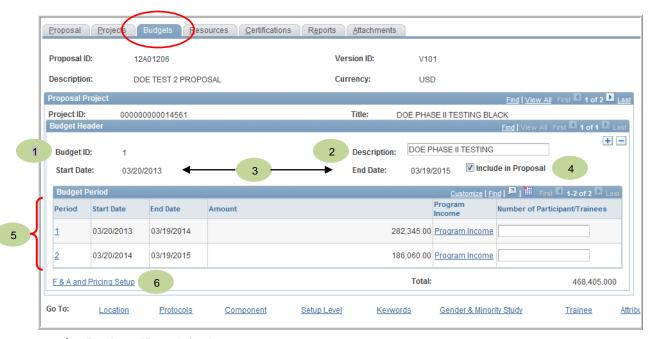## Proposals

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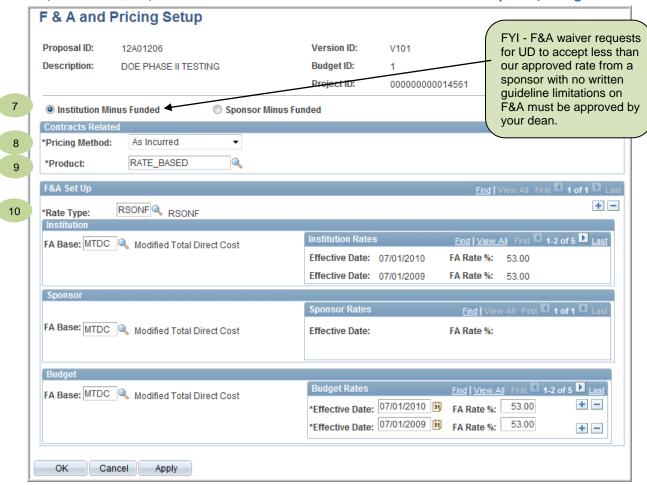
Establishing the Proposal Budget

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)

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

F & A and Pricing Setup

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

> 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 ⦿ Institution Minus Funded   ○ Sponsor Minus Funded

Contracts Related

8 *Pricing Method: [As Incurred ▼]

9 *Product: [RATE_BASED 🔍]

F&A Set Up   Find | View All First ◄ 1 of 1 ► Last   [+] [−]

10 *Rate Type: [RSONF 🔍] RSONF

Institution

FA Base: [MTDC 🔍] Modified Total Direct Cost

Institution Rates	Find	View All First ◄ 1-2 of 5 ► Last
Effective Date: 07/01/2010	FA Rate %: 53.00
Effective Date: 07/01/2009	FA Rate %: 53.00

Sponsor

FA Base: [MTDC 🔍] Modified Total Direct Cost

Sponsor Rates	Find	View All First ◄ 1 of 1 ► Last
Effective Date:	FA Rate %:

Budget

FA Base: [MTDC 🔍] Modified Total Direct Cost

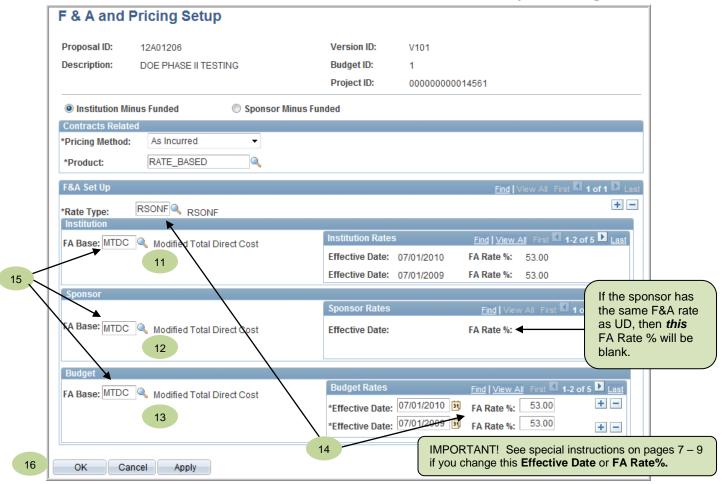| Budget Rates | Find | View All First ◄ 1-2 of 5 ► Last | |
|---|---|---|
| *Effective Date: [07/01/2010] 📅 | FA Rate %: [53.00] | [+] [−] |
| *Effective Date: [07/01/2009] 📅 | FA Rate %: [53.00] | [+] [−] |

