

Proposal Budget

B-1. Budget Lines and Cost Sharing using Enter Budget Detail page

The **Enter Budget Detail** page is where all proposal budget detail by category is entered, including cost sharing amounts. This page breaks out the total funding responsibilities of the sponsor and the total cost share between UD and any third parties. It also shows the breakdown for direct and F&A budget amounts.

Navigation:

- Go to UD Financials Menu **Grants**→ **Maintain Proposal**→**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): 300

Business Unit: = UOD01

Proposal ID: begins with 12A01206

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

2 Search Clear 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	Proposal Status
UOD01	12A01206	V101	000000000014561	1	1	DOE PHASE II TESTING	19617	0700	New
UOD01	12A01206	V101	000000000014561	1	2	DOE PHASE II TESTING	19617	0700	New
UOD01	12A01206	V101	000000000014565	1	1	(blank)	19617	0700	New
UOD01	12A01206	V101	000000000014565	1	2	(blank)	19617	0700	New

1. Enter **Proposal ID**, **Sponsor ID**, **PI ID**, **Dept ID**, or other value in one of the boxes to search for your proposal
2. Click the **Search** button
3. Click on the desired **Proposal Project** from the **Search Results** list.
4. NOTE: Proposals with multiple projects and budget periods will have a line for each project and its associated periods in the search results. You will enter a budget for each period separately.

Enter Budget Detail Page

Click here to enter detailed budget data for PI, Co-PI and Key Persons on

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: 000000000014565 Budget Period: 1 [Overall Cost Share](#)
 Budget ID: 1 Start Date: 03/20/2013 End Date: 03/19/2014 [View FA Rate](#)

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

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		0.00	0.00	Cost Share	<input type="checkbox"/>		

Sponsor Direct: 0.00 Sponsor F&A: 0.00 Total Sponsor Budget: 0.00
 Institution Cost Share: 0.00 Institution Cost Share F&A: 0.00 Total Inst C/S Budget: 0.00
 Third Party Cost Share: 0.00 Total TP C/S Budget: 0.00
 Total Direct: 0.00 Total F&A: 0.00 Total Budget: 0.00

[Return To Maintain Proposal](#)

Save Return to Search Previous in List Next in List Notify

1. Summary Line Data

- **Line #** - accept default number
- **Budget Item** - use **Lookup icon** to select the budget category
- **Description** – this will default from **Budget Item**, it can be changed if necessary
- **Details (required)** – click the icon to build budget line with details.
 - **Salary Budget Lines** requirements:
 - When category is **PERSON** (Personnel), you *must* enter salary and fringes with in the **Details** page.
 - When a person has both **Academic** and **Summer** salary lines on a proposal, you must enter them on separate budget lines and use the **Details** page.
 - **Sub-recipient Budget Line** requirements:
 - When the category is **SUB<25** (sub-recipient less than \$25,000) select the **Details** icon and enter the name of the sub-recipient. Be sure the name is the same as what was entered on the **Resources** page.
 - For multiple sub-recipients, include multiple **Details** pages
 - This maps to the **Proposal Approval Summary** webform sub-recipient section

2. Total Direct – enter budget amount on this page when additional **Details** are not required.

B-1 Proposal Budget / Budget Details

Personnel Detail

Budget Period: 2 Start Date: 03/20/2014 End Date: 03/19/2015
 Budget Line Number: 10 Budget Item: PERSON Personnel - Salary & Benefits

Details Find | View All | First 1 of 1 Last

1 Row No:

Name: Riley, Trudy M ID: 19617 Empl Class:
 Role: Principal PI 2 Job Code: 224550 Director, Sponsrd Prog & Res
 Investigator Rate Type: Fac/Profnl

3 Appointment Type: Calendar Academic Summer 6

4 Start Date: End Date: Months: 5 Effort Pct:

7 Cost of Living: Date:

8 Increase Pct:

Merit Increase Pct: Date:

Salary		Fringe	
Annualized Salary:	<input type="text"/>	Annual Fringe Amt:	<input type="text"/>
Fixed Salary Amt:	<input type="text" value="9,700.00"/>	Fringe Rate:	<input type="text" value="32.00"/>
Budget Salary:	9,700.00	Fixed Fringe Amt:	<input type="text"/>
		Budget Fringe:	3,104.00

Total Salary: 9,700.00 Total Fringe: 3,104.00 Avg Effort Pct: 8.33

Personnel Detail page:

1. **Row No.** – Use lookup icon to select PI, Co-PI and Key Persons associated with this proposal.
2. **Job Code** and **Rate Type** are based on HR records.

