In this module you will learn:

- Basic budget concepts that apply to all types of budgets
- How to use Cayuse 424 to create a:
  - Detailed budget
  - Modular budget
  - Subaward budget
  - Multi-Project Proposal budget
Senior/Key Persons information, including salary, appointment type, and fringe rate amount, is autofilled from professional profiles when available.

Automatic budget calculations are made once salary, effort, and other amounts are specified.

Users can override autofilled or calculated data in most fields.

Cost replication and escalation for all budget categories on multiple budget periods is quick and easy with Replicate/Escalate.
Salary and fringe information for PIs and Senior/Key Persons can be added to the professional profile.

Enter the appointment months and the corresponding salary based on appointment type.

Select fringe rates from the institutional profile, or enter individual Fringe manually.

- Use Add New Row for additional rates.
When adding Key Persons to the proposal, their appointment and salary data will be included.

Use Manage Key Persons to indicate appropriate effort:

You can manually change autofilled or calculated information in Manage Key Persons or on the budget:
If you override a calculated field, the system will insert a red star adjacent to the field.

Once a field has been overwritten, the calculated value will no longer show in that field.

- Delete the entered value and click out of the field to see the calculated value again.
Budget Components: Indirect Costs

- Indirect Cost types and rates are stored in the institutional profile:

  ![Indirect Costs screenshot]

- If the organization you selected for the proposal has indirect cost types, those will be available to you for selection when you are creating your budget.
Cayuse 424 supports up to ten budget periods.

- The maximum available for an opportunity is dependent on the form included in the opportunity.

- The number of Budget Periods can be changed after the proposal is created.

- When working with multiple budget periods, it is important to enter or select the correct data for all budget periods.
Managing Budget Periods

- Click on a calendar icon to manage the budget periods:

  ![Budget Form](image)

- You can select your project dates in several places:
  - Detailed budget form
  - Modular budget form
  - SF424 R&R Page 1
1. You can change the number of budget periods if necessary.

2. Select the **Period Length** using the drop-down menu. **Custom** is available for unusual budget period lengths.

3. Click on the calendar icon to select a date.

4. Click the **Update Periods** button to update the proposal.
Managing Budget Periods

- Use the **Budget Period** drop down menu or navigation arrows to view and edit different budget periods:
Section B: Other Personnel

Manually enter:

- Number of Personnel
- Role
- Effort Months
- Requested Salary
- Fringe Benefits

<table>
<thead>
<tr>
<th>Number of Personnel</th>
<th>Project Role</th>
<th>Cal. Months</th>
<th>Acad. Months</th>
<th>Sum. Months</th>
<th>Requested Salary ($)</th>
<th>Fringe Benefits ($)</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Post Doctoral Associates</td>
<td>12.00</td>
<td></td>
<td></td>
<td>36,600</td>
<td>6,250</td>
<td>42,850</td>
</tr>
<tr>
<td>1</td>
<td>Graduate Students</td>
<td>3.00</td>
<td></td>
<td></td>
<td>6,500</td>
<td>425</td>
<td>6,925</td>
</tr>
</tbody>
</table>

Cayuse 424 automatically calculates the Funds Requested value.
Select the **Indirect Cost Type for Sections A and B** using the drop-down menu.

- The default indirect cost type for this section (if one is defined in the institutional profile) is autofilled during proposal creation.
- This selection is necessary to calculate the budget totals.
Section C: Equipment

1. Click New Equipment Row.
2. Enter the Equipment Item.
3. Enter Funds Requested.
4. Select the Indirect Cost Type using the drop-down menu. (The default is usually excluded.)

<table>
<thead>
<tr>
<th>Equipment Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>List items and dollar amount for each item exceeding $5,000</td>
</tr>
<tr>
<td>Equipment item</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>Microscope</td>
</tr>
</tbody>
</table>

[New Equipment Row]

Indirect Cost Type: excluded | Total Equipment: 5,000
1. Select the correct **Indirect Cost Type** using the drop-down menu.
   - The default indirect cost type for this section (if one is defined in the institutional profile) is autofilled during proposal creation.

2. Enter **Funds Requested ($)** for each applicable line item.

<table>
<thead>
<tr>
<th>F. Other Direct Costs</th>
<th>Indirect Cost Type</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Materials and Supplies</td>
<td>Sponsored Research On Campus</td>
<td>5,250</td>
</tr>
<tr>
<td>2. Publication Costs</td>
<td>Sponsored Research On Campus</td>
<td>1,000</td>
</tr>
<tr>
<td>3. Consultant Services</td>
<td>Sponsored Research On Campus</td>
<td></td>
</tr>
</tbody>
</table>
Select any additional **Indirect Cost Types** in the proposal using the drop-down menu.

- The default indirect cost type selecting during proposal creation is autofilled here.

When an indirect cost type is selected:

- The indirect cost rate and base will be filled in.
  - This may be a composite rate if the IDC rate is escalating.
- Funds Requested ($) will update.
- The values will be included in the cumulative budget calculations.
If you are requesting funds for specific budget line items and would like to replicate that data across multiple budget periods, you can do so by following these steps:

1. Click on the **SF424 RR Budget** page
2. Check the box next to the budget category or categories you want to replicate.

3. Select the budget period(s) you want to include that data.

4. Click **Replicate Starting Budget Period Without Escalation**.

   - The first period numbers for the selected category replicate into the budget periods you chose.
Escalating Budget Data

- Escalation is like replication, but uses a percentage increase per budget period.
- The procedure is similar to data replication.

1. Click on the **SF424 RR Budget** page
2. Check the box next to the budget category or categories you want to escalate.
   - If necessary, change the rate to what you want.
3. Select the budget periods that you want to escalate to.
4. Click **Escalate Selected Categories**.
   - The first period numbers for the selected category escalate into the budget periods you chose.
The Cumulative Budget Page

- The **Cumulative Budget** page displays totals for all categories and expenditures indicated in the detailed budget pages.

- Cumulative budget totals are calculated by the system and cannot be overridden.
  - If you find an error, correct it on the source page and the cumulative budget number will automatically be updated.
The Modular Budget

- Creating the detailed budget in Cayuse 424 will automatically create a modular budget and round up to the nearest module.
  - We recommend using this method to create a modular budget.

- You can also enter modular budget figures directly into the Modular Budget page.

- If you are submitting a modular budget, you cannot submit subawards as well. Use the Worksheet Rows function described in **Module 8 – Subawards** to help with your calculations.
The Subaward Budget

- The Subaward Budget form behaves exactly like the detailed budget form, including getting Key Person information from the Key Persons form.

- The most common budget issue in subawards is missing indirect cost types.
  - If you can’t select different indirect cost types, the subaward organization probably does not have them.
    - At most institutions, you’ll need to contact an administrator to add cost types to the subaward organization’s institutional profile.

- After they are added, use the green arrows to re-autofill the organization.
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