



Proposal Budgets

Module 7

Research Suite Product Support
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cayuse 424
Electronic Proposal
Development and Submission



Objectives

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

Basic Budget Concepts

- 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.

Key Person Budget Information

- 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.

University of Cayuse (Neurology)
Salary / Appointment type

Employee ID:

Appt Type:

	Months	Salary
Calendar:	<input type="text" value="12.0"/>	<input type="text" value="147000"/>
Academic:	<input type="text"/>	<input type="text"/>
Summer:	<input type="text"/>	<input type="text"/>

Fringe Worksheet

Category	Entry (\$)	Factor (%)
<input type="text" value="Faculty"/>	<input type="text"/>	<input type="text" value="20.0"/>

Base Fringe Rate:

Fringe Rate Total:

Key Person Budget Information

- When adding Key Persons to the proposal, their appointment and salary data will be included.
- Use Manage Key Persons to indicate appropriate effort:

Appointment type (months): Calendar: Academic: Summer:

Budget	Cal. Salary	Acad. Salary	Sum. Salary	Cal. Months	Acad. Months	Sum. Months	Req. Salary	Fringe Benefits	Funds Requested
prd 1	0	90,000	30,000		1.000	0.500	15,000	9,000	24,000
prd 2	0	90,000	30,000		1.500	0.500	20,000	12,000	32,000
prd 3	0	90,000	30,000		1.000	0.500	15,000	9,000	24,000


- You can manually change autofilled or calculated information in Manage Key Persons or on the budget:










A. Senior/Key Persons in Budget Period 1 of 5

First	Mid.	Last	Project	Base	Cal.	Acad.	Sum.	Cal.	Acad.	Sum.	Requested	Fringe	Funds	
Pref. Name	Name	Name	Suf. Role	Salary (\$)	Salary (\$)	Salary (\$)	Salary (\$)	Mons	Mons	Mons	Salary (\$)	Benefits (\$)	Req. (\$)	
	Dr.	John		Helden: Ph	147,000	147,000	0	0	3.00		38,900 *	7,780	46,680	
	Dr.	Sarah		Sanche Ph	150,000	150,000	0	0	2.00		25,000	5,000	30,000	
	Dr.	Michael		Spears Ph	135,000	135,000	0	0	5.50		61,875	12,375	74,250	

Key Person Budget Information

- 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.

A. Senior/Key Persons in Budget Period 1 of 5 Manage Key Persons 

	First	Mid.	Last	Project	Base	Cal.	Acad.	Sum.	Cal.	Acad.	Sum.	Requested	Fringe	Funds	
	Prof.	Name	Name	Suf. Role	Salary (\$)	Salary (\$)	Salary (\$)	Salary (\$)	Mons	Mons	Mons	Salary (\$)	Benefits (\$)	Req. (\$)	
	Dr.	John		Helden: Ph	147,000	147,000	0	0	3.00			38,900 *	7,780	46,680	 
	Dr.	Sarah		Sanche Ph	150,000	150,000	0	0	2.00			25,000	5,000	30,000	 
	Dr.	Michael		Spears Ph	135,000	135,000	0	0	5.50			61,875	12,375	74,250	 

Budget Components: Indirect Costs

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

Indirect Costs

I. Define Indirect Cost Types

This Institutional Profile has 4 Indirect Cost Types. [+ New Type](#)

(Select type to view/edit.)

- Instruction
- Off Campus
- Organized Research On Campus
- Other Sponsored Activities

[X Delete "Instruction"](#)

[Rename "Instruction"](#)

To define cost type "Instruction", enter starting dates and percentage rates be

Entry #1: Period Start Date: 07/01/2013 Rate: 8.0 %

[+ New Date and Rate](#)

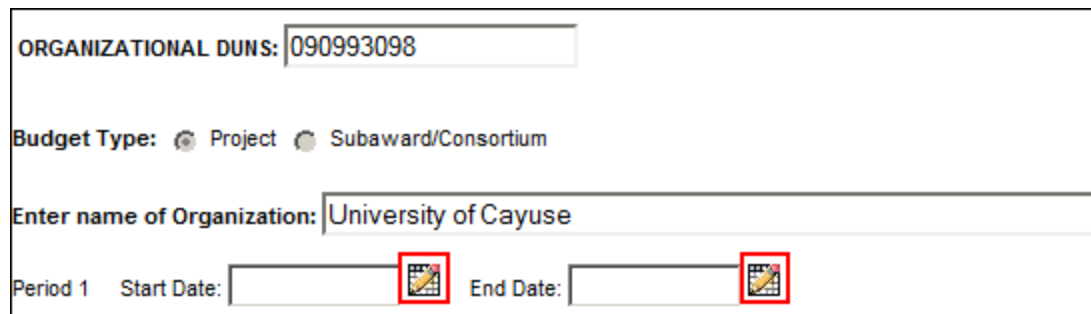
- If the organization you selected for the proposal has indirect cost types, those will be available to you for selection when you are creating your budget.