NOTE - Items 3 to 6 are for the Effort Reporting and Current & Pending Reports and do not impact the Sponsored Activity Report:

3. **Appointment Type** – Click the appropriate box for the type of salary/effort being requested
 - **Calendar** – any 12-month period (including fiscal year)
 - **Academic** – 9 months September to May
 - **Summer** – 3 months June to August
4. **Start/End Dates** – Defaults to **Budget Period** dates, *do not accept* these defaults. These dates calculate the **Months** field and should represent the appropriate number of *months of effort* on this project.
5. **Months** – This field is calculated based on the **Start/End** dates of the **Appointment Type**. It maps to the C&P report available in the UD Processes menu of UD Financials.
6. **Effort Pct** – Enter the effort percent the person intends to give to this project. See table on next page for common months and percentages. (This field does not affect the # of months in the **Months** field.)
7. **COL Incr Pct** and **Dt** – **Do not use**, *leave blank*.
8. **Merit Incr Pct, Dt** – these are optional – *leave blank*.

B-1 Proposal Budget / Budget Details

Effort Percent Rates for 9-, 10- and 11-month Faculty			
	Annualized 9-month salary	Annualized 10-month salary	Annualized 11-month salary
	EFFORT %	EFFORT %	EFFORT %
.5 month	4.17%	4.17%	4%
1 month	8.33%	8%	8%
2 months	16.67%	17%	17%
3 months	25.8%	25%	25%

Items 9 and 10 below are for salary amounts based on *actual salary* costs not Effort %. For example a 9-month faculty person: 1 month Effort = 8.33%, but Salary Cost = 1/9 or 11%. (See: table on left for Effort %s.)

Personnel Detail

Budget Period: 2 Start Date: 03/20/2014 End Date: 03/19/2015
 Budget Line Number: 10 Budget Item: PERSON Personnel - Salary & Benefits

Details: Find | View All First 1 of 1 Last

Row No: 11

Name: Riley,Trudy M ID: 19617 Empl Class:
 Role: Principal PI Job Code: 224550 Director, Sponsrd Prog & Res
 Investigator Rate Type: Fac/Profnl

Appointment Type: Calendar Academic Summer

Start Date: 03/20/2014 End Date: 03/19/2015 Months: 12.00 Effort Pct: 8.33
 Cost of Living Date: 07/01/2003
 Increase Pct: Date:
 Merit Increase Pct: Date:

Salary

Annualized Salary:

Fixed Salary Amt: 9,700.00

Budget Salary: 9,700.00

Fringe

Annual Fringe Amt:

Fringe Rate: 32.00

Fixed Fringe Amt:

Budget Fringe: 3,104.00

Total Salary: 9,700.00 Total Fringe: 3,104.00 Avg Effort Pct: 8.33

Summer appts can be changed to 8% if faculty has elected NO summer retirement

This is *entire* budgeted salary amount including cost share. Cost share is entered elsewhere.

9. **Salary** box: (NOTE: salary data will *not* be loaded from HR):

- **Annualized Salary** – DO NOT USE (it uses Effort Percent incorrectly).
- **Fixed Salary Amt** – Enter the salary amount you've already calculated it for this project.
- **Budget Salary** – Defaults from the **Fixed Salary Amt**

10. **Fringe** box:

- **Annual Fringe Amt** – Enter an amount here *only* if fringe is limited by the sponsor.
- **Fringe Rate** – Defaults based on **Rate Type**. (Should be changed only for **some** Summer appts.)
- **Fixed Fringe Rate** – Enter rounded amt. if calculated amount includes unwanted cents.
- **Budget Fringe** – System calculates based on **Budget Salary X Fringe Rate**.

11. Additional personnel should **not** be added by clicking the button, the preferred method is to add separate PERSON line on **Enter Budget Detail** page.

