KUALI RESEARCH
PROPOSAL BUDGET
TRAINING GUIDE

OFFICE OF SPONSORED PROGRAMS

Contents

Introduction to Proposal Budget

Course Objectives

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

- o Understanding Budget functionality
- o Create a Detailed Budget
- o 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:

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

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.

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" [1] 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 record is a **budget development section** that allows for multiple budget "working" versions, and multiple periods within a single budget version. 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 subrecipient budgets
4. auto-calculate all budget periods

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

Business Roles and Responsibilities
Below are the types of business roles used in Kuali Research Proposal Development:

Proposal Creator *(default Aggregator)*: Creates and edits a proposal record.
Aggregator: 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.
OSP Administrator: Reviews and manages proposals, advises on budgets submitted to OSP, and helps to facilitate data validation errors. OSP personnel have submit-to-sponsor permission in systems like Grants.gov as part of their business role.
Approver: Persons in the approval, routing, and workflow for the unit or center.

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[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.

How to Login to Kuali Research Proposal Development Training site:

From the OSP Kuali Research website https://www.research.colostate.edu/osp/kr/
- Click the down arrow for KR PD Training to expand the section

- Click the link for KR PD Training Environment:

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 green Colorado State University logo or text

2. Use your NetID/password to login   3. Click 'Sign In'
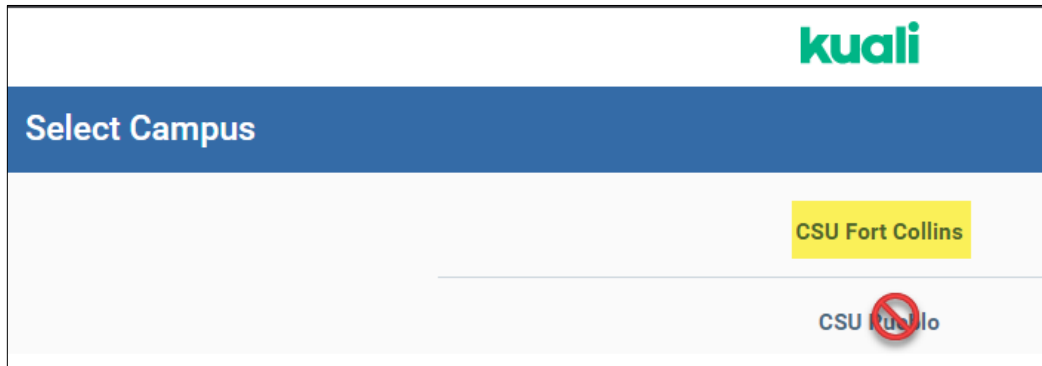
Authentication Required

eID Login

Log in to Colorado State University

Colorado State University

Vice President for Research

eName: [   ]
Password: [   ]

kuali

Welcome to Kuali

Click below to get started

[Sign In]
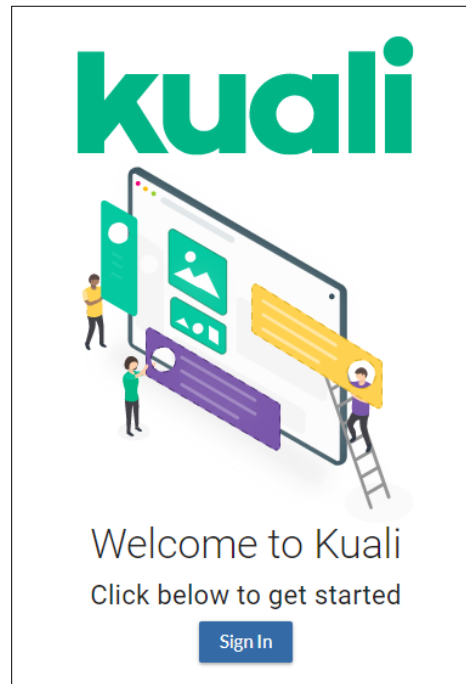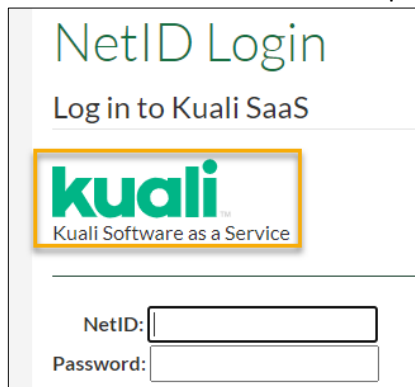
4. Select Fort Collins campus (only Fort Collins uses KR PD)

kuali

Select Campus

CSU Fort Collins

CSU Pueblo

5. The SaaS model requires another authentication with NetID and password

NetID Login

Log in to Kuali SaaS

kuali
Kuali Software as a Service

NetID: [   ]
Password: [   ]