Budget Components: Budget Periods

- 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:



ORGANIZATIONAL DUNS:

Budget Type: Project Subaward/Consortium

Enter name of Organization:

Period 1 Start Date:  End Date: 

- You can select your project dates in several places:
 - Detailed budget form
 - Modular budget form
 - SF424 R&R Page 1

Managing Budget Periods


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.

Manage Budget Periods

Copy dates from another proposal...

1 Number of periods: 1 2 3 4 5

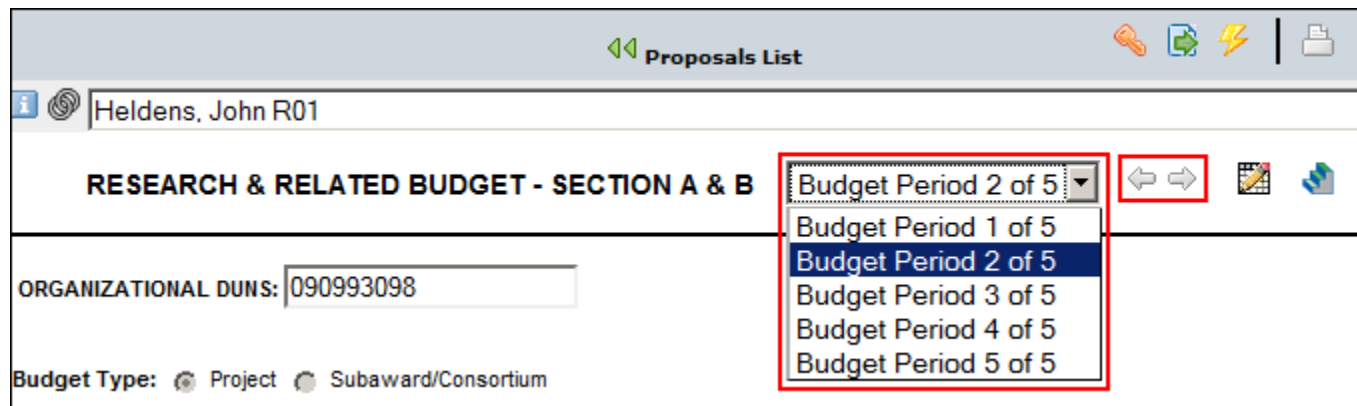
2 Period length: 1 year

	Start Date		End Date
1	06/01/2010 	3	05/31/2011
2	06/01/2011		05/31/2012
3	06/01/2012		05/31/2013
4	06/01/2013		05/31/2014
5	06/01/2014		05/31/2015

4 Update Periods Cancel

Managing Budget Periods

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



The screenshot displays a web application interface for managing budget periods. At the top, there is a header bar with the text "Proposals List" and several icons. Below the header, the user's name "Heldens, John R01" is visible. The main content area is titled "RESEARCH & RELATED BUDGET - SECTION A & B". A dropdown menu is open, showing options for "Budget Period 1 of 5", "Budget Period 2 of 5" (which is highlighted), "Budget Period 3 of 5", "Budget Period 4 of 5", and "Budget Period 5 of 5". To the right of the dropdown menu are navigation arrows and other icons. Below the dropdown menu, there is a text input field for "ORGANIZATIONAL DUNS:" with the value "090993098". At the bottom, there is a "Budget Type:" section with radio buttons for "Project" and "Subaward/Consortium".

Section B: Other Personnel

Manually enter:

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

B. Other Personnel					*	* Fringe	* Funds
* Number of Personnel	* Project Role	Cal. Months	Acad. Months	Sum. Months	Requested Salary (\$)	Benefits (\$)	Requested (\$)
2	Post Doctoral Associates	12.00			36,600	6,250	42,850
1	Graduate Students	3.00			6,500	425	6,925

Cayuse 424 automatically calculates the Funds Requested value.

Section B: Adding Other Personnel

- Select the **Indirect Cost Type for Sections A and B** using the drop-down menu.

