KUALI RESEARCH
PROPOSAL BUDGET TRAINING
GUIDE

OFFICE OF SPONSORED PROGRAMS
INTRODUCTION TO PROPOSAL BUDGET..................................................................................................................... 3
COURSE OBJECTIVES.................................................................................................................................................. 3
CONVENTIONS USED.................................................................................................................................................. 3
PREREQUISITES......................................................................................................................................................... 3

PROPOSAL BUDGET - GETTING STARTED.................................................................................................................. 4
WHAT IS A KUALI RESEARCH PROPOSAL BUDGET?.............................................................................................. 4
BUSINESS PROCESS................................................................................................................................................. 4
BUSINESS ROLES AND RESPONSIBILITIES............................................................................................................. 4

HOW TO LOGIN TO KUALI RESEARCH PROPOSAL DEVELOPMENT..................................................................... 5

KUALI RESEARCH MAIN MENU SCREEN OVERVIEW............................................................................................... 7
ACCESSING PROPOSALS........................................................................................................................................... 8
NAVIGATION............................................................................................................................................................... 10
ICONS......................................................................................................................................................................... 12
CREATING A DETAILED BUDGET – DETAILED INSTRUCTIONS................................................................................ 14
REVIEWING/MODIFYING BUDGET SETTINGS – DETAILED INSTRUCTIONS............................................................ 20
ADJUSTING BUDGET PERIOD BOUNDARIES – DETAILED INSTRUCTIONS.............................................................. 23

CREATING A DETAILED BUDGET.............................................................................................................................. 25
CREATING A DETAILED BUDGET – EXERCISE 1....................................................................................................... 25
MODIFYING PROPOSAL RATES – DETAILED INSTRUCTIONS................................................................................. 26
MODIFYING PROPOSAL RATES – EXERCISE 2....................................................................................................... 28
ADDING PERSONNEL BUDGET COSTS – DETAILED INSTRUCTIONS.................................................................. 29

ADDING PERSONNEL AND NON PERSONNEL BUDGET COSTS........................................................................... 38
ADDING PERSONNEL BUDGET COSTS – EXERCISE 3............................................................................................. 38
ADDING NON-PERSONNEL BUDGET COSTS – DETAILED INSTRUCTIONS............................................................ 40
ADDING NON-PERSONNEL BUDGET COSTS – EXERCISE 4.................................................................................. 48
AUTOCALCULATE ALL BUDGET PERIODS – DETAILED INSTRUCTIONS................................................................. 50
AUTOCALCULATE ALL BUDGET PERIODS – EXERCISE 5.................................................................................... 52

ADDING A SUBAWARD........................................................................................................................................... 53
ADDING SUBAWARD BUDGET COSTS – DETAILED INSTRUCTIONS........................................................................ 53
ADDING SUBAWARD BUDGET COSTS – EXERCISE 6............................................................................................ 59

HOW TO DISTRIBUTE COST SHARING AND F & A............................................................................................... 60
DISTRIBUTING COST SHARING – DETAILED INSTRUCTIONS................................................................................. 60
DISTRIBUTING COST SHARING – EXERCISE 7....................................................................................................... 64
DISTRIBUTING UNRECOVERED F&A – DETAILS INSTRUCTIONS............................................................................ 65

REVIEWING THE BUDGET SUMMARY INFORMATION – DETAILED INSTRUCTIONS........................................... 68
VALIDATING THE BUDGET......................................................................................................................................... 69
DETAILED INSTRUCTIONS................................................................................................................................... 69
VALIDATING THE PROPOSAL (WITH BUDGET) – EXERCISE 9................................................................................ 71

MARK BUDGET VERSION COMPLETE & SUBMITTING............................................................................................. 72
MARKING BUDGET VERSION AS ‘COMPLETE’ – DETAILED INSTRUCTIONS............................................................ 72
MARKING BUDGET VERSION AS ‘COMPLETE’ – EXERCISE 10.............................................................................. 74
SETTING BUDGET VERSION TO ‘SUBMIT WITH PROPOSAL’ – DETAILED INSTRUCTIONS.............................. 75
SUBMIT BUDGET WITH PROPOSAL – EXERCISE 11............................................................................................ 76

PROPOSAL SUMMARY............................................................................................................................................... 77
COPYING A BUDGET – DETAILED INSTRUCTIONS................................................................................................. 79
COPYING A BUDGET – EXERCISE 12....................................................................................................................... 81
Introduction to Proposal Budget

Course Objectives

This training guide is designed to help Proposal and Budget Creators to

- Understanding Budget functionality
- Create a Detailed Budget
- Understand Proposal Rates, Personnel and Non-Personnel Line items, Cost Sharing and Unrecovered F & A

Conventions Used

The following typographical conventions are used throughout this guide:

<table>
<thead>
<tr>
<th>Item</th>
<th>Convention</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation</td>
<td>Bold, separated by <code>→</code></td>
<td><strong>Central Adm link</strong> → <strong>Proposal Development</strong> menu group</td>
</tr>
<tr>
<td><strong>Screen Elements</strong> <em>(Field, Screen, Section, Window)</em></td>
<td>Bold</td>
<td><strong>The Create Proposal Details</strong> window will ....</td>
</tr>
<tr>
<td><strong>Clickable/selectable links</strong></td>
<td>Bold in blue</td>
<td>Select <strong>Activity type</strong> from drop-down</td>
</tr>
<tr>
<td><strong>User entered text and buttons</strong></td>
<td>Bold in Red</td>
<td>In <strong>Description</strong> field, <strong>My Project Title</strong></td>
</tr>
<tr>
<td><strong>Numbered Exercises</strong></td>
<td>Title in Red Background with White Letters</td>
<td><strong>Searching for a Proposal – Exercise 1</strong></td>
</tr>
<tr>
<td><strong>Action Buttons</strong></td>
<td>Button displayed</td>
<td><strong>Save and Continue</strong></td>
</tr>
</tbody>
</table>

Table 1 – Conventions Used

Prerequisites

There are no specific prerequisites for this training. No prior experience is required. However, it will be helpful if participants have the following qualifications:

- Some experience with higher education research administration business rules and practices
- Working knowledge of Web-based software application systems
Proposal Budget - Getting Started

What is a Kuali Research Proposal Budget?

Kuali Research Proposal Development system gives users the tools to construct and route proposals using a web-based application. Proposal Development is one of several “modules” integrated with centrally stored data. The integrated data tables are accessed via searches and the data, for example, sponsor name, is then consistent in every proposal using that sponsor.

Within the proposal is a **budget entry area** that allows for multiple budget “working” versions, and multiple periods across calendar and academic years. Applicable institutional rates, such as F&A (facilities & administrative costs), fringe benefits, and inflation, are stored in the system and applied automatically to the appropriate expenses. Rates can be modified for each budget as needed based on sponsor policies or restrictions and institutional processes.

The budget creator can

1. enter proposal personnel budget costs
2. enter non-personnel budget costs
3. enter or upload a subaward budget
4. auto-calculate all budget periods
5. use a single point of entry budget feature.

**Business Process**

The proposal budget is used for the following purposes:

- Creates an electronic record for budgets
- Copies a budget from another proposal and budget
- Maintains and permanently stores an electronic record of information of the proposal and budget with existing or potential sponsor agencies for research award grants
- Associates proposal budgets with an award, subawards, and institutional proposal.

**Business Roles and Responsibilities**

Below are the types of business roles used in Kuali Research Proposal Development:

**Aggregator (Proposal Creator):** Creates, edits the proposal. Submits for review (approvals).

**Budget Creator:** A user with permission only to create and modify budget versions.

**Viewer:** Anyone with permissions can view the proposal. By default, PI and Key persons can view the proposal and budget information.

---

1 In software, a module is one of many computer programs, with a distinct functionality and purpose. For example, Kuali Budget Module is a separate group of programs, managing the budget functionality.
**OSP Administrator**: Reviews and manages proposals, advises on budgets submitted to OSP, and helps to facilitate data validation errors. OSP personnel may also have persons who submit to sponsor and Grants.gov as their business role.

**Approver**: Persons in the approval, routing, and workflow for the unit or center.

### How to Login to Kuali Research Proposal Development

From the Kuali Research Training website: [https://vpr.colostate.edu/kr/kuali-research-training/](https://vpr.colostate.edu/kr/kuali-research-training/)

![Training Environment link](image)

The link is also available on the Links | Tools page, with budget and browser check tools:

![Links | Tools](image)

**Figure 1** Kuali Research website – Training page and Links | Tools page

Click the Training Environment link from either page.