6. Choose an option for DUO prompt that appears if there is not already an 2-fa browser session in progress

Navigation overview

The main Kuali landing page will have tiles for the applications your role/permissions give you access to. Choose **Research Home** to get to the Research Dashboard.
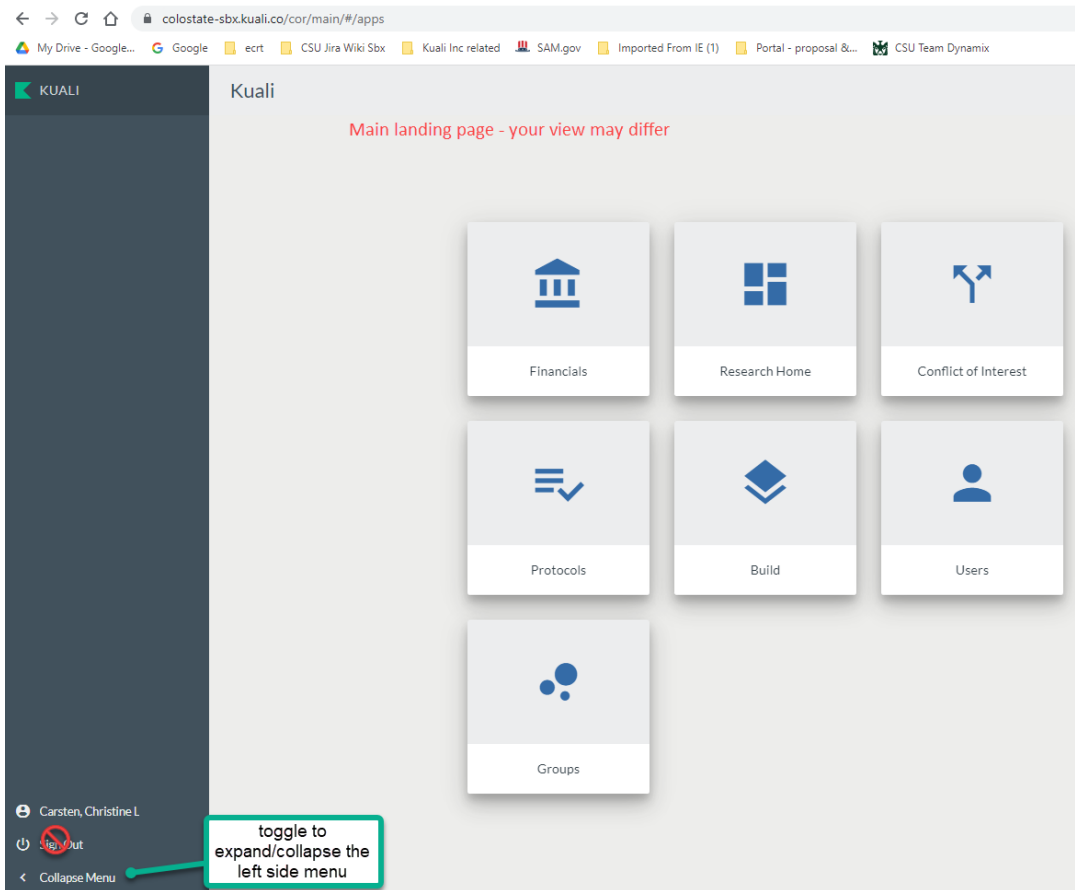
Dashboard is the landing page for all Research users.

To get to an existing proposal:

- The initiator (creator) will see the record on the Dashboard.
  - A proposal in progress will be available on the Proposals Not Routing card
- The initiator or other user with the Aggregator role can provide a unique link that will open the proposal.
- Use the left navigation
  - Choose Common Tasks
  - On this page, go to the Proposal Development card
    - Choose Search Proposals
    - Enter the unique Proposal Number, then click 'search' at the bottom of the lookup page.