[OK] [Cancel] [Apply]

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:
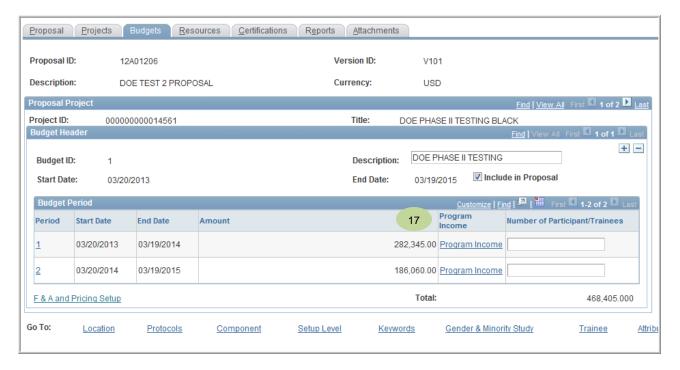> ➤ Grants ➤ Institutions ➤ Facilities Admin Rates ➤ View All

F & A and Pricing Setup

Proposal ID:	12A01206
Description:	DOE PHASE II TESTING

Version ID:	V101
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

FA Base: MTDC 🔍 Modified Total Direct Cost

Institution Rates   Find | View All First ◀ 1-2 of 5 ▶ Last
Effective Date: 07/01/2010   FA Rate %: 53.00
Effective Date: 07/01/2009   FA Rate %: 53.00

(11)
(15)

Sponsor

FA Base: MTDC 🔍 Modified Total Direct Cost

Sponsor Rates   Find | View All First ◀ 1 o
Effective Date: FA Rate %:

(12)

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

Budget

FA Base: MTDC 🔍 Modified Total Direct Cost

Budget Rates   Find | View All First ◀ 1-2 of 5 ▶ Last
*Effective Date: 07/01/2010 📅   FA Rate %: 53.00   ＋ －
*Effective Date: 07/01/2009 📅   FA Rate %: 53.00   ＋ －

(13)

(14)

> IMPORTANT! See special instructions on pages 7 – 9 if you change this **Effective Date** or **FA Rate%**.

(16)   OK   Cancel   Apply

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.
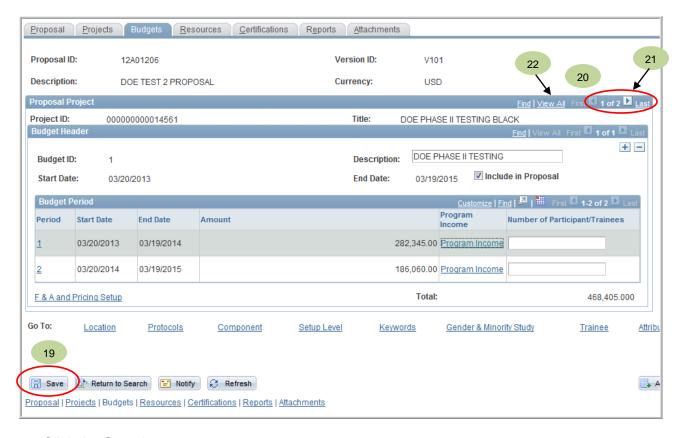
Budget page (cont'd)

