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

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:
1. Add the affected personnel to the Project Personnel list

   ![Project Personnel table]

   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

   ![Details lightbox]

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

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

   ![Assign Personnel to periods]

   ► 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.

   ![Rates lightbox]

   OR

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