Research Home left side navigation

Use the toggle at the bottom of the menu to collapse and expand the left side navigation. When collapsed, all menu items are still available, but show only simple icons. The content of the menu does not change when collapsed.

Search Records:

Common Tasks:

All Links:
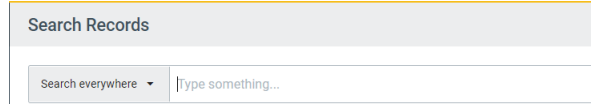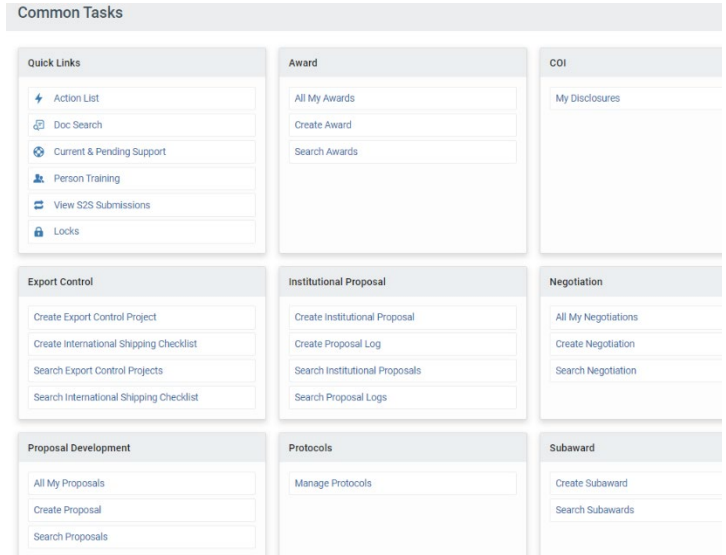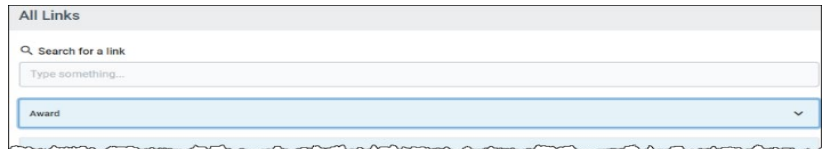
To get to resources for Kuali Research, use the Help icon:
- New Sponsor, New Organization
- KR Help Request
- Standard reports that provide options not available in lookups

Proposal record navigation:
Left Navigation column:
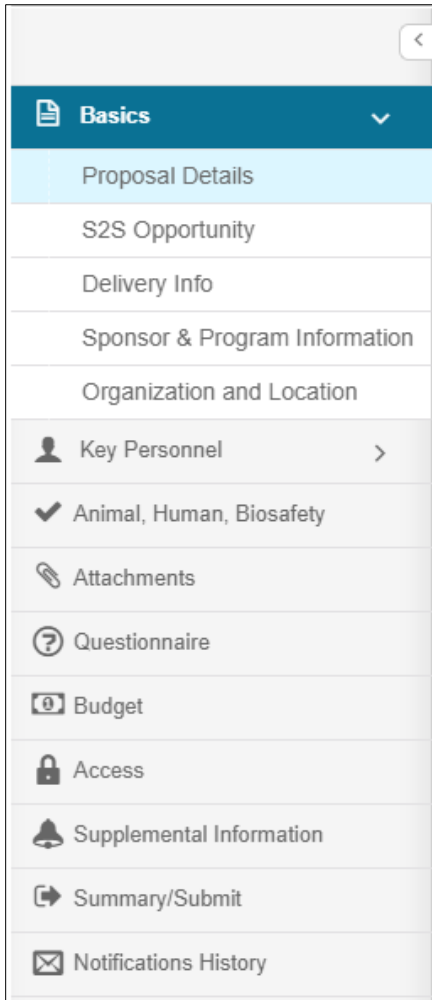
Click on any of the listed options in the left navigation panel to open and view the desired screen.