If you have not logged into another CSU Shibboleth site in the same browser you have open, you will need to login now:
1. Click the Colorado State University logo or text (Figure 2)
2. Use your eid/password to login (Figure 3)
Kuali Research Main Menu Screen Overview

Note the Kuali Research Home Top MENU Tabs indicate activities for a specific business role.

Figure 4 Kuali Research Home page

Figure 5 Action List, Doc Search and Help Menu Options from any screen

**Search by Document** – a document is business transaction or maintenance action initiated in a web-based form.

**Doc Search** - search for any documents as authorized to access.

**Action List** - opens communications “inbox” and “outbox”.

**User** – Who is signed on to this session.

**GET HELP** – Takes the user to OSP Help Desk.

Use the **Doc Search** to find a Proposal Development by date, or document initiator. This is useful if you are unable to find the Proposal Development through the normal search, or as a shortcut by date or initiator.
**Action List** manages proposal development documents approvals or “actions” that need to be taken by each user. For example, a department chair could click on the action list to see his or her pending approvals. If there are no actions to be taken, the screen will be blank.

**Accessing Proposals**

When logging into Kuali Research the user has menu options, depending on their CSU business role.

If you are a Researcher,

From the **HOME** page click on → **Researcher**

![Main Menu Researcher](image)

**Figure 6 Main Menu Researcher**

1. Click on → **Create Proposal**
2. Click on → **Search Proposals**

If you are in a Unit, for example, as a Department Administrator:
Figure 7 Unit Main Menu

1. Click > **Proposal Development** (Creates a new proposal)
2. Click > **Proposal Development** (Searches existing proposals)
Navigation

Left Navigation panel:

Click on any of the listed options in the left navigation panel to open and view the desired screen.

- Some options act as category headers denoted by the triangle on the far right (ex. Basics, and Key Personnel)

- Clicking on the category header when the triangle faces to the right will open a sub-menu, where you can then click on one of the items in the sub-menu to open the working screen

- Click the downward-facing triangle will collapse the sub-menu

Compressed Left Navigation Icon View:
When screen space is at a premium, you can click on the **left-facing triangle** at the top of the navigation panel to compress the navigation panel to icon mode.

- When the panel is compressed, clicking on an icon will display a pop-up menu of the available options.

- To expand the navigation panel, simply click the right-facing triangle at the top of the icon panel.

**Proposal Action at Bottom of the Screen:**

- Back
- Save
- Save and Continue
- Close
Table 2 – Proposal Footer Action Buttons

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back</td>
<td>Click to navigate to the previous listing on the left navigation bar.</td>
</tr>
<tr>
<td>Save</td>
<td>Click to save any entered data and to stay on the same screen.</td>
</tr>
<tr>
<td>Save and Continue</td>
<td>Click the <strong>Save and Continue</strong> button to navigate to the next section of the Proposal/Budget as listed in the <strong>Navigation</strong> panel.</td>
</tr>
<tr>
<td>Close</td>
<td>Click to close and exit the proposal.</td>
</tr>
</tbody>
</table>

**Icons**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="calendar_icon.png" alt="Calendar icon" /></td>
<td>Calendar icon allows you to select a date from a calendar tool and populates the field.</td>
</tr>
<tr>
<td><img src="di.png" alt="Direct Inquiry icon" /></td>
<td>Direct Inquiry icon displays additional details about the information appearing in the field/screen. For example, clicking the icon next to the Sponsor Name/Sponsor Code will display the Sponsor’s record.</td>
</tr>
<tr>
<td><img src="search_icon.png" alt="Lookup icon" /></td>
<td>Lookup icon to search the reference table information to select from it and populate the field.</td>
</tr>
<tr>
<td><img src="select_icon.png" alt="Selection tools" /></td>
<td>Selection tools; Use the drop-down menus, checkboxes, and/or radio buttons to select options to specify information in the field.</td>
</tr>
<tr>
<td><img src="expand_icon.png" alt="Expand icon" /></td>
<td>Expands the field and opens it as a pop-up window.</td>
</tr>
<tr>
<td><img src="info_icon.png" alt="Information icon" /></td>
<td>Information icon appearing next to questions in a Proposal. It displays more information about the specific questions.</td>
</tr>
<tr>
<td><img src="Proposal_Type_icon.png" alt="Proposal Type:" /></td>
<td>Fields marked with <strong>asterisk</strong> are <strong>required fields for saving</strong> the Proposal Development document.</td>
</tr>
<tr>
<td><img src="delete_icon.png" alt="Delete icon" /></td>
<td>Delete icon.</td>
</tr>
</tbody>
</table>
Table 3 – Icons
Creating a Detailed Budget – Detailed Instructions

Kuali Research includes the ability to create a budget for the proposal, including personnel and non-personnel items. The system automatically calculates the rate of inflation, fringe benefits, and salary increases as well as overhead.

The default budget period length is 12 months, so the system will attempt to divide the Full Project Period (as determined by the Start & End dates) into 12-month periods. Any remaining months become the final budget period. Users can change the budget periods in the Periods & Totals section by manually entering new start/end dates or using the calendar date picking tool.

To create a Detailed Budget:

1. While in the Proposal, click on the **Budget** panel on the **Navigation** panel. The **Budgets** screen will open.

   ![Budget Panel](image)

   **Figure 8 – Budget Panel**

2. In the **Budgets** screen, click the **Add Budget** button. For NIH Budgets there will also be an option to create a modular budget.

   ![Create a Budget Version Window](image)

   **Figure 9 – Create a Budget Version Window**

3. Complete the following fields in the **Budget Versions** window, as needed:
### Field Name | Description
--- | ---
**Budget Name** | Required. Enter up to 40 characters of descriptive text to designate the name of each budget version. This name cannot be modified after the Create Budget button had been clicked.

**Start a detailed budget** | Click the radio button when preparing a detailed budget.

**Start a summary budget** | Click this radio button when preparing a summary budget for the proposal.

*Note*: IMPORTANT - DO NOT start a summary budget if detailed line items are being entered. In most cases, Colorado State proposals will use a detailed budget, not a summary budget.

Table 4 – Create a Budget Version Fields

4. Click the **Create Budget** button.

5. The **Project Personnel** screen will display as the default view of the budget.

![Project Personnel Screen](image)

Figure 10 – Project Personnel Screen

**Key Personnel** will automatically populate the **Project Personnel** screen.

In addition, perform the following functions in this section:

- Add people or remove people as necessary, including TBA Persons who will be named later.
- Adjust Base Salary and the Salary Effective Date. (Base salary is drawn from the HR system, and salary effective date is the project start date by default.)
- Modify individuals’ Job Codes (if needed).

Once the **Budget Version** is accessed, the left hand navigation panel and the links at the top of the screen change and are now budget specific.
Figure 11 – Budget Navigation Panel

**Note:** To return to the proposal document at any time, click the **Return to proposal** button.
Below is a brief description of each budget panel and link:

<table>
<thead>
<tr>
<th>Panel/Link Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Periods &amp; Totals</strong></td>
<td>Displays the budget periods and project cost information. The cost information is automatically filled in as expense items are added to the Personnel Costs and Non-Personnel Costs panels. This panel is also used to create a summary budget.</td>
</tr>
<tr>
<td><strong>Rates</strong></td>
<td>Sync to the Institute’s Rates or adjust the Applicable rates as needed. Rates are used to calculate F&amp;A, Fringe Benefits, Inflation for Personnel and Non-Personnel Costs.</td>
</tr>
<tr>
<td><strong>Personnel Costs</strong></td>
<td>Setup and budget for Personnel. Add and view persons who need to be budgeted for project activities, including principal investigators, research assistants, and other “to be named” persons.</td>
</tr>
<tr>
<td><strong>Non-Personnel Costs</strong></td>
<td>Capture the non-personnel costs, such as equipment and materials, in line items of the detailed budget.</td>
</tr>
</tbody>
</table>
## Panel/Link Name | Description
--- | ---
**Subawards** | The panel includes a user-friendly tool for subaward uploads that reads an uploaded Adobe subaward form and inserts system-generated line items for subaward funding values for each project period into the proposal budget. Subrecipient expenses can also be entered into a details form that will map the expenses to the correct non-personnel object codes automatically.