12. Click **OK** button to return to the main **Enter Budget Detail** page.

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: 00000000014565 Budget Period: 1 [Overall Cost Share](#)
 Budget ID: 1 Start Date: 03/20/2013 End Date: 03/19/2014 [View FA Rate](#)

Details, CostShare, Justification Customize | Find | First 1-2 of 2 Last

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		12,804.00	12,804.00	Cost Share	<input type="checkbox"/>		
20				0.00	0.00	Cost Share	<input type="checkbox"/>		

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Sponsor Direct:	12,804.00	Sponsor F&A:	0.00	Total Sponsor Budget:	12,804.00
Institution Cost Share:	0.00	Institution Cost Share F&A:	0.00	Total Inst C/S Budget:	0.00
Third Party Cost Share:	0.00			Total TP C/S Budget:	0.00
Total Direct:	12,804.00	Total F&A:	0.00	Total Budget:	12,804.00

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13. For additional **Budget Items**, click the **+** button

14. **Budget Item** – use **lookup icon** to select each budget category. These categories map to accounts in the award process and accumulate fringes and F&A during the budget calculation. **The list below is also published on the Research Office website.**

15. **Total Direct** – enter budget amount on this page when additional details are not required

Budget Item	Description	Account	Budget Item	Description	Account
ANIMAL	Animal	140190	PERSON	Personnel - Salary & Benefits	121800
CLERK	Secretarial	123000	PSTDOC	Postdoctoral Associates	120800
COMPTR	Information Systems	170000	PTOTHR	Partic. Support Other	146900
CONSLT	Consultant Services	146000	PTSTIP	Partic. Support Stipends	146900
DOTRAV	Domestic Travel	130100	PTSUBS	Partic. Support Subsistence	146900
EQUIP	Equipment	160000	PTTRAV	Partic. Support Travel	146900
FABCAT	Fabrication	153100	RENO	Alterations & Renovations	150000
FACADM	Facilities and Administration	195000	RENTAL	Building Rental No F&A	154200
FOOD	Food Charges	145600	REU-C	REU Student - Citizen	148100
FOTRAV	Foreign Travel	130500	REU-NC	REU Student – Non-Citizen	148200
FRINGE	Fringe Benefits	129000	SB<25F	Subaward F&A < \$25,000	153200
GRADST	Graduate Students	122600	SHIP	Ship Charges No F&A	146800
GRDFL	Research Fellow No F&A	122700	SRPERS	Senior Personnel	121100
OCMNT	Occupancy and Maintenance	150000	STUWG	Student Wages	126000
OSRPER	Other Senior Personnel	120200	SUB>25	Subaward Direct > \$25,000	153300
OTHER	Other Expenses	140000	SUPL	Supplies	140000
OTHRNO	Other Expenses - NO F&A	140000	SUPLNO	Supplies - NO F&A	140000
OTPERS	Other Personnel	125200	TRAVEL	Travel	130000
OTPROF	Other Professionals	120400	TUITIO	Tuition	149000
PBLCTN	Publication/Documentation	148300	UNGRAD	Undergraduate Students	126000

Applying Cost Share

Cost Share represents the amount not directly charged to the sponsor; however it is an actual cost incurred by the University for this project. Keep these guidelines in mind:

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: 00000000014565 Budget Period: 1 [Overall Cost Share](#)
 Budget ID: 1 Start Date: 03/20/2013 End Date: 03/19/2014 [View FA Rate](#)

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

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		0.00	0.00	Cost Share	<input type="checkbox"/>			
Sponsor Direct:				0.00	Sponsor F&A:		0.00	Total Sponsor Budget:		0.00
Institution Cost Share:				0.00	Institution Cost Share F&A:		0.00	Total Inst C/S Budget:		0.00
Third Party Cost Share:				0.00				Total TP C/S Budget:		0.00
Total Direct:				0.00	Total F&A:		0.00	Total Budget:		0.00

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Save Return to Search Previous in List Next in List Notify

1. **Distribute the cost share on individual budget lines**
 - Cost sharing budget data should be entered on separate lines
2. Enter amount in the **Total Direct** column (or use the Details icon if appropriate)
3. **Mandatory Cost Share** checkbox – if required by your solicitation, check this box
4. Click the **Cost Share** link to apply cost share to the PI's salary.

5. **Cost Share** is the percent of direct cost for this budget item, there are three ways to enter it:
 - **Cost Share Percent** – Enter the *percent* of direct cost covered by cost share and the system will calculate the **Cost Share Direct** amount.
 - **Cost Share Direct** – Enter the amount of direct cost covered by cost share and the system will calculate the *Cost Share Percent*.
 - **Sponsor Direct** – Enter the sponsor’s direct amount and the system recalculates the cost share direct amount and percent.