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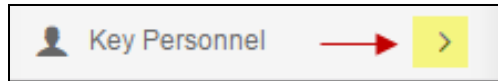
- Clicking the downward-facing triangle will collapse an open sub-menu:
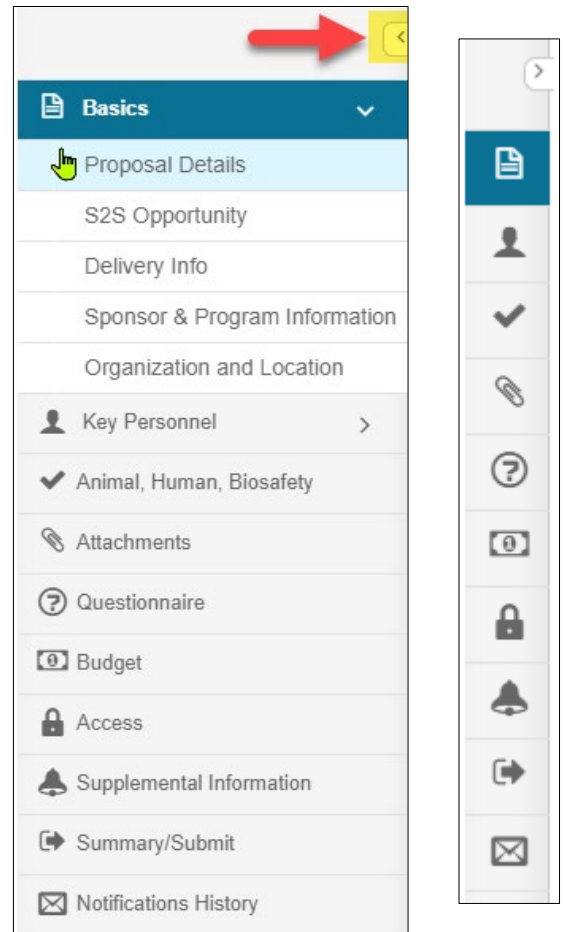
Compressed Left Navigation Icon View:
When screen space is at a premium, you can click on the **left-facing triangle** at the top of the navigation panel to compress the navigation panel to icon mode.

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

When the panel is collapsed, hovering over an icon will display the full name of the section and any subsections.
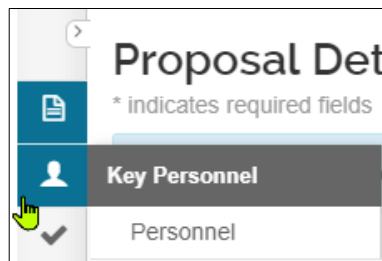
Proposal Action buttons at bottom of the page:

| Back | Save | Save and Continue | Close |
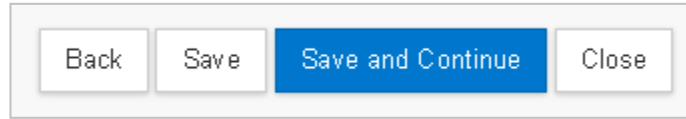
Item	Description
Back	Click to navigate to the previous listing on the left navigation bar.
Save	Click to save any entered data and to stay on the same screen.
Save and Continue	Click the **Save and Continue** button to navigate to the next section of the Proposal/Budget as listed in the **Navigation** panel.
Close	Click to close and exit the proposal.

Icons

Icon	Description
📅	Calendar icon allows you to select a date from a calendar tool and populates the field.
▪	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.
🔍	Lookup icon to search the reference table information to select from it and populate the field.
select ▼ ☐ ⊙	Selection tools; Use the drop-down menus, checkboxes, and/or radio buttons to select options to specify information in the field.
✎	Expands the field and opens it as a pop-up window.
ⓘ	Information icon appearing next to questions in a Proposal. It displays more information about the specific questions.
Proposal Type:*	Fields marked with **asterisk** are **required fields for saving** the Proposal Development document.
🗑	Delete icon.

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.

1. While in the Proposal, click on the **Budget** panel on the **Navigation** panel. The **Budgets** screen will open.
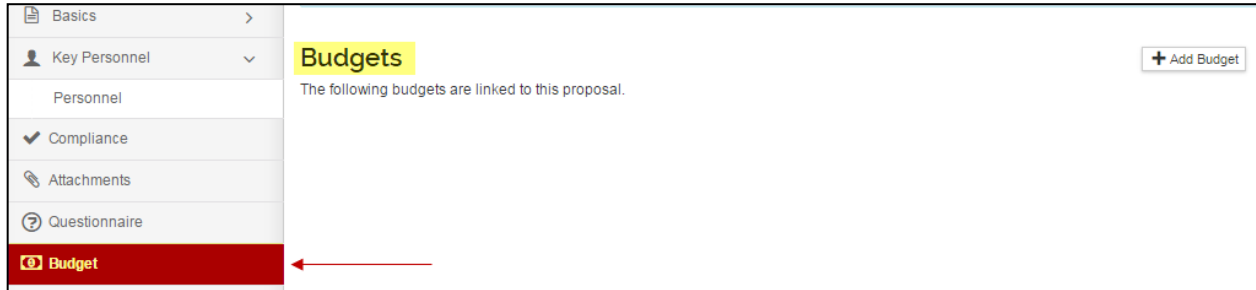
2. In the **Budgets** screen, click the **Add Budget** button.
   - **Create a Budget Version** window will appear.

