



**Overview:**

Create separate budget versions for salary cap or 1% minimum effort to provide clear visual reference for review.

Separate budget versions for estimated salary cap and 1% minimum effort keep the information out of the 'for submission' budget and provide easy visual reference for use at award stage.

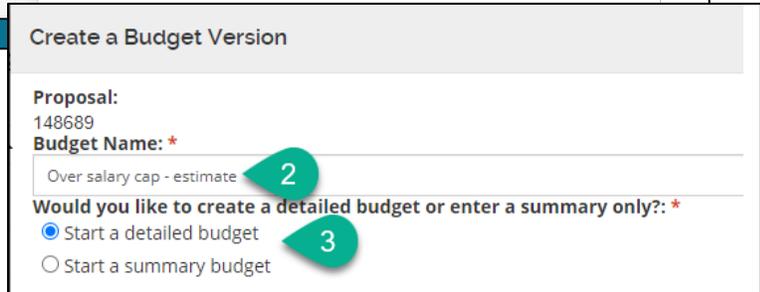
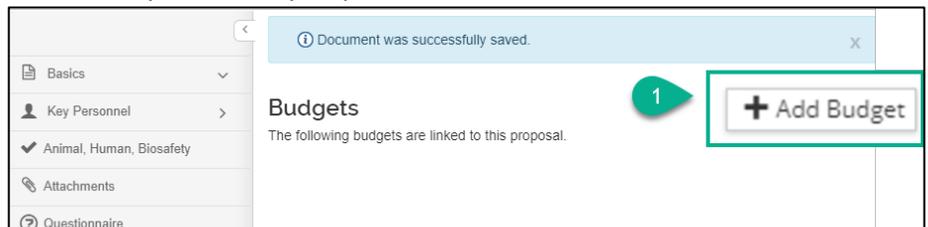
**Procedure:**

At the proposal stage, create a separate budget version for salary cap or 1% minimum effort. These separate budget versions are estimates only. Exact amounts for the budgets of companion salary cap or 1% minimum effort accounts must be determined prior to setting up an award in Kuali Research Award and KFS.

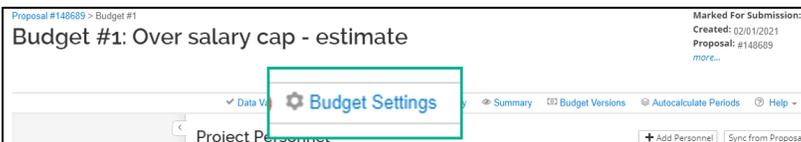
**NIH salary cap budget version**

- ▶ Include only affected persons with salaries over the cap
- ▶ There is no F&A, and fringe is not included as part of the determination of 'over the cap' amount.
- ▶ Both the 'for submission' and salary cap budget versions should have the same amount of **Effort%** and **Charged%** for each person affected by the salary cap.

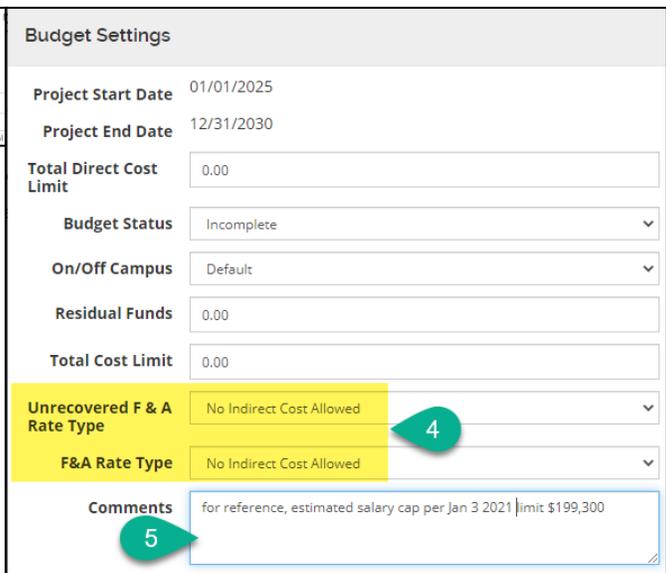
1. Use 'Add Budget' to create a new budget version
2. Name something like 'Over Salary Cap estimate'
3. Choose 'Start a detailed budget'



**Modify Budget Settings:**



4. Change both F&A Type and Unrecovered F&A Type to 'No indirect cost allowed'
5. In Budget Settings > Comments, indicate this is a 'for reference' version and current salary cap amount



NIH policy website for current limit:  
[https://grants.nih.gov/grants/policy/salcap\\_summary.htm](https://grants.nih.gov/grants/policy/salcap_summary.htm)



1. Add the affected personnel to the Project Personnel list

Project Personnel

Personnel added to the proposal are shown below. Review, configure, and add additional personnel to the budget.