**Institutional Commitments** | This panel is where the system captures Cost Sharing and Unrecovered F&A.

**Project Income** | Optional. If a proposed project activity will generate some kind of revenue, that amount must be disclosed in this section. Enter anticipated Project Income.

**Modular** | Allows users to either create a modular budget on an existing detail budget or directly build a Modular Budget.

**Budget Notes** | Add notes to the Budget as well as consolidate individual expense justifications entered at the line item level.

**Budget Summary** | Provides a snapshot view of the entire budget. Located on the top of the menu for quick navigation, also located on the left-hand budget navigation.

**Data Validation link** | Turn on/run Budget specific validations, located at the top of the navigation bar.

**Budget Settings link** | Basic summary information about the Budget such as status, dates, costs, rates, and totals. This is also where Budget Comments may be entered.

**Hierarchy link** | Provides the information on whether this budget is part of a proposal hierarchy.

**Budget Versions link** | Allows users to view information about the budgets in the works; there can be multiple budget versions, one of which will be selected for the final and complete version.
### Panel/Link Name

<table>
<thead>
<tr>
<th>Panel/Link Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autocalculate Periods link</td>
<td>Allows the system to automatically calculate the budget periods.</td>
</tr>
<tr>
<td>Recalculate with Changes</td>
<td>Applies the changes made to the rates to this budget.</td>
</tr>
<tr>
<td>Reset to Default Periods</td>
<td>Reverts all manual changes made to modified proposal rates back to the applicable institutional rates.</td>
</tr>
</tbody>
</table>

Table 5 – Budget Panels and Links Descriptions
Reviewing/Modifying Budget Settings – Detailed Instructions

The **Budget Settings** section gives the ability to confirm (and modify if needed) the F&A Rate Type (the rate allowed by the sponsor) and the Unrecovered F&A Rate Type (the normal rate type for project/activity), add or modify total direct cost and total cost limits, change the on/off campus indicator, change the modular budget indicator, and toggle the submit cost-sharing indicator (for S2S submissions).

Additionally, users can enter comments in this section that will be helpful while working on the budget, and collaborating with other users.

**To Review/Modify Budget Settings:**

1. While in the Budget, click the **Budget Settings** link at the top of the page.

![Figure 13 – Budget Settings Link](image)

The **Budget Settings** window will open.
2. Review and complete the fields in the **Budget Settings** window as needed:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Start Date</strong></td>
<td>Display field. The requested start date of the proposed project. This date is supplied by the proposal. Can be changed in two places - in &quot;Return to Proposal&quot; &gt; Basics &gt; Proposal Details OR in &quot;Detailed Budget&quot; Periods and Tables.</td>
</tr>
<tr>
<td><strong>Project End Date</strong></td>
<td>Display field. The requested end date of the proposed project. This date is supplied by the proposal.</td>
</tr>
<tr>
<td><strong>Total Direct Cost Limit</strong></td>
<td>The maximum direct cost to be paid by the sponsor, as entered by the user. The user will receive a warning message alerting them when the budget exceeds the total direct cost limit. This is an optional field. This also can be changes in the Periods and Tables by budget year.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Budget Status</strong></td>
<td>Allows users to designate the status of a budget version as ‘Complete’ or ‘Incomplete’. The system defaults the field to ‘Incomplete’ and before a proposal can be routed for approval, the budget status must be changed to ‘Complete’.</td>
</tr>
<tr>
<td><strong>On/Off Campus</strong></td>
<td>Indicates whether the activity is performed On campus, Off campus, <strong>Please note:</strong> CSU system is not currently configured to allow mixed rate (‘combination’) budgets. By default, a budget uses ‘on’ campus rates.</td>
</tr>
<tr>
<td><strong>Residual Funds</strong></td>
<td>Optional field. Allows users to enter remaining funds, if any, from a previous award.</td>
</tr>
<tr>
<td><strong>Total Cost Limit</strong></td>
<td>Optional field for maximum cost (including indirect costs) to be paid by the sponsor, as entered by the user. The user will receive a warning message alerting them when the budget exceeds the total cost limit.</td>
</tr>
<tr>
<td><strong>Unrecovered F&amp;A Rate Type</strong></td>
<td>The type of F&amp;A Cost (i.e. overhead or Indirect Cost) applicable to the project, which is not provided by the sponsor. Select from the drop-down list the type of rate used for the F&amp;A that is applicable to the project, but not recovered from the sponsor if applicable. The system defaults the selection to MTDC.</td>
</tr>
<tr>
<td><strong>F&amp;A Rate Type</strong></td>
<td>The type of F&amp;A Cost (i.e. overhead or Indirect Cost) applicable to the project, which is provided by the sponsor. This is the type of overhead rate that is applicable to the project. Click the drop-down arrow to display the list and click on an item in the list to highlight and select it to populate the box with your selection. The system defaults the selection to MTDC.</td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td>An optional text field (internal use only) that allows users to enter internal remarks or explanations related to the budget. These comments do not appear on any S2S forms.</td>
</tr>
<tr>
<td><strong>Modular Budget</strong></td>
<td>The box indicating if funding is being requested in the Modular Budget format (e.g. $25,000 increments up to a maximum of $250,000 per year.)</td>
</tr>
</tbody>
</table>

**Please note:** CSU system is not currently configured to allow mixed rate (‘combination’) budgets. By default, a budget uses ‘on’ campus rates.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| Submit Cost Sharing | Currently only used when applying for NIH funding. Select to set the Modular Budget Flag, which is a system indication that an S2S submission will use the available modular budget form, to be populated with data from the Modular Budget section of the budget. This checkbox indicates whether the Cost Sharing that is entered in the Budget is going to be included in Fed/non-Fed budget forms included in an S2S opportunity attached to the proposal record.  
- If this checkbox is checked, it means that all or some of the Cost Sharing will be mapped to the S2S budget form. (Individual object costs can have Cost Sharing checkbox unchecked so those amounts are not being submitted.) This is the default setting.  
- If the checkbox is not checked, then cost-share amounts will not be mapped to budget forms. |

Table 6 – Budget Setting Fields

⚠️ Note: If you change the F&A Rate Type, a message appears stating that you should recalculate the budget since the new rate type will change the Indirect Costs for the budget.

3. Click the Apply Changes button to apply the modifications you made to the settings and to close out of the Budget Settings window.

Adjusting Budget Period Boundaries – Detailed Instructions

By default, the system divides the project into 12-month periods. However, if needed, modify the start and end dates for the periods, or add/delete budget periods as long as they are within the Project Start and End Dates.

To adjust Period Boundaries:

1. While in the Budget, click the Periods & Totals panel on the Navigation panel. The Periods & Totals screen will display.

2. To add a Budget Period, click the Add Budget Period button.

3. To delete a Budget Period, click the in the Actions column for the Period to remove.
4. To edit information for any Project Period (e.g. **Period Start** and **End Dates**, **Cost Limit**, **Direct Cost Limit**, etc.), click in the field you want to edit the information. The field will become editable.

Figure 16 – Editing Periods & Totals Fields
Creating a Detailed Budget

Creating a Detailed Budget – Exercise 1

In this scenario, you will create a new detailed budget using the proposal created in the proposal development class. Enter the information, as exemplified below:

<table>
<thead>
<tr>
<th>Step No.</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>While in the Proposal, click the Budget panel.</td>
</tr>
</tbody>
</table>
| 2        | In the Budgets screen:  
|          | Click the Add Budget button  
|          | In the Budget Version window select/enter:  
|          | Budget Name: Detailed Budget 1  
|          | Select the radio button for Start a detailed budget  
|          | Click the Create Budget button. |
Modifying Proposal Rates – Detailed Instructions

Kuali Research allows you to synchronize (sync) your proposal rate table to the institute rate table by clicking the Sync to Current Institutional Rates or the Sync All Rates buttons in the Rates panel. You may also make manual adjustments to the rate table when needed.

Here are details for these buttons:

**Sync to Current Institutional Rates** – Sets this budget to the current default institutional rates. This is required when copying an old proposal from a prior fiscal year to a new proposal. This sync function will insure that the rates are for the current fiscal year. Using this feature also overrides any data entered in the fields for ‘applicable rate’.

**Sync All Rates** - Re-sets all rate sections to match Institutional rates.

**Refresh All Rates** – Re-sets all values entered in ‘applicable rate’ fields to match the rates listed in the ‘institute rate’ fields, within all the rates sections. Different from sync, because it doesn’t bring in current institutional rates.