6. **Cost Sharing Distribution** – these entries map to the Proposal Approval webform and will facilitate the routing for approval of the cost share commitments by the institutional representatives. All cost share is approved through this internal routing mechanism.
 - **Institution** – Enter one or more departments’ cost share by either **C/S Pct** or **C/S Direct**
 - **Third Party** – Enter industry cost share (if any) by either **C/S Pct** or **C/S Direct**
 - **Distribution Totals** – Note the running totals at the bottom, *the percent must equal 100%*.

7. Click the **OK** button to return to the main page.

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: 000000000014565 **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 of 1 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		12,804.00	9,603.00	Cost Share	<input checked="" type="checkbox"/>	2,400.75	800.25

Sponsor Direct: 9,603.00 **Sponsor F&A:** 0.00 **Total Sponsor Budget:** 9,603.00
Institution Cost Share: 2,400.75 **Institution Cost Share F&A:** 0.00 **Total Inst C/S Budget:** 2,400.75
Third Party Cost Share: 800.25 **Total TP C/S Budget:** 800.25
Total Direct: 12,804.00 **Total F&A:** 0.00 **Total Budget:** 12,804.00

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8. Click **Save** button once you are back on the **Enter Budget Detail** page.
9. **The Cost Share** amounts are displayed in the Cost Share columns and as running totals at the bottom of the page.

Continue Adding More Budget Categories

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: 000000000014561 Budget Period: 1
 Budget ID: 1 Start Date: 03/20/2014 End Date: 03/19/2015 [View FA Rate](#)

Details, CostShare, Justification Customize | Find | First 1-5 of 5 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		12,804.00	12,804.00	Cost Share	<input type="checkbox"/>				<input type="button" value="+"/>	<input type="button" value="-"/>
20	GRADST	Graduate Students		23,804.00	23,804.00	Cost Share	<input type="checkbox"/>				<input type="button" value="+"/>	<input type="button" value="-"/>
30	TRAVEL	Travel		5,000.00	5,000.00	Cost Share	<input type="checkbox"/>				<input type="button" value="+"/>	<input type="button" value="-"/>
50	SUPL	Supplies		5,000.00	5,000.00	Cost Share	<input type="checkbox"/>				<input type="button" value="+"/>	<input type="button" value="-"/>
70	SUB<25	Subaward Direct < \$25,0		100,000.00	75,000.00	Cost Share	<input checked="" type="checkbox"/>			25,000.00	<input type="button" value="+"/>	<input type="button" value="-"/>

Sponsor Direct:	121,608.00	Sponsor F&A:	64,452.00	Total Sponsor Budget:	186,060.00
Institution Cost Share:	0.00	Institution Cost Share F&A:	0.00	Total Inst C/S Budget:	0.00
Third Party Cost Share:	25,000.00			Total TP C/S Budget:	25,000.00
Total Direct:	146,608.00	Total F&A:	64,452.00	Total Budget:	211,060.00

[Return To Maintain Proposal](#)

Save Return to Search Previous in List Next in List Notify

1. Add more budget categories as needed by clicking then button
 - Enter budget amounts by clicking **Details** icon OR entering in **Total Direct** field.
 - The **Total Direct** field becomes a closed field when the budget numbers are entered in the **Budget Detail** page.
2. The system keeps running totals of direct costs, cost share amounts, F&A and total budgets.
 - Every time you change or add an amount, the system updates these totals.
3. **Total Sponsor Budget** is a running total of **Budget Item** amounts.
4. Click the **Details** icon on any of the categories to enter additional information.
 - For example, click icon on the Equipment line to build this budget if you have multiple pieces of equipment or want to specify the type of equipment.
 - When you build the budget in the **Budget Detail** page, it will overwrite the amount on this Summary page.
 - When using the **Sub-Recipients** categories of **SB<25F** or **SUB>25**, you must use the **Details** icon to record the name of the sub-contract institution.
5. Click **Save** button

B-1 Proposal Budget / Budget Details

Build Budget in the Budget Detail page

Budget Detail

Budget Period: 1 Start Date: 03/20/2014 End Date: 03/19/2015
 Budget Line Number: 50 Budget Item: SUPL Supplies

Description	Total Direct	Start Date	End Date	Quantity	Unit Cost
Supplies 1	1,000.00	03/20/2014	03/19/2015		
Supplies 2	3,000.00	03/20/2014	03/19/2015		
Supplies 3	1,000.00	03/20/2014	03/19/2015	10.00	100.00
Total Direct Budget:		5,000.00			

OK Cancel

- For each type of equipment, enter:
 - Description**
 - Total Direct** cost
 - or a **Quantity** and a **Unit Price** (system will calculate the Total Direct cost)
 - Begin Date** and **End Dates** if required by the sponsor
 - Use **+** button to add more equipment lines
- The system updates the **Total Direct Budget** amount each time you add or change an amount, quantity, or unit price.
- Click **OK** button to return to the main page.

