

## Proposals

### 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)

The screenshot shows the 'Budgets' tab selected in the top navigation bar. The main content area displays the following information:

- Proposal ID:** 12A01206, **Version ID:** V101
- Description:** DOE TEST 2 PROPOSAL, **Currency:** USD
- Proposal Project:** Project ID: 000000000014561, Title: DOE PHASE II TESTING BLACK
- Budget Header:** Budget ID: 1, Description: DOE PHASE II TESTING, Start Date: 03/20/2013, End Date: 03/19/2015,  Include in Proposal
- Budget Period Table:**

Period	Start Date	End Date	Amount	Program Income	Number of Participant/Trainees
1	03/20/2013	03/19/2014		282,345.00	<a href="#">Program Income</a>
2	03/20/2014	03/19/2015		186,060.00	<a href="#">Program Income</a>
<b>Total:</b>				468,405.000	
- F & A and Pricing Setup** link

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

**A-6 Maintain Proposal / Budgets**

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.

- 7
- 8
- 9
- 10

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

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

### F & A and Pricing Setup

Proposal ID: 12A01206      Version ID: V101  
Description: DOE PHASE II TESTING      Budget ID: 1  
Project ID: 000000000014561

Institution Minus Funded       Sponsor Minus Funded

**Contracts Related**  
\*Pricing Method: As Incurred  
\*Product: RATE\_BASED

**F&A Set Up** Find | View All | First 1 of 1 | Last

\*Rate Type: RSONF RSONF

**Institution** Find | View All | First 1-2 of 5 | Last

FA Base: MTDC Modified Total Direct Cost

Institution Rates	
Effective Date: 07/01/2010	FA Rate %: 53.00
Effective Date: 07/01/2009	FA Rate %: 53.00

**Sponsor** Find | View All | First 1 of 1 | Last

FA Base: MTDC Modified Total Direct Cost

Sponsor Rates	
Effective Date:	FA Rate %:

**Budget** Find | View All | First 1-2 of 5 | Last

FA Base: MTDC Modified Total Direct Cost

Budget Rates	
*Effective Date: 07/01/2010	FA Rate %: 53.00
*Effective Date: 07/01/2009	FA Rate %: 53.00

OK    Cancel    Apply

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%**.

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.

**Budget page (cont'd)**

Proposal Projects Budgets Resources Certifications Reports Attachments

Proposal ID: 12A01206      Version ID: V101  
Description: DOE TEST 2 PROPOSAL      Currency: USD

**Proposal Project** Find | View All First 1 of 2 Last  
Project ID: 000000000014561      Title: DOE PHASE II TESTING BLACK

**Budget Header** Find | View All First 1 of 1 Last  
Budget ID: 1      Description: DOE PHASE II TESTING  
Start Date: 03/20/2013      End Date: 03/19/2015  Include in Proposal

**Budget Period** Customize | Find | First 1-2 of 2 Last

Period	Start Date	End Date	Amount	Program Income	Number of Participant/Trainees
1	03/20/2013	03/19/2014	282,345.00	Program Income	
2	03/20/2014	03/19/2015	186,060.00	Program Income	
			<b>Total:</b>		468,405.000

F & A and Pricing Setup

Go To: Location Protocols Component Setup Level Keywords Gender & Minority Study Trainee Attribute

17. **Program Income** links – use this to enter any anticipated external revenue.

**Program Income**

Allowable Anticipated Amount:  18

Not Allowable Anticipat Amount:

Source:

Comments:

OK Cancel Refresh

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.

### Budget page - 1<sup>st</sup> Project

Proposal ID: 12A01206      Version ID: V101  
Description: DOE TEST 2 PROPOSAL      Currency: USD

**Proposal Project**      Find | View All | First | 1 of 2 | Last

Project ID: 00000000014561      Title: DOE PHASE II TESTING BLACK

**Budget Header**      Find | View All | First | 1 of 1 | Last

Budget ID: 1      Description: DOE PHASE II TESTING  
Start Date: 03/20/2013      End Date: 03/19/2015       Include in Proposal

Period	Start Date	End Date	Amount	Program Income	Number of Participant/Trainees
1	03/20/2013	03/19/2014	282,345.00	Program Income	
2	03/20/2014	03/19/2015	186,060.00	Program Income	