Person	Job Code	Appointment Type	Base Salary	Actions
<b>Other Personnel</b>				
Chris W Denne	Professor (007420)	9M DURATION	210,000.00	Details

base salary over the cap, also adjust for 9M appointment

2. In Details lightbox, adjust the base salary for each person to the amount over the cap

Project Personnel

Personnel added to the proposal are shown below. Review, configure, and add additional personnel to the budget.

Person	Job Code	Appointment Type	Base Salary
<b>Other Personnel</b>			
Chris W Denne	Professor (007420)	9M DURATION	60,525.00

If 12M cap = \$199,300, then 9M cap = \$149,475  
Base salary - cap = \$60,525

Edit Personnel

Chris W Denne

Details Salary by Period

Details

Role:

Job Code: \* 007420

Job Title: Professor

Appointment Type: 9M DURATION

Salary Effective Date: 01/01/2025

Salary Anniversary Date:

Base Salary: 60525

3. Use Assign Personnel to periods to match the Effort% and Charged% to the 'for submission' budget version line items for these personnel

Period 1

Calculate Current Period Assign Personnel...

Person	Start	End	Effort	Charged	Period Type	Requested Salary	Calculated Fringe	Actions
<b>Faculty Salary</b>								
Chris W Denne	01/01/2025	12/31/2025	5.00	5.00	Calendar	4,095.53	1,109.89	Details & Rates

- ▶ This is a 'for reference only' budget version, so use the same number for **Effort%** and **Charged%** for each affected person (i.e., do not budget as 'cost-share').

Optional: To remove calculated fringe from the budget totals:

1. In the Details and Rates lightbox, Rates tab > uncheck the Benefits rate.

Period 1

Calculate Current Period Assign Personnel...

Details & Rates

General Rates

Rates

Class	Type	Rate Cost	Rate Cost Sharing	Apply Rate?
Employee Benefits	Academic Faculty	1,109.89	0.00	<input type="checkbox"/>

OR

2. Use Rates page, Fringe tab to change the Applicable Rate for Academic Faculty (and/or other applicable employment categories) to zero (0).

Fringe Benefits

Sync to Current Institutional Rates Reset to Default Rates

Description	On Campus	Fiscal Year	Start Date	Institute Rate	Applicable Rate *
<b>Employee Benefits</b>					
Academic Faculty	No	2021	07/01/2020	27.10	0.00
Academic Faculty	Yes	2021	07/01/2020	27.10	0.00



1% Minimum Effort budget version

When a key person (*PD/PI, co-investigator, faculty collaborator or other 'senior' personnel by sponsor definition*) is not charging effort to the sponsor budget, and is not using their salary to meet a cost-share commitment, CSU policy requires documentation of minimum effort, which is captured in a separate companion account in the financial system. This is NOT reported to the sponsor; it is for institutional tracking only.

**NOTE:** A PI or Multi-PI is expected to have some effort in all years of a project. Other senior/key personnel may have effort only in some years for only some aspects of the overall project.

1. Use 'Add Budget' to create a new budget version
2. Name something like '1% min effort'
3. Choose 'Start a detailed budget'

**Create a Budget Version**

**Proposal:**  
148713

**Budget Name: \***  
1% min effort PI

**Would you like to create a detailed budget or enter a summary only?: \***

Start a detailed budget

Start a summary budget

4. Change both F&A Type and Unrecovered F&A Type to 'No indirect cost allowed'
5. In Budget Settings > Comments, provide context for the 1% (usually because it is not charged or used as cost-share in the sponsor ('for submission') budget).

**Budget Settings**

**Project Start Date** 07/01/2021

**Project End Date** 06/30/2025

**Total Direct Cost Limit** 0.00

**Budget Status** Incomplete

**On/Off Campus** Default

**Residual Funds** 0.00

**Total Cost Limit** 0.00

**Unrecovered F & A Rate Type** No Indirect Cost Allowed

**F&A Rate Type** No Indirect Cost Allowed

**Comments** PI effort not charged, not committed cost-share in sponsor budget

6. Add only affected personnel as Project Personnel
7. In Assign Personnel to Periods, enter 1% for both **Effort%** and **Charged%** (i.e., do not budget as 'cost-share')

Period 1						
Person	Start	End	Effort	Charged	Period Type	
<b>Admin Pro Salary</b>						
Chris W Denne	07/01/2021	06/30/2022	1.00	1.00	Calendar	