More information on Budget Line Summary page

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: 000000000014561 Budget Period: 1
 Budget ID: 1 Start Date: 03/20/2014 End Date: 03/19/2015 [View FA Rate](#) 4

Details, CostShare, Justification Customize | Find | First 1-5 of 5 Last

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		12,804.00	12,804.00	Cost Share	<input type="checkbox"/>				<input type="button" value="+"/> <input type="button" value="-"/>
20	GRADST	Graduate Students		23,804.00	23,804.00	Cost Share	<input type="checkbox"/>				<input type="button" value="+"/> <input type="button" value="-"/>
30	TRAVEL	Travel		5,000.00	5,000.00	Cost Share	<input type="checkbox"/>				<input type="button" value="+"/> <input type="button" value="-"/>
50	SUPL	Supplies		5,000.00	5,000.00	Cost Share	<input type="checkbox"/>				<input type="button" value="+"/> <input type="button" value="-"/>
70	SUB<25	Subaward Direct < \$25,0		100,000.00	75,000.00	Cost Share	<input checked="" type="checkbox"/>			25,000.00	<input type="button" value="+"/> <input type="button" value="-"/>

Sponsor Direct:	121,608.00	Sponsor F&A:	64,452.00	Total Sponsor Budget:	186,060.00
Institution Cost Share:	0.00	Institution Cost Share F&A:	0.00	Total Inst C/S Budget:	0.00
Third Party Cost Share:	25,000.00			Total TP C/S Budget:	25,000.00

Total Direct:	146,608.00	Total F&A:	64,452.00	Total Budget:	211,060.00
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4. Click the **View FA Rate** link (Facilities & Administration) button to view the F&A calculation based on your proposal budget for this period.
 - This page is informational and cannot be changed (see below).
 - The F&A rate is set on the **Budget** page in **Maintain Proposal**

F&A Calculation

Proposal Project: 000000000014561
Budget Period: 1 Start Date: 03/20/2014 End Date: 03/19/2015

Details [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Rate Type: RSONF RSONF Waived FA Meth: Institution Minus Funded

Institution Defaults

FA Base:	MTDC	Institution Rates Find View All First 1-2 of 5 Last	
Base Amount:	121,608.00	Eff Date	FA Rate %
FA Amount:	64,452.00	07/01/2010	53.00
		07/01/2009	53.00

Sponsor Defaults

FA Base:	MTDC
Base Amount:	121,608.00
FA Amount:	64,452.00

Budget

FA Base:	MTDC	Budget Rates Find View All First 1-2 of 5 Last	
Base Amount:	121,608.00	Rate_effdt	FA Rate %
FA Amount:	64,452.00	07/01/2010	53.00
Waived FA:	0.00	07/01/2009	53.00

Budget Totals

Sponsor FA Base:	121,608.00	Sponsor FA:	64,452.00	Waived FA:	0.00
Institution Cost Share FA Base:	0.00	Institution Cost Share FA:	0.00		

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5. Click the **OK** button to return to the main page.

Save Your Work

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: 000000000014561 Budget Period: 1
 Budget ID: 1 Start Date: 03/20/2014 End Date: 03/19/2015 [View FA Rate](#)

Details, CostShare, Justification Customize | Find | First | 1-5 of 5 | 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		12,804.00	12,804.00	Cost Share	<input type="checkbox"/>				<input type="button" value="+"/> <input type="button" value="-"/>
20	GRADST	Graduate Students		23,804.00	23,804.00	Cost Share	<input type="checkbox"/>				<input type="button" value="+"/> <input type="button" value="-"/>
30	TRAVEL	Travel		5,000.00	5,000.00	Cost Share	<input type="checkbox"/>				<input type="button" value="+"/> <input type="button" value="-"/>
50	SUPL	Supplies		5,000.00	5,000.00	Cost Share	<input type="checkbox"/>				<input type="button" value="+"/> <input type="button" value="-"/>
70	SUB<25	Subaward Direct < \$25,0		100,000.00	75,000.00	Cost Share	<input checked="" type="checkbox"/>		25,000.00		<input type="button" value="+"/> <input type="button" value="-"/>