**Reset to Default Rates** – This function erases any data entered in ‘applicable rate’ fields, re-setting the rates back to the default institutional rates.

**To Review/Modify Proposal Rates:**

1. While in the Budget, click the Rates panel on the Navigation panel.

The Rates screen will open displaying three tabs across the top Research F&A, Fringe Benefits and Inflation with the default display of Research F&A tab.

![Figure 17 – Rates Panel](image)

To be sure the budget is using the most up-to-date indirect, employee benefit, and inflation rates, synchronize (Sync) the Proposal Rates table to the Institute Rates table.
If using a copied proposal, **this action is imperative**; a newly generated proposal’s rates should be valid, but a copied proposal may **have old rates** that require synchronizing.

![Figure 18 – Syncing Buttons](image)

Additionally, the **Refresh All Rates** button and **Reset to Default Rates** button (within each Rate Class), allows you to revert **ALL** manual changes to the **Applicable Rates** in one click.

The system resets the values within the **Applicable Rate** fields to match the rates listed within the **Institute Rate** fields (whether or not the institute rates are current) within the rates sections.

2. To modify the pre-populated rates, click the tab for the rates you want to modify (e.g. Organized Research F&A) and then click on the rate you want to modify in the **Applicable Rate** column. The **Rate** field will become editable.

![Figure 19 – Modifying Rates](image)

3. Enter the rate to be applied to the Proposal in the **Applicable Rate** field.

4. Repeat these steps to modify all the needed rates.

5. Click the **Save** button.
## Modifying Proposal Rates – Exercise 2

In this scenario, modify the MTDC rate to 0% (both On and Off Campus) and modify the Inflation rate for Faculty Salaries for all FY to 4% (both On and Off Campus). Enter the information, as exemplified below:

<table>
<thead>
<tr>
<th>Step No.</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>While in the Budget, click the <strong>Rates</strong> panel.</td>
</tr>
</tbody>
</table>
| 2        | In the **Rates** screen → **Research F&A** tab:  
|          |   In the MTDC rate rows:  
|          |     Change the On Campus MTDC Rate (FY 2017) to **0%**  
|          |     Change the Off Campus MTDC Rate (FY 2017) to **0%**  
|          |     Click the **Save** button  
|          |   Remember to change all years, if working on multi-year budget.  

|          | In the **Rates** screen → **Inflation** tab:  
|          |   In the Faculty Salaries (6/1) rows:  
|          |     Change the On Campus Inflation for Faculty Salaries (6/1) (all FYs) to **4%**  
|          |     Change the Off Campus Inflation for Faculty Salaries (6/1) (all FYs) to **4%**  
|          |     Click the **Save** button. |
Adding Personnel Budget Costs – Detailed Instructions

Personnel Cost Elements within a budget describe the salaries for individuals that will be directly funded out of the proposal award. Kuali Coeus allows you to add and budget for named persons (Investigators, Key Persons) as well as persons to be named at a later date (Postdocs, research assistants).

Entering Personnel Budget Costs is a two-part process.

- Update the Project Personnel list for your budget
- Add Budget Persons to personnel cost elements within the budget

Adding TBN(s) to Project Personnel

CSU's system has been pre-loaded with a variety of “To Be Named” (TBN) positions, such as Post Docs, GRAs, Admin Pro, Non-student Hourly, Student Hourly, etc. This allows for granular budgeting for project personnel who are not yet hired at the time of proposal, but will be necessary to completing the project work. System functionality allows adding multiples of each type, to accommodate different appointment types and base salary information, which can vary by college or the intended project objective for the TBN’s effort.

To add TBN to Project Personnel via “To Be Named” Search:

1. While in the Budget, click the Personnel Cost down arrow to show the Project Personnel link in the Navigation panel. Click the link to open the Project Personnel section.

2. While in the Project Personnel subpanel, click the Add Personnel button.

Figure 20 – Project Personnel Subpanel
3. The **Add Personnel** window will open.

4. In the **Add Personnel** window:
   a. From the **Search for** drop-down field, select “To Be Named”
   b. Click the **Search** button

5. A list of all available TBN personnel types will open in a light box. Enter the number of persons of this type you want to budget for (this allows you to enter different salaries for the same type of TBN as needed). **After entering the desired quantities**, click the **Add TBN Personnel to Budget** button. In this example the project added (1) new TBN Post Doc.
6. The selected TBN(s) will be added to the **Project Personnel** section where you will need to update the details for each of them, if applicable, per the instructions described in the next section (**Updating Project Personnel Details**). See results below.
Note: Base Salary and Appointment Type may be edited in the details window.

Updating Project Personnel

The next step in the Personnel budgeting process is to update the Project Personnel screen with the required information.

To update the Project Personnel information:

1. While in the Budget, click the Personnel Cost panel → Project Personnel subpanel in the Navigation panel. The Project Personnel screen will open.

![Figure 25 – Project Personnel Subpanel](image)

2. For each individual that will be included in the Proposal Budget, click the Details button to update the following fields/information in the Edit Personnel window → Details tab:
FIGURE 26 – EDIT PERSONNEL WINDOW

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code</td>
<td>For named personnel, this data element is pulled from the HR record.</td>
</tr>
<tr>
<td>Appointment Type</td>
<td>For named personnel, this data is pulled from the employee's HR record. It can be changed if necessary for budgeting. For TBN personnel, will default to 12-month appointment, but can be changed as needed for budgeting.</td>
</tr>
</tbody>
</table>
| Salary Effective Date | The **Salary Effective Date** is the date of the employee's last annual salary increase. The System uses the Effective Date to calculate salary inflation and it will automatically default the Salary Effective Date field to the start date of the proposal.  
The information can be changed as needed to match the date of the employee’s last annual salary increase.  
This is important for calculating inflations, if a budget will apply a 3% inflation rate, that salary will increase 3% for the next budget period, |
### Field Name | Description
--- | ---
| Base Salary | automatically and the salary effective date is used in the inflation calculation.

The **Base Salary** is the individual's current base salary as of the Effective Date entered in the **Salary Effective Date** field. (This is the annual salary as of the date of the last salary increase based on Appointment Type selected).

For example, if you enter a base salary of $90,000 for an individual with a 9M Duration (i.e. 9-month appointment), salary calculations will be based on $10,000 per month.

#### Table 7 – Edit Personnel Fields

3. Click the **Save Changes** button to capture the changes you made to the individual’s information and to close out of the **Edit Personnel** window.

4. Click the **Save** button at the bottom of the **Project Personnel** screen.

5. Repeat these steps to update the information for the other Project Personnel.

### Adding Personnel Cost Elements

Once the Project Personnel information has been set-up, you are now able to budget for your personnel.

**To add Personnel Cost Elements:**

1. While in the Budget, click the **Personnel Cost → Assign Personnel to Periods** in the **Navigation** panel. The **Assign Personnel to Periods** screen will open with Period tabs displayed at the top. If there are multiple budget periods, system will default to Period1.

![Assign Personnel to Periods Subpanel](image.png)

Figure 27 – Assign Personnel to Periods Subpanel

2. In the **Assign Personnel to Periods** screen, click the **Assign Personnel...** button.
The Add Personnel to Period window will appear.

3. Complete the fields as described below:
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| Person     | Select one of the persons to apply to the budget period.  
**Note:** Summary can be used to add a lump sum of a salary type to be selected in the Object Code menu. This can be used in lieu of adding multiple TBN types when the number of those personnel are not identifiable at the time of proposal. |
| Object Code| Displays the available types of salary cost elements. Select the appropriate code for the project person selected in the Person column. Click the lookup icon to open the full list of potential cost elements in a separate window. |
| Group      | Groups are useful if you will have multiple persons with similar special conditions, such as no inflation, or submit/do not submit cost sharing details. Can also be used if a named person needs to be added more than once for special budgeting scenarios (e.g., task budget). |
| Start Date | If the **Start Date** is not the same as the budget period start, enter the appropriate date or use the calendar tool to select a date. It may be appropriate to change one of these dates to compensate for such occurrences as academic appointments, vacation eligible time, or a late start on the project. |
| End Date   | If the **End Date** is not the same as the budget period end, enter the appropriate date or use the calendar tool to select a date. |
| Effort %   | Click in the **Effort %** field to enter the percentage effort this person will charge to the project. |
| Charged %  | Click in the **Charged %** field to enter the percentage of the person’s salary to be charged to the project. (This field cannot be greater than **% Effort**. Amounts less than Effort % will result in Cost Sharing.) |
| Period Type| Select a **Period Type**.  
**Note:** The Period Type should normally correspond to the person’s appointment type. For example, faculty with 9 month Academic appointments should not be budgeted with a calendar period type. |

Table 8 – Add Personnel to Period Fields

4. After completing the **Add Personnel to Period** window, click the **Assign to Period 1** button.
5. **Assign Personnel to Periods** screen will now appear and see the added individual.