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.
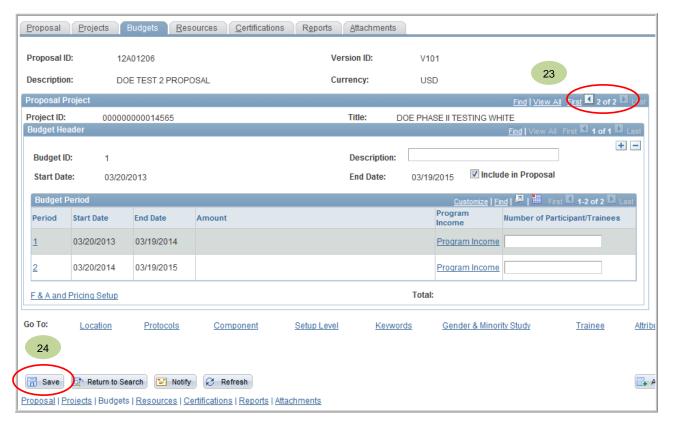- Click **OK** button to return to **Budgets** page.

Budget page - 1st Project

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
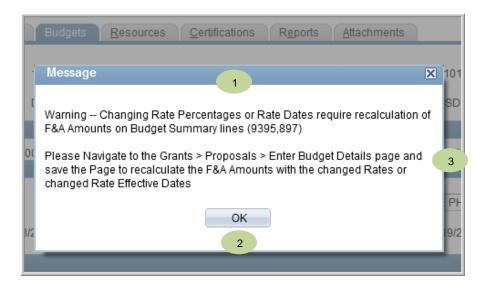
Budget page – 2nd Project

23. This is the 2nd project as indicated on the Proposal Project header

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

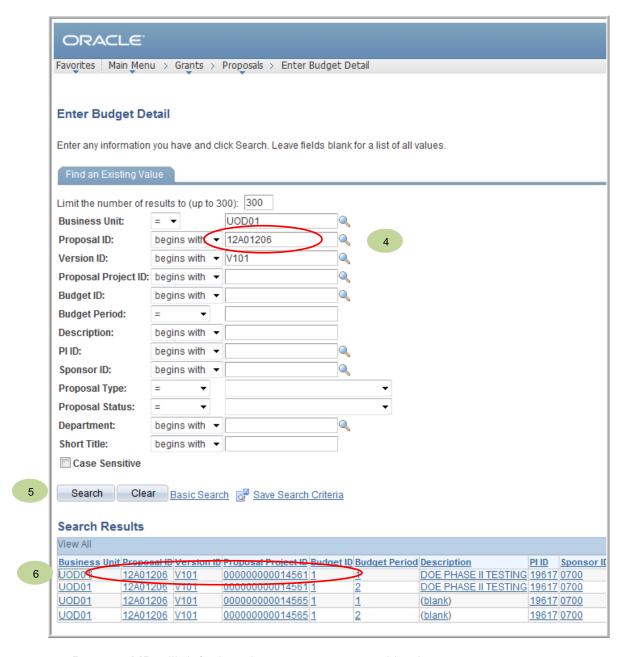24. Click the **Save** button after each project's entries.

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.
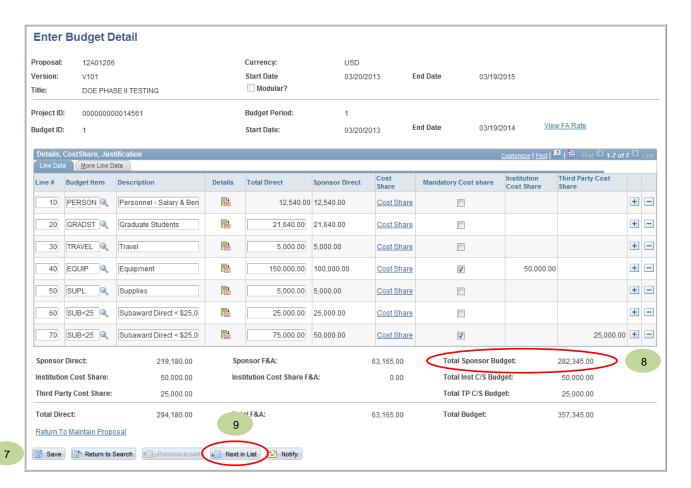

1. You will get the above Warning message
2. Click **OK** button
3. Navigate to **Enter Budget Detail** page (**Grants >Proposals >Enter Budget Detail**)

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.