** – defaults to 1. (This maps to Activity ID on the award, which must be 1.)
2. **Description** – enter the Project’s Title in ALL CAPS, keeping in mind you may have multiple projects with multiple budgets for a proposal. (30 maximum characters)
3. **Start Date** and **End Date** are displayed from what you entered on the Proposal page
4. **“Include in Proposal” checkbox** – this defaults to checked; it allows the budget to be included in the proposal. (Note – if the Proposal has multiple Projects, this checkbox defaults to being checked for all of them.)
5. **Period** – the budget periods are listed with dates and each has a link (1, 2, 3, etc). If you click on one of these links, it opens the Enter Budget Detail page (See: “B-1 Enter Budget Detail Page” for more instructions on this topic)
6. **F & A and Pricing Setup link** – click to enter the F&A for this project
7. **Institution Minus Funded** radio button – this is the default, accept it
   - This allows a calculation of waived F&A to be the difference in the approved institutional rate and the funded rate. (UD’s current approved F&A rate is 53%)

8. **Pricing Method – As Incurred** is the default, accept it

9. **Product – RATE_BASED** is the only choice, accept it

10. **Rate Types** – enter the correct F&A Rate Type for this proposal. It determines the default the **Budget FA Rate %**. The choices are listed below.

- AGOFF  AG Federal Research Off Campus
- AGOFI  AG Industrial Research Off Campus
- AGOFS  AG State Research Off Campus
- AGONF  AG Federal Research On Campus
- AGONI  AG Industrial Research On Campus
- AGONS  AG State Research On Campus
- DA  Delegated Authority
- DAE  Delegated Authority Education
- RSOFF  Federal Research Off Campus
- RSOFI  Industrial Research Off Campus
- RSOF  State Research Off Campus
- RSONF  Federal Research On Campus
- RSONI  Industrial Research On Campus
- RSONS  State Research On Campus
- SVOFC  Federal Service Off Campus
- SVOFI  Industrial Service Off Campus
- SVOFS  State Service Off Campus
- SVONF  Federal Service On Campus
- SVONI  Industrial Service On Campus
- SVONS  State Service On Campus
- TROFF  Federal Training Off Campus
- TROFI  Industrial Training Off Campus
- TROFS  State Training Off Campus
- TRONF  Federal Training On Campus
- TRONI  Industrial Training On Campus
- TRONS  State Training On Campus

**FYI - F&A waiver requests for UD to accept less than our approved rate from a sponsor with no written guideline limitations on F&A must be approved by your dean.**
11. **Institution** information - reflects UD’s current F&A Base and Rate information.

12. **Sponsor** information - reflects the sponsor’s standard reimbursement F&A Base and Rate information.

13. **Budget** information - F&A Base will be the sponsor base and rate specified in the sponsor guidelines for this proposal. This rate % is used to calculate the actual F&A on budget categories and can be changed as needed for this specific proposal.
   - Accept the default Effective Date in Budget Rates
   - NOTE: Waived F&A is calculated if the Budget FA Rate % is less than the Institution FA % Rate.
   - If you change this %, you MUST include this in “Comments” on the Proposal Approval webform.
   - If you change either the date or rate after the budget(s) have been created, see pages 7-9

14. The **Rate Type** will auto-populate a value in the Budget FA Rate %. This percentage can be changed if required by sponsor or if you are requesting an F&A waiver.

15. **FA Base** - These values default: MTDC for the Institution (UD), MTDC for most Sponsors and MTDC for Budget. Enter a different F&A Base codes if appropriate.
   - **BRTOL** - Bartol Old Grants (Bartol use - only for old grants)
   - **FXTDC** - Fixed Total Direct Cost (no exclusions)
   - **MTDC** - Modified Total Direct Cost (excludes equipment, any subrecipient agreement exceeding $25,000, patient care costs, scholarships, fellowships, tuition, ship charges, and rent)
   - **NOFA** - No Facilities and Admin (no F&A costs calculated)
   - **REU** - Research Exp for Undergraduates (has a 25% cap on undergrad wages – NSF only)
   - **SLNWG** - Salary and Wages (F&A costs calculated on salary, wages and fringe benefits only)

16. Click the **OK** button

   #11 - Multiple **Institution F&A Rates** will show for the proposal. This is permissible. Leave them as you find them.
   #13 - Multiple **Budget (funded) F&A Rates** will show as well. Delete the non-applicable row to your proposal using the minus button.

If the sponsor has the same F&A rate as UD, then this FA Rate % will be blank.

IMPORTANT! See special instructions on pages 7 – 9 if you change this Effective Date or FA Rate%.
17. **Program Income** links – use this to enter any anticipated external revenue.

18. This is where anticipated external revenue is recorded, enter:
   - **Anticipated Amount**
   - **Source** of revenue
   - **Comments**
   - This information is mapped to the NIH 398 & 2590 checklist page.
   - Click **OK** button to return to **Budgets** page.
19. Click the **Save** button

20. This proposal has multiple projects, so the **Budgets** page must be completed for the 2nd project (in this example) and any other projects in your proposal.

21. Click the right blue arrow on the **Proposal Project** header.

22. OR click **View All** to see all both/all projects at the same time
23. This is the 2\textsuperscript{nd} project as indicated on the Proposal Project header

Follow the instructions (#1 – #19) for this and any subsequent projects

24. Click the \textbf{Save} button after each project’s entries.
Instructions for Changes to Budget FA Rate % or Effective Date after creation of Budget

If either **Effective Date** or **FA Rate %** is changed *after* the Proposal budget has been created, follow these steps to insure the F&A amounts are re-calculated in the proposal’s budget details.

1. You will get the above Warning message
2. Click **OK** button
3. Navigate to **Enter Budget Detail** page (Grants > Proposals > Enter Budget Details page)

Warning – Changing Rate Percentages or Rate Dates require recalculation of F&A Amounts on Budget Summary lines (9395, 9397)

Please navigate to the Grants > Proposals > Enter Budget Details page and save the page to recalculate the F&A amounts with the changed rates or changed Rate Effective Dates
4. **Proposal ID** will default to the one you were working in
5. Click the **Search** button
6. Click on the first project’s first budget period
7. Click the **Save** button

8. Notice that the **Total Sponsor Budget** amount changes

9. Click **Next in List** button
   - You must click the **Save** button for every Budget Period
   - Continue clicking the **Next in List** and **Save** buttons until all periods have been saved and thus all the budgets updated.