![Assign Personnel to Periods](image)

Figure 30 – Added Personnel Cost

6. Click the **Save** button at the bottom of the **Assign Personnel to Periods** screen.

7. Repeat these steps to budget for additional Personnel.
Adding Personnel and Non Personnel Budget Costs

Adding Personnel Budget Costs – Exercise 3

In this scenario, update the Project Personnel section of your Budget and then budget for Proposal Personnel. Enter the information, as exemplified below:

<table>
<thead>
<tr>
<th>Step No.</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>While in the Budget, click the <strong>Personnel Costs</strong> panel → <strong>Project Personnel</strong> subpanel.</td>
</tr>
</tbody>
</table>
| 2        | In the **Project Personnel** screen:  

   - Click the **Add Personnel** button  
   - In the **Add Personnel** window:  
     - **Search for:** *To Be Named*  
     - In the displayed Person Categories, enter 1 in the **Quantity** field for *TBN - Post-Doc*  
     - Click the **Add TBN Personnel to Budget** button. |
| 3        | In the **Project Personnel** screen:  

   - Click the **Details** button for *your principal investigator*  
   - In the **Edit Personnel** window → **Details** tab select/enter:  
     - **Appointment Type:** *9M Duration*  
     - **Salary Effective Date:** *06/01/2016*  
     - **Base Salary:** *90,000*  
     - Click the **Save Changes** button  
   
   - Click the **Details** button for *TBN – Post-Doc - 1*  
   - In the **Edit Personnel** window:  
     - **Appointment Type:** *12M Employee*  
     - **Salary Effective Date:** *06/01/2016*  
     - **Base Salary:** *42,000*  
     - Click the **Save Changes** button |
<p>| 4        | Click the <strong>Save</strong> button at the bottom of the <strong>Project Personnel</strong> screen |
| 5        | Click the <strong>Assign Personnel to Periods</strong> subpanel |</p>
<table>
<thead>
<tr>
<th>Step No.</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 7       | Click the **Assign Personnel**... button  
 In the **Add Personnel to Period** window:  
 **Person:** Your principal investigator  
 **Object Code:** Budget Faculty Salary - On  
 **Start Date:** 11/01/2017  
 **End Date:** 10/31/2018  
 **Effort %:** 10  
 **Charged %:** 10  
 **Period Type:** Calendar  
 Click the Assign to Period 1 button  
 
 Click the **Assign Personnel** button  
 In the **Add Personnel to Period** window:  
 **Person:** TBA – Post-Doc – 1 (TBNPD)  
 **Object Code:** Admin. Prof. Salary Post Doc Fellow  
 **Start Date:** 11/02/2016  
 **End Date:** 10/31/2017  
 **Effort %:** 50  
 **Charged %:** 50  
 **Period Type:** Calendar from the drop-down  
 Click the Assign to Period 1 button  
 
 | 7 | Click the **Save** button at the bottom of the **Assign Personnel to Periods** screen. |
Adding Non-Personnel Budget Costs – Detailed Instructions

Non-Personnel line items are those items within your budget that do not pay salaries or benefits to people working on the project. Non-Personnel Line Items include travel costs, supplies (such as consumables and reagents), equipment, subcontracts, and other operating expenses.

Adding Non-Personnel Cost Elements

1. While in the Budget, click the Non-Personnel Costs panel in the Navigation panel. The Non-Personnel Costs screen will open with the Period tabs displayed at the top.

   ![Figure 31 – Non-Personnel Cost Panel](image)

2. In the Non-Personnel Costs screen, click the Assign Non-Personnel button. The Add Assigned Non-Personnel window will appear.

   ![Figure 32 – Add Assigned Non-Personnel Window](image)
3. Complete the fields as described below:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category Type</td>
<td>Displays major categories of expense. Choose to narrow the choices for Category and Object Code.</td>
</tr>
<tr>
<td>Category</td>
<td>Displays available Non-Personnel Budget Categories (e.g. Equipment, Travel, Participant Support, Other Direct, etc.). Select the Category for the Non-Personnel Line Item you want to add. Choose to narrow the choices for Object Code.</td>
</tr>
<tr>
<td>Object Code Name</td>
<td>Displays the potential cost elements appropriate to the Category selected in the Category field. Alternatively, click the lookup icon to open the full list of potential cost elements in a separate window. Locate the appropriate cost elements and click on return value to select the item.</td>
</tr>
<tr>
<td>Total Base Cost</td>
<td>Specify the total amount for the item entered.</td>
</tr>
<tr>
<td>Quantity</td>
<td>Specify the number of the particular item being purchased (e.g. 1). This field can be left blank. Quantity is for information only and has not logic to calculate costs, based on quantity.</td>
</tr>
<tr>
<td>Description</td>
<td>Enter text in the Description window if needed. Note - Description is required for Equipment Cost.</td>
</tr>
</tbody>
</table>

Table 9 - Add Assigned Non-Personnel Fields

4. Click the Add Non-Personnel Item to 1 button.
The system returns to the **Non-Personnel Costs** screen where the user sees the added line item.

5. Click the **Save** button at the bottom of the **Non-Personnel Costs** screen.

6. Repeat these steps to budget for additional Non-Personnel budget costs.

### Viewing/Modifying Line Item Details

In the case where there is **Cost Sharing**, **Underrecovery**, or modify the **On/Off Campus** status for a non-personnel line item in your budget, navigate to the Non-Personnel Line Item Details section to make the necessary adjustments.

**To review and modify the Line Item Details for the Non-Personnel Line Item:**
1. While in the **Non-Personnel Costs** screen, click on the **Details** button in the **Actions** column for the **Line Item** where you want to modify the details. Note, in this example, there are 2 budget periods. System Defaults to Period 1.

![Figure 35 – Line Item Details](image)

2. The **Edit Assigned Non-Personnel** window will open, with tabs (**Details, Cost Sharing**, and **Rates**) displayed at the top (**Details** tab is the default display).
**Details Tab:**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>Modify the <strong>Start Date</strong> if it is not the same as the budget period start. Enter the appropriate date or use the calendar tool to select a date.</td>
</tr>
<tr>
<td>End Date</td>
<td>If appropriate, modify the <strong>End Date</strong> if it is not the same as the budget period end. Enter the appropriate date or use the calendar tool to select a date.</td>
</tr>
</tbody>
</table>
### Field Name | Description
---|---
**Budget Category** | If applicable, click the down-arrow to change the category from the default for this cost element.
**Apply Inflation** | If eligible, check/uncheck the **Apply Inflation** check box. This applies to the particular cost element viewing the details for. The default setting is 'checked' so inflation applies.
**Submit Cost Sharing** | This affects only the mapping of information to S2S forms. **Uncheck** the **Submit Cost Sharing** so this line item's cost share expense won't appear on S2S budget forms. (This does **not** eliminate the need to track cost sharing commitments.)

**Cost Sharing Tab:**

![Edit Assigned Non-Personnel](image)

Figure 37 – Edit Assigned Non-Personnel → Cost Sharing Tab

| Field Name | Description |
---|---|
**Cost Sharing** | |

V4 Kuali Research Proposal Budget Training Guide
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If appropriate, enter the contributed amount designated as cost shared.</td>
</tr>
<tr>
<td><strong>Unrecovered F&amp;A</strong></td>
<td>(Display only). Will populate with the calculated under-recovery, if any.</td>
</tr>
<tr>
<td><strong>Justification Notes</strong></td>
<td>(Optional). Use this box to enter notes about this cost element. All the notes can be consolidated to provide you with a text document that can aid in preparing your complete budget justification narrative.</td>
</tr>
</tbody>
</table>

**Table 10 – Edit Assigned Non-Personnel → Cost Sharing Tab**

**Rates Tab:**

The **Rates** tab is used to view and adjust indirect and fringe rate application to the selected cost element. The columns list the rate class, type, the default application, the calculated rate, and calculated cost sharing, if applicable.