F & A and Pricing Setup      Total: 468,405.00

Go To: [Location](#) | [Protocols](#) | [Component](#) | [Setup Level](#) | [Keywords](#) | [Gender & Minority Study](#) | [Trainee](#) | [Attrib](#)

19 Save    Return to Search    Notify    Refresh

[Proposal](#) | [Projects](#) | [Budgets](#) | [Resources](#) | [Certifications](#) | [Reports](#) | [Attachments](#)

19. Click the **Save** button

20. This proposal has multiple projects, so the **Budgets** page must be completed for the 2<sup>nd</sup> 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

### Budget page – 2nd Project

Proposal ID: 12A01206      Version ID: V101  
Description: DOE TEST 2 PROPOSAL      Currency: USD

Proposal Project      Find | View All      First 2 of 2 Last

Project ID: 000000000014565      Title: DOE PHASE II TESTING WHITE

Budget Header      Find | View All      First 1 of 1 Last

Budget ID: 1      Description:   
Start Date: 03/20/2013      End Date: 03/19/2015       Include in Proposal

Budget Period      Customize | Find | First 1-2 of 2 Last

Period	Start Date	End Date	Amount	Program Income	Number of Participant/Trainees
1	03/20/2013	03/19/2014		Program Income	<input type="text"/>
2	03/20/2014	03/19/2015		Program Income	<input type="text"/>

F & A and Pricing Setup      Total:

Go To: [Location](#)   [Protocols](#)   [Component](#)   [Setup Level](#)   [Keywords](#)   [Gender & Minority Study](#)   [Trainee](#)   [Attribu](#)

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[Proposal](#) | [Projects](#) | [Budgets](#) | [Resources](#) | [Certifications](#) | [Reports](#) | [Attachments](#)

23. This is the 2<sup>nd</sup> project as indicated on the Proposal Project header

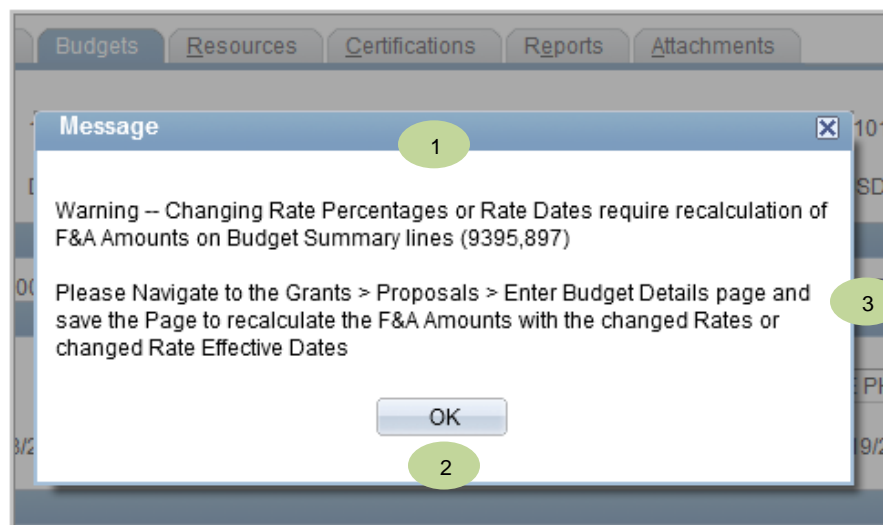
Follow the instructions (#1 – #19) for this and any subsequent projects