Indirect Cost Type for Sections A and B Above	Sponsored Research On Campus	Total Other Personnel	94,475
	excluded	Total Salary, Wages and Fringe Benefits (A+B)	107,975
	Sponsored Research On Campus	RELATED Budget (A-B) (Funds Requested)	
	Sponsored Research Instruction	OMB Number: 4040-0001	
	Sponsored Research Off Campus		

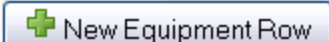
- The default indirect cost type for this section (if one is defined in the institutional profile) is autofilled during proposal creation.
- This selection is necessary to calculate the budget totals.

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**.)

C. Equipment Description

List items and dollar amount for each item exceeding \$5,000

Equipment item	* Funds Requested (\$)
1 Microscope 2	3 5,000 ✖
1 	

Indirect Cost Type 4 Total Equipment

Sections D, E, F and J : Additional Funds

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.

F. Other Direct Costs	Indirect Cost Type	Funds Requested (\$)
1. Materials and Supplies	1 Sponsored Research On Campus	2 5,250
2. Publication Costs	Sponsored Research On Campus	1,000
3. Consultant Services	Sponsored Research On Campus	

Section H: Indirect Costs


Select any additional **Indirect Cost Types** in the proposal using the drop-down menu.

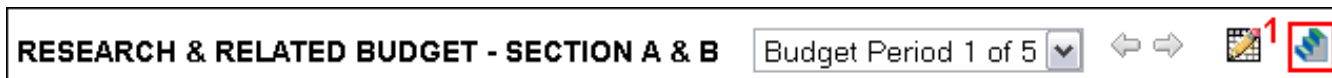
- The default indirect cost type selecting during proposal creation is autofilled here.

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.

Replicating Budget Data

- 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



Replicating Budget Data

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.

Enabled	Budget Category
<input checked="" type="checkbox"/> 2	A.) Senior/Key Persons
<input type="checkbox"/>	B.) Other Personnel - Salary
<input type="checkbox"/>	Other Personnel - Fringe Benefits
<input type="checkbox"/>	D.) Travel
<input type="checkbox"/>	E.) Participant/Trainee Support Costs
<input checked="" type="checkbox"/>	F.1) Materials and Supplies

3 Start Period: Budget Period 1 thru End Period: Budget Period 1

Pre-Escalate Budget Period 1 Salaries ?


4

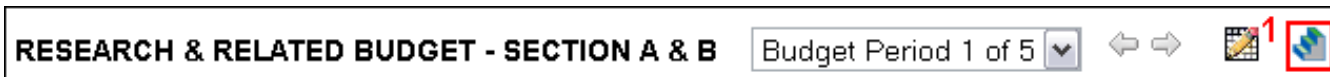
Escalate Selected Categories

Replicate Selected Categories

Cancel

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



Escalating Budget Data

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.

Budget Replication or Escalation

Enabled	Budget Category	Rate (%)
<input type="checkbox"/>	A.) Senior/Key Persons	3.0
<input type="checkbox"/>	B.) Other Personnel - Salary	3.0
<input type="checkbox"/>	Other Personnel - Fringe Benefits	3.0
<input type="checkbox"/>	Travel	3.0

3 BP 1 BP 2 BP 3 BP 4 BP 5
Begin/End:

4 Escalate Selected Categories

The Cumulative Budget Page

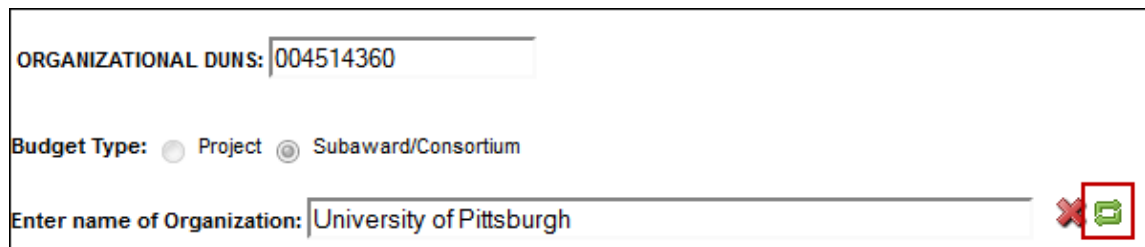
- The **Cumulative Budget** page displays totals for all categories and expenditures indicated in the detailed budget pages.
- Cumulative budget totals are calculated by the system and cannot be overridden.
 - If you find an error, correct it on the source page and the cumulative budget number will automatically 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.



ORGANIZATIONAL DUNS:

Budget Type: Project Subaward/Consortium

Enter name of Organization: 

Conclusion

In this module you learned:

- Basic budget concepts that apply to all types of budgets
- How to use Cayuse 424 to create a:
 - Detailed budget
 - Modular budget
 - Subaward budget