![Figure 38 - Edit Assigned Non-Personnel → Rates Tab](image)

Uncheck the box in the **Apply Rate?** Column to un-apply – which may only be relevant for special submissions – Caution: This will become under-recovery.

In addition, users can:
Figure 39 – Additional Line Items Functions

**Sync to Period Cost Limit**: Click this button to adjust the line item amount, and recalculate the budget, to reconcile to a period cost limit entered in the Parameters tab for this budget period. The value may be increased or decreased, depending on the current budget total. You will be presented with an option to cancel this transaction.

**Sync to Period Direct Cost Limit**: Click this button to adjust the line item amount, and recalculate the budget, to reconcile to a period direct cost limit entered in the Parameters tab for this budget period. The value may be increased or decreased, depending on the current budget total. You will be presented with an option to cancel this transaction.

Click the **Save Changes** button or **Save and Apply to Other Periods** button (as appropriate) to save all the information that you entered in the **Edit Assigned Non-Personnel** window.
Adding Non-Personnel Budget Costs – Exercise 4

In this scenario, budget for your Non-Personnel Budget Costs. Enter the information, as exemplified below:

<table>
<thead>
<tr>
<th>Step No.</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>While in the Budget, click the <strong>Non-Personnel Costs</strong> panel.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>In the <strong>Non-Personnel Costs</strong> screen:</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Assign Non-Personnel…</strong> button</td>
</tr>
<tr>
<td></td>
<td>In the <strong>Add Assigned Non-Personnel</strong> window:</td>
</tr>
<tr>
<td></td>
<td><strong>Category Type:</strong> <strong>Equipment</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Category:</strong> <strong>Equipment</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Object Code Name:</strong> <strong>Equipment&gt;= $5000 – MTDC exempt</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Base Cost:</strong> <strong>5000</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Quantity:</strong> <strong>1</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Description:</strong> <strong>Microscope</strong></td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Add Non-Personnel Item to 1</strong> button</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Assign Non-Personnel…</strong> button</td>
</tr>
<tr>
<td></td>
<td>In the <strong>Add Assigned Non-Personnel</strong> window:</td>
</tr>
<tr>
<td></td>
<td><strong>Category Type:</strong> <strong>Travel</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Category:</strong> <strong>Travel Domestic</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Object Code Name:</strong> <strong>Budget Travel</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Base Cost:</strong> <strong>2000</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Description:</strong> <strong>Conference</strong></td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Add Non-Personnel Item to 1</strong> button</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Assign Non-Personnel…</strong> button</td>
</tr>
<tr>
<td></td>
<td>In the <strong>Add Assigned Non-Personnel</strong> window:</td>
</tr>
<tr>
<td></td>
<td><strong>Category:</strong> <strong>Other Direct</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Object Code Name:</strong> <strong>Materials and Supplies</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Base Cost:</strong> <strong>5000</strong></td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Add Non-Personnel Item to 1</strong> button</td>
</tr>
<tr>
<td>3</td>
<td>In the <strong>Non-Personnel Costs</strong> screen:</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Details</strong> button for <strong>Equipment&gt;=5000-MTDC exempt</strong></td>
</tr>
<tr>
<td></td>
<td>In the <strong>Edit Assigned Non-Personnel</strong> window:</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Cost Sharing</strong> tab</td>
</tr>
<tr>
<td></td>
<td><strong>Cost Sharing:</strong> <strong>1000</strong></td>
</tr>
<tr>
<td>Step No.</td>
<td>Instructions</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Save Changes</strong> button</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Details</strong> button for <strong>Budget Travel</strong></td>
</tr>
<tr>
<td></td>
<td>In the <strong>Edit Assigned Non-Personnel</strong> window:</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Details</strong> tab</td>
</tr>
<tr>
<td></td>
<td><strong>Uncheck</strong> the <strong>Apply Inflation</strong> checkbox</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Save Changes</strong> button</td>
</tr>
<tr>
<td>4</td>
<td>Click the <strong>Save</strong> button at the bottom of the <strong>Non-Personnel Costs</strong> screen.</td>
</tr>
</tbody>
</table>
Autocalculate All Budget Periods – Detailed Instructions

After entering expenses in Period 1 of the budget that will be common to all budget periods, use the system to generate the remaining budget periods with details. The Autocalculate Periods function can be performed only once per budget version (if you copy, create a new budget version, you can use Autocalculate Periods for that version). The rates for MTDC and Inflation that you adjusted in previous exercises will be applied when KC generates the remaining periods.

To generate all Budget Periods:

While in the Budget, click the Autocalculate Periods link at the top of the Budget screen.

Figure 40 – Autocalculate Periods (BEFORE)

The remaining Budget Periods will be updated with the costs entered in Year 1 of your budget.
Note: Make sure you have completed all required information for Period 1. The Autocalculate Periods functionality only works once per budget version.

Once the periods have been generated, you may return to each budget section to review and make adjustments to individual line items. For example, you may:
- Add and remove line items
- Adjust Personnel effort or period of performance
- Add SubAward Budget
### Autocalculate All Budget Periods – Exercise 5

In this scenario, generate the remaining budget periods based on the expenses entered in Period 1 of the Budget. Enter the information, as exemplified below:

<table>
<thead>
<tr>
<th>Step No.</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>While in the Budget, click the <strong>Autocalculate Periods</strong> link</td>
</tr>
<tr>
<td>2</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
</tbody>
</table>
Adding a SubAward

Adding Subaward Budget Costs – Detailed Instructions

Most subcontracts are subject to Facilities and Administration (F&A) costs for only the first $25,000 spent. (see Note below)

For budgets using CSU's MTDC rate(s), where the subcontract cost is greater than $25,000, there may be up to four cost elements used:

- Sub – Charge F&A
- Sub – No F&A Charged
- Sub – NIH F&A – charge CSU F&A
- Sub – NIH F&A – no CSU F&A Charged

Kuali Research includes a budget tool for the Subaward Budget Costs, which is a user-friendly process that reads the direct and indirect subaward budget costs entered and inserts system-generated line items for subaward funding values for each project period into the proposal budget. The system will parse the funding data into the appropriate object codes in each budget period, including determining first $25K, exempt from F&A, etc.

Note: This tool can be used ONLY when CSU's rate type is MTDC (Modified Total Direct Costs). When the rate type is TDC, all subrecipient costs should be subject to F&A, except in rare cases when they are entirely exempt. In a budget using a TDC rate, line items for subrecipient costs have to be added manually in Non-Personnel costs section, using the correct object code.

To add Subcontract Line Items:

1. While in the Budget, click the **Subawards** panel in the **Navigation** panel.

Figure 41 – Subawards Panel
The **Subawards** screen will open.

2. In the **Subawards** screen click the **Add Subaward** button.

3. The **Add Subaward** window will appear.

![Figure 42 Subaward Tab](image)

![Figure 43 – Add Subaward Window](image)
4. In the **Organization Id** field, click the **lookup icon** to search for and return the Subaward Organization. For Non-S2S Proposals, **DO NOT** click the Choose File button.

**Note:** If Organization is not found in the search, contact OSP, Claudia.amos@colostate.edu or rs_kc_help@mail.colostate.edu, to provide the information needed to create a new organization in the system. Once the organization record has been created, you can then add it to the proposal.

5. Use the **Comments** field to insert notes about the uploaded files.

6. Click the **Add Subaward** button.

7. Add Subaward Organization.

![Subawards table](image)

**Figure 44 – Added Subaward Organization**

8. Click the **Details** button to display the **Subaward Details**.

9. Enter the **Subaward Direct**, **F&A**, and **Cost Sharing** Costs (if applicable) for each **Budget Period** in the applicable fields and then click the **Save Changes** button.

   a. For **NIH proposals**, use both the Direct Cost and F&A cost fields. Amounts entered in the F&A field will be excluded from CSU’s direct costs for determining compliance with NIH direct costs limits.

   b. For **non-NIH proposals**, use only the Direct Cost fields for the full amount for each period. The system will allocate into 'charge F&A' and 'no F&A charged' amounts automatically.
Figure 45 – Adding Subaward Direct, F&A, & Cost Sharing – NIH proposal

<table>
<thead>
<tr>
<th>Budget Period</th>
<th>Direct Cost</th>
<th>F&amp;A Cost</th>
<th>Cost Sharing</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8000</td>
<td>5250.66</td>
<td>0.0</td>
<td>13,250.66</td>
</tr>
<tr>
<td>2</td>
<td>7500</td>
<td>4996.0</td>
<td>0.0</td>
<td>12,199.0</td>
</tr>
</tbody>
</table>
10. Repeat these steps to add other Subaward Budget Costs.