24. Click the **Save** button after each project's entries.

### 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.

F & A and Pricing Setup			
Proposal ID:	12A01206	Version ID:	V101
Description:	DOE PHASE II TESTING	Budget ID:	1
		Project ID:	00000000014561
<input checked="" type="radio"/> Institution Minus Funded <input type="radio"/> Sponsor Minus Funded			
<b>Contracts Related</b>			
*Pricing Method:	As Incurred		
*Product:	RATE_BASED		
<b>F&amp;A Set Up</b> <span style="float:right">Find   View All   First   1 of 1   Last</span>			
*Rate Type:	RSONF		
<b>Institution</b> <span style="float:right">Find   View All   First   1-2 of 5   Last</span>			
FA Base:	MTDC	Modified Total Direct Cost	
<b>Institution Rates</b>			
Effective Date:	07/01/2010	FA Rate %:	53.00
Effective Date:	07/01/2009	FA Rate %:	53.00
<b>Sponsor</b> <span style="float:right">Find   View All   First   1 of 1   Last</span>			
FA Base:	MTDC	Modified Total Direct Cost	
<b>Sponsor Rates</b>			
Effective Date:		FA Rate %:	
<b>Budget</b> <span style="float:right">Find   View All   First   1-2 of 5   Last</span>			
FA Base:	MTDC	Modified Total Direct Cost	
<b>Budget Rates</b>			
*Effective Date:	07/01/2010	FA Rate %:	53.00
*Effective Date:	07/01/2009	FA Rate %:	53.00



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

ORACLE

Favorites Main Menu > Grants > Proposals > Enter Budget Detail

### Enter Budget Detail

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Business Unit: =

Proposal ID: begins with  **4**

Version ID: begins with

Proposal Project ID: begins with

Budget ID: begins with

Budget Period: =

Description: begins with

PI ID: begins with

Sponsor ID: begins with

Proposal Type: =

Proposal Status: =

Department: begins with

Short Title: begins with

Case Sensitive

**5**   [Basic Search](#) [Save Search Criteria](#)

### Search Results

View All

Business Unit	Proposal ID	Version ID	Proposal Project ID	Budget ID	Budget Period	Description	PI ID	Sponsor ID
UOD01	12A01206	V101	000000000014561	1	1	DOE PHASE II TESTING	19617	0700
UOD01	12A01206	V101	000000000014561	1	2	DOE PHASE II TESTING	19617	0700
UOD01	12A01206	V101	000000000014565	1	1	(blank)	19617	0700
UOD01	12A01206	V101	000000000014565	1	2	(blank)	19617	0700

**6**

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



### Enter Budget Detail

**Proposal:** 12A01206      **Currency:** USD  
**Version:** V101      **Start Date:** 03/20/2013      **End Date:** 03/19/2015  
**Title:** DOE PHASE II TESTING       **Modular?**

---

**Project ID:** 00000000014561      **Budget Period:** 1  
**Budget ID:** 1      **Start Date:** 03/20/2013      **End Date:** 03/19/2014      [View FA Rate](#)

Details, CostShare, Justification Customize | Find | | First 1-7 of 7 | Last

Line Data More Line Data

Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Mandatory Cost share	Institution Cost Share	Third Party Cost Share		
10	PERSON	Personnel - Salary & Ben		12,540.00	12,540.00	Cost Share	<input type="checkbox"/>				+ -
20	GRADST	Graduate Students		21,640.00	21,640.00	Cost Share	<input type="checkbox"/>				+ -
30	TRAVEL	Travel		5,000.00	5,000.00	Cost Share	<input type="checkbox"/>				+ -
40	EQUIP	Equipment		150,000.00	100,000.00	Cost Share	<input checked="" type="checkbox"/>	50,000.00			+ -
50	SUPL	Supplies		5,000.00	5,000.00	Cost Share	<input type="checkbox"/>				+ -
60	SUB<25	Subaward Direct < \$25,0		25,000.00	25,000.00	Cost Share	<input type="checkbox"/>				+ -
70	SUB<25	Subaward Direct < \$25,0		75,000.00	50,000.00	Cost Share	<input checked="" type="checkbox"/>			25,000.00	+ -

<b>Sponsor Direct:</b>	219,180.00	<b>Sponsor F&amp;A:</b>	63,165.00	<b>Total Sponsor Budget:</b>	282,345.00
<b>Institution Cost Share:</b>	50,000.00	<b>Institution Cost Share F&amp;A:</b>	0.00	<b>Total Inst C/S Budget:</b>	50,000.00
<b>Third Party Cost Share:</b>	25,000.00			<b>Total TP C/S Budget:</b>	25,000.00
<b>Total Direct:</b>	294,180.00	<b>Total F&amp;A:</b>	63,165.00	<b>Total Budget:</b>	357,345.00

[Return To Maintain Proposal](#)

Save
 Return to Search
 Previous in List
 Next in List
 Notify

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.