Proposals

A-6. Entering required data on the Proposal **Budgets** page (v8.9)

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.

**New in v8.9:**

- **Budgets** page is within **Maintain Proposal** replaces the **Budget Header** page
- **Budget periods** are built in the **Proposal** page
- Detailed budgets can be entered from **Budgets** page or the **Enter Budget Detail** page (preferred method)
- **Target Sponsor Budget** field was removed; it now is a total amount derived from the budget line entries. It displays in the **Budget Period** section of the **Proposal** page.
- **Program Income** was moved from the **Budget Periods** page to this one (Budgets)

![Diagram of the Budgets page](Image)

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 Incur** 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
- RSOFI  State Research Off Campus
- RSONF  Federal Research On Campus
- RSONI  Industrial Research On Campus
- RSONFS  State Research Off Campus
- SVOFF  Federal Service Off Campus
- SVOFI  Industrial Service Off Campus
- SVOFS  State Service Off Campus
- SVONS  State Service On Campus
- TRONF  Federal Training On Campus
- TRONS  State Training On Campus
- TRONFS  State Training Off 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.

Lookup the current F&A rates by **Rate Type**. Follow this navigation in UD Financials:
- Grants
- Institutions
- Facilities Admin Rates
- View All

9/11/2007
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 (A6) 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.
   - BRTO1 - 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

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#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.
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 2\textsuperscript{nd} 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 2nd project as indicated on the Proposal Project header

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

24. Click the **Save** button after each project’s entries.
Special Instructions for Changes to Budget FA Rate % or Effective Date after Budget has been created.

1. If either of these fields is changed after the Proposal budget has been created, you must follow these instructions to insure the F&A amounts are re-calculated in the proposal’s budget details.

2. You will get this Warning message: “Changing Rate Percentages or Rate Dates require recalculation of F&A Amounts on Budget Summary lines (9395,897). Please navigate to 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.”

3. Click OK button
4. Navigate to Enter Budget Detail page (Grants >Proposals >Enter Budget Detail)
5. **Proposal ID** will default to the one you were working in
6. Click the **Search** button
7. Click on the first project’s first budget period
8. Click the **Save** button
9. Notice that the **Total Sponsor Budget** amount changes
10. 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.