11. Navigate to the **Non-Personnel Costs** panel to view the Subcontracts Cost Elements automatically added by the system.

For non-NIH proposals, enter the sub's total $ per budget period in Direct Cost fields.

Figure 46 - Entering sub $ for non-NIH proposal

Figure 47 – Subaward Cost Elements Automatically Added – NIH proposal, Period 1
Figure 48 - Subaward line items added automatically - non-NIH proposal, Period 2

<table>
<thead>
<tr>
<th>Description</th>
<th>Description</th>
<th>Quantity</th>
<th>Total Base Cost</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub - Charge F&amp;A</td>
<td>Kansas State University</td>
<td>10,000.00</td>
<td></td>
<td>Details</td>
</tr>
<tr>
<td>Sub - No F&amp;A Charged</td>
<td>Kansas State University</td>
<td>5,000.00</td>
<td></td>
<td>Details</td>
</tr>
</tbody>
</table>
Adding Subaward Budget Costs – Exercise 6

In this scenario, since the Co-Investigator is located at another institution, budget for the Subaward Costs. Enter the information, as exemplified below:

<table>
<thead>
<tr>
<th>Step No.</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>While in the Budget, click the <strong>Subawards</strong> panel.</td>
</tr>
</tbody>
</table>
| 2        | In the **Subawards** screen:  
  - Click the **Add Subaward** button  
    - In the **Add Subaward** window select/enter:  
      - **Organization Id**: 000082  
      - **Comments**: Physical Science  
      - Click the **Add Subaward** button  
    - Click the **Save** button. |
| 3        | Click **Details** button to open the Subaward Details.  
  - In **Budget Period 1**, enter:  
    - **Direct Cost**: 8000  
    - **Indirect Cost**: 5250.66  
  - In **Budget Period 2**, enter:  
    - **Direct Cost**: 7500  
    - **Indirect Cost**: 4699.80  
    - Click the **Save Changes** button. |
| 4        | Click **Non-Personnel Panel** and review the Subaward Cost Elements added to budget periods. |
This feature currently not active:

How to Distribute Cost Sharing and F & A

Distributing Cost Sharing – Detailed Instructions

If Cost Sharing is included in your budget, it will need to be distributed accordingly before the proposal can be routed for review and approval.

To distribute cost sharing:

1. While in the Budget, click the Institutional Commitments panel → Cost Sharing subpanel on the Navigation panel. The Cost Sharing screen will open with default settings for each Project Period.

   ![Figure 49 – Cost Sharing Subpanel](image)

2. Click the View Summary button, to see the Cost Sharing amounts that must be distributed per project period.

   ![Figure 50 – Cost Sharing Summary By Period Window](image)

3. In the Cost Sharing screen, for each Project Period:
   a. Click in the Source Account field to enter either an account number (if known) or other expected source information and the amount to be allocated to that source account.
b. Click on the field in the **Amount** column to enter the amount being distributed to the Source Account for the selected Budget Period. The field will become editable upon clicking on it.

![Cost Sharing](image_url)

**Figure 51 – Adding Source Account and Amount**

The “Unallocated” cost share is now “Allocated” to a source account. If the source account is not known, use a default account.

⚠️ **Note:** The **Unit Number** and **Percentage** fields are currently not used.

Repeat these steps to distribute all the Cost Sharing.

The Total Cost Sharing amount present in the budget **must be** distributed. The Total Unallocated amount must be **0.00**.

To add an additional line for a particular project period for cost sharing (e.g. in the cases where cost sharing is distributed among different accounts or from multiple sources in each period), click the **Add Cost Sharing** button.

![Cost Sharing](image_url)

The **Add Line** window will open.
4. In the window, complete the fields as described below:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>Select the Project Period for which you are distributing Cost Sharing.</td>
</tr>
<tr>
<td>Percentage</td>
<td>Leave blank as default.</td>
</tr>
<tr>
<td>Source Account</td>
<td>Enter the Account Number for the Cost Sharing commitment.</td>
</tr>
<tr>
<td>Amount</td>
<td>Enter the Amount being distributed to the Source Account for the selected Budget Period.</td>
</tr>
</tbody>
</table>

Table 11 – Add Line Window Fields

5. Click the Add button.

The system returns to the Cost Sharing screen to see the added Cost Sharing information.
Note: The Cost Sharing lines present can be deleted from the screen by clicking the icon in the Actions column for those lines.

6. Click the Save button at the bottom of the Cost Sharing screen.

Repeat these steps to distribute all the Cost Sharing that is present in your budget.
## Distributing Cost Sharing – Exercise 7

In this scenario, distribute the Cost Sharing entered in your budget. Enter the information, as exemplified below:

<table>
<thead>
<tr>
<th>Step No.</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>While in the Budget, click the <strong>Institutional Commitments</strong> panel → <strong>Cost Sharing</strong> subpanel</td>
</tr>
</tbody>
</table>
| 2        | In the **Cost Sharing** screen:  
  - Click the **View Summary** button to view the cost sharing information by period.  
  - Click the **Close** button  
  - In line 1 enter:  
    - **Source Account:** 1234567  
    - **Amount:** 2500  
  - Click the **Add Cost Sharing** button  
  - In the **Add Line** window:  
    - **Period:** 1: 11/01/2017 – 10/31/2018  
    - **Source Account:** 2345678  
    - **Amount:** 500  
  - Click the **Add** button |
| 3        | Click the **Save** button. |
This feature not currently active:

Distributing Unrecovered F&A – Details Instructions

If your budget incurs Underrecovery, you must identify the sources of funding that will support the expense and distribute it to those sources. Underrecovery (unrecovered F&A) is generated by indirect costs that are not paid by the Sponsor.

Some ways this can happen are:
- The Sponsor will not pay the Institute's full F&A expenses.
- The Sponsor uses a different indirect cost base, such as Total Direct Cost (TDC).
- The Sponsor uses a different rate than the current Institute rates, such as a fixed-for-the-life award.

To distribute unrecovered F&A:

1. While in the Budget, click the **Institutional Commitments → Unrecovered F&A** on the Navigation panel.

Figure 54 Unrecovered F & A Tab

2. The **Unrecovered F&A** screen will open with default settings for each Project Period (Fiscal Years, On/Off Campus, etc.). In the example below, see the un-recovered F & A that must be applied.

Figure 55 – Unrecovered F&A Subpanel
3. Click the View Summary button, to see the Unrecovered F&A amounts that must be distributed per project period. Click the Close button or to close out of this window.

![Figure 56 – Unrecovered F&A By Period Window](image)

4. In the Unrecovered F&A screen, for each Fiscal Year/Project Period:
   a. Click on the rate in the Applicable Rate column to enter the applicable F&A rate. The field will become editable upon clicking on it. (This rate will default from the rates entered in the Rates panel. Skip this step if the correct rate appears in the field.)

   ![Figure 57 – Fill in Allocated Rate and Amount](image)

   b. Click in the field in the Source Account column to enter either an account number or source information for Underrecovery. The field will become editable upon clicking on it.
5. Repeat these steps to distribute all the Unrecovered F&A.

*Note:* The **Total Unallocated** field should be **0.00** once all the Underrecovery is distributed.
Reviewing the Budget Summary Information – Detailed Instructions

The **Budget Summary** panel provides a means to review the entire budget in one screen. It displays the totals of each expense area (personnel and non-personnel) with the details displayed under them for each budget period.

The totals expense of each line item for every budget period, the calculated expenses for each period, and the budget period total are all displayed as well.

**Personnel**: Display-only listing of personnel expenses by line item with period amounts and totals.

**Non-Personnel**: Display-only listing of non-personnel expenses by line item with period amounts and totals.

**Totals**: Display-only column totals by period and a grand total of expenses and calculated expenses.

![Budget Summary Panel](image)

**Note**: Clicking the **Summary** link located at the top of the budget screen can access the similar **Budget Summary** screen.

![Summary Link](image)
Validating The Budget

Detailed Instructions

Finalize your proposal before submitting it for approval routing. To finalize the proposal, do the following:

- If the proposal contains a budget, your budget as Complete and ‘for submission’
  - Make sure Investigators and Key Personnel have completed Certification and COI (as needed)
  - Validate for any issues and review for proposal completeness
  - Submit for Review.