Sponsor Direct: 121,608.00 Sponsor F&A: 64,452.00 Total Sponsor Budget: 186,060.00
 Institution Cost Share: 0.00 Institution Cost Share F&A: 0.00 Total Inst C/S Budget: 0.00
 Third Party Cost Share: 25,000.00 Total TP C/S Budget: 25,000.00

Total Direct: 146,608.00 Total F&A: 64,452.00 Total Budget: 211,060.00

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6. Click the **Save** button.

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: 000000000014561 Budget Period: 1
 Budget ID: 1 Start Date: 03/20/2014 End Date: 03/19/2015 [View FA Rate](#)

Details, CostShare, Justification Customize | Find | First 1-5 of 5 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		12,804.00	12,804.00	Cost Share	<input type="checkbox"/>				<input type="checkbox"/>
20	GRADST	Graduate Students		23,804.00	23,804.00	Cost Share	<input type="checkbox"/>				<input type="checkbox"/>
30	TRAVEL	Travel		5,000.00	5,000.00	Cost Share	<input type="checkbox"/>				<input type="checkbox"/>
50	SUPL	Supplies		5,000.00	5,000.00	Cost Share	<input type="checkbox"/>				<input type="checkbox"/>
70	SUB<25	Subaward Direct < \$25,0		100,000.00	75,000.00	Cost Share	<input checked="" type="checkbox"/>			25,000.00	<input type="checkbox"/>

Sponsor Direct:	121,608.00	Sponsor F&A:	64,452.00	Total Sponsor Budget:	186,060.00
Institution Cost Share:	0.00	Institution Cost Share F&A:	0.00	Total Inst C/S Budget:	0.00
Third Party Cost Share:	25,000.00			Total TP C/S Budget:	25,000.00

Total Direct:	146,608.00	Total F&A:	64,452.00	Total Budget:	211,060.00
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[Return To Maintain Proposal](#)

Save Return to Search Previous in List **Next in List** Notify

7

8

7. Verify your budget is complete.
 - Make adjustments by clicking **Details** icon, changing **Total Direct** amounts or clicking the **Cost Share** link.
 - Click **Save** button after any changes.

8. Click **Next in List** button to enter budget for any subsequent budget periods for this proposal.

Next in List button brings up the next Budget Period for the same Proposal Project

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: 000000000014565 **Budget Period: 2** **9** [Overall Cost Share](#)
 Budget ID: 1 Start Date: 03/20/2014 End Date: 03/19/2015 [View FA Rate](#)

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

Line #	Budget Item	Description	Details	Total Direct	Sponsor Direct	Cost Share	Mandatory Cost share	Institution Cost Share	Third Party Cost Share
10				0.00	0.00	Cost Share			

Sponsor Direct: 0.00 Sponsor F&A: 0.00 Total Sponsor Budget: 0.00
 Institution Cost Share: 0.00 Institution Cost Share F&A: 0.00 Total Inst C/S Budget: 0.00
 Third Party Cost Share: 0.00 Total TP C/S Budget: 0.00

Total Direct: 0.00 Total F&A: 0.00 Total Budget: 0.00

[Return To Maintain Proposal](#)

Save Return to Search Previous in List **Next in List** Notify

You now have the 2nd **Budget Period** for the same proposal ready for budget entries.

Repeat the budget entry process from the beginning.

10. OR use the **Copy Budget Period** page

- Use breadcrumbs at the top **Proposals >Copy Budget Period**
- Follow the instructions in **C-2 Copy Budget Period** (pages 3-5)
- See section B: Building a Multi-Period Budget.

ORACLE

Favorites Main Menu > Grants **Proposals** Enter Budget Detail

Enter Budget Detail

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

Project ID: 000000000014565 **2**
 Budget ID: 1 Start Date: 03/20/2014 End Date: 03/19/2015

Details, CostShare, Justification

Line Data **More Line Data**

Maintain Proposal
 Enter Budget Detail
 Submit Proposal
 Print Proposal
Copy Proposal 10
Copy Budget Period
 Review Pre-Award Budget
 Review Proposal Audit Logs
 Proposal Component Approval