To run the Proposal Validation checks:

1. While in the Proposal screen, click the Data Validation link located at the top of the screen.

2. The Data Validation window will open. If you see a message in the window that states, “Data Validation is currently off” click the Turn On button.

![Data Validation window](image)

   Figure 60 – Turning on Data Validation

3. If Errors and/or Warnings on the proposal, they will be displayed.

   ![Data Validation Errors/Warnings](image)

   Figure 61 – Validation Errors/Warnings

Next to each Error/Warning you will see a Fix It link that appears in the Actions column, when you click Fix It, it will bring you to the section of the Proposal where the error/warning is appearing.
If you receive Error(s), user must make corrections and validate again to confirm the error has been fixed. You will not be allowed to submit a proposal with an error.

If you receive Warning(s), review to see if there are corrections that can be made. Proposals can be submitted with warnings.

Note: Validations also take place when you click the Submit for Review button.
Validating the Proposal (with Budget) – Exercise 9

In this scenario, set data validation to “on” for your proposal. Enter the information as shown below:

<table>
<thead>
<tr>
<th>Step No.</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>While in the proposal screen, click <strong>Data Validation</strong> located on top of the screen in the menu bar</td>
</tr>
</tbody>
</table>
| 2        | In the **Data Validation** link:  
  Click the **Turn On** button |
| 3        | Review the displayed errors/warnings, if any. |
| 4        | Click the **Fix It** button link for one of the errors/warnings |
Mark Budget Version Complete & Submitting

Marking Budget Version as ‘Complete’ – Detailed Instructions

A user can work on as many different budget versions within a proposal in Kuali Research.

However, before you submit your proposal for routing, budget must be marked as 'Complete'. Please note more than one budget version may be marked as 'Complete'.

To finalize your budget:

- From the **Budget Settings** link in the **Budget** screen or
- Click **Complete Budget** button at the bottom of the **Budget** screen or
- Use the **Complete Budget** selection from the **Action** drop-down in the **Proposal → Budget** panel

To finalize a Budget Version:

1. While in the Budget Version, click the **Budget Settings** link at the top of the budget screen. The **Budgets Settings** window will open.

2. In the **Budget Settings** window, select **Complete** from the **Budget Status** drop-down.

3. Alternatively, you can click the **Complete Budget** button found at the bottom of the **Budget** screens.
5. You can also select **Complete Budget** from within the **Proposal → Budget panel**.

Note: The **Budget Version** will now be display only. If you need to make more modifications to this particular budget version, you will need to navigate back to the **Budget Settings** screen and set the Budget Status back to **Incomplete**.
## Marking Budget Version as ‘Complete’ – Exercise 10

In this scenario, mark budget version as ‘**Complete**’. Enter the information, as exemplified below:

<table>
<thead>
<tr>
<th>Step No.</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>While in the <strong>Budget Version 1</strong>, click the <strong>Budget Settings</strong> link.</td>
</tr>
</tbody>
</table>
| 2        | In the **Budget Versions** window:  
  Select **Complete** in the **Budget Status** drop-down  
  Click the **Apply Changes** button |
Setting Budget Version to ‘Include for Submission’ – Detailed Instructions

Once the budget version has been marked as ‘Complete’ users can set that budget to be ‘submitted’ with the proposal.

1. While in the Proposal screen, click the Budget panel on the Navigation panel. The Budgets screen will display with the list of Budget Versions created for your proposal.

2. For the Budget Version that has a Status of ‘Complete’, click the Action button in the Actions column and select Include for Submission.

3. The budget version that was marked for submission will now have (for submission) appear in the Name field and the Budget Version row will be highlighted in green.

![Figure 62 – Budget Version Marked for Submission](image)

*Note:* The Budget Version will now be display only. If you need to make more modifications to this particular budget version, you will need to navigate to the Budget panel and select ’Remove from Submission’ option from the Action drop-down list options.
Submit Budget with Proposal  – Exercise 11

In this scenario, you will set the ‘Complete’ budget version for submission with your proposal. Enter the information, as described below:

<table>
<thead>
<tr>
<th>Step No.</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>While in the Proposal screen, click the Budget panel.</td>
</tr>
</tbody>
</table>
| 2        | In the Budgets screen:  
             For the Budget Version that has a Status of ‘Complete’, click the Actions button in the Actions column and select Include for Submission. |
Proposal Summary

The Proposal Summary is used by Approvers during the process for an overview review of essential proposal and budget data.

To review Proposal Summary:

1. Click on the Summary/Submit panel on the Navigation panel. The Submit/Proposal Summary screen will display with tabs at the top of the screen. Each tab stores a summary of information that was entered in the various parts of the KC Proposal.

2. Click each tab to view the information in that particular tab.

When you are ready to submit your proposal with budget for approvals,

- mark your budget as Complete and ‘for submission’
- make sure the Investigators and Key Personnel have completed Certification
- review Data Validation to insure issues have been resolved
- click Submit for Review.

**Note:** DO NOT submit for review until sure that your proposal is complete and SUCCESSFULLY VALIDATES. Once the proposal is submitted for review, the proposal is locked and no more data edits, updates, or corrections are allowed. Proposals with validation errors in process of approval must be returned back to the aggregator before updates and corrections can be made.

To submit proposal for review:

1. Click on the Summary/Submit panel on the Navigation panel. The Submit/Proposal Summary screen will display with tabs at the top of the screen. Each tab stores a summary of information that was entered in the various parts of the Proposal. Other action buttons will also appear at bottom of the screen.

2. Click the Submit for Review button.
**Proposal Budget Training Guide**

Figure 63 – Submit for Review

*Note:* When clicking the **Submit for Review** button, the validations will be performed on the proposal and if any errors or warnings are present, they will be displayed. All errors will need to be fixed before a proposal can be routed for approval. Warnings are allowed.

Additionally, the following action buttons are displayed in the Summary/Submit screen:

<table>
<thead>
<tr>
<th>Action Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submit for Review</strong></td>
<td>Starts the proposal into workflow for review and approval.</td>
</tr>
<tr>
<td><strong>View Route Log</strong></td>
<td>Displays the routing log/map.</td>
</tr>
<tr>
<td><strong>Cancel Proposal</strong></td>
<td>Cancels work on the Proposal. Only works when the Proposal is 'In Progress' status. Proposal will still be visible remain in the system in a “Canceled” status.</td>
</tr>
<tr>
<td><strong>More Actions</strong></td>
<td>Sends Notification, Reload Proposal</td>
</tr>
<tr>
<td><strong>Close</strong></td>
<td>Closes the proposal and brings the user back to the Home screen.</td>
</tr>
</tbody>
</table>

Table 12 – Summary Screen Action Buttons
**Copying a Budget – Detailed Instructions**

In the proposal development process, the user may need to draft several versions of a budget in order to determine the best fiscal options for the proposal. Kuali Research allows the user to copy an entire proposal budget (with all periods within that particular budget) or copy ONLY a budget with only the period 1 budget period and its cost elements. There is also an option to Copy all the periods.

**To copy a budget:**

1. While in the Budget, click the **Budget Versions** link at the top of the budget screen. The **Budgets** window will open displaying all the Budget Versions.

2. Click the **Action** button in the **Actions** column for the Budget Version you want to copy.

3. From the **Action** drop-down that appears, select **Copy**.

4. **Copy this Budget Version** window will appear. Enter the **Budget Name**, select whether to copy **All Periods** or **First Period Only**, and click the **Copy Budget** button.
Figure 66 – Copy Budget

A new version of the budget will automatically open.

Figure 67 Copied Budget from original budget

Figure 68 View the new copied budget from the Proposal Budget Tab
## Copying a Budget – Exercise 12

In this scenario, create a new budget version by copying a budget created in the previous exercises. Enter the information, as exemplified below:

<table>
<thead>
<tr>
<th>Step No.</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>While in the Budget, click the <strong>Budget Versions</strong> link.</td>
</tr>
</tbody>
</table>
| 2        | Click the **Actions** button for your Budget Version and select **Copy**.  
    In the **Copy this Budget Version** window:  
    **Budget Name:** **Copied Budget**  
    Select the **radio button** for **First Period Only**  
    Click the **Copy Budget** button |
| 3        | After the budget has been copied, you will see the new budget appear. Click the **Save** button at the bottom of the screen to save the new budget version just created. |

**End of Training**