      2a. For NIH/PHS sponsors, there will also be an option to indicate a modular budget will be submitted to the sponsor.

➢ So that CSU budget matches the submitted budget, the **Modular** section will need to be sync'd before the budget version is marked complete to correctly calculate the modular budget.

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 University proposals will use a detailed budget, not a summary budget.

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

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:

Step No.	Instructions
1	While in the Proposal, click the **Budget** panel.
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.

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.
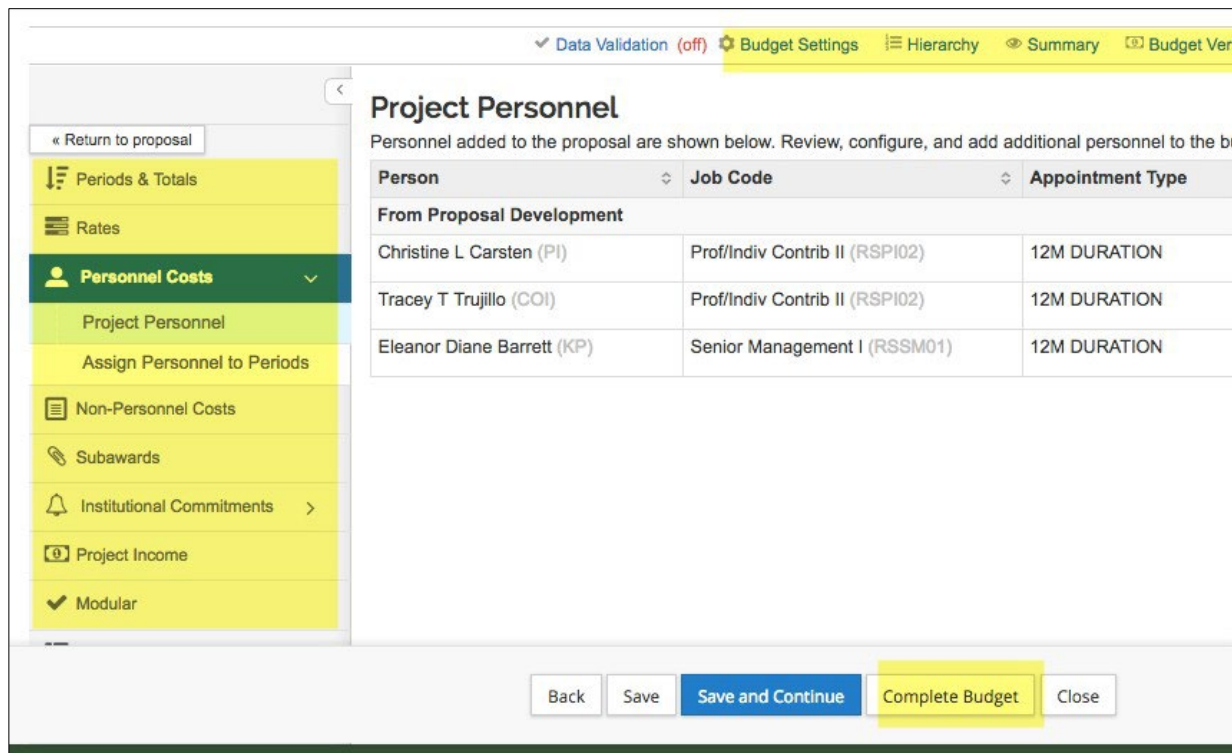
Below is a brief description of each budget section and link:

Panel/Link Name	Description
Periods & Totals	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.
Rates	Sync to the Institute's Rates or adjust the Applicable rates as needed. Rates are used to calculate F&A, Fringe Benefits, Inflation for Personnel and Non-Personnel Costs. **NOTE:** The default F&A rates are determined by the Proposal Activity Type (e.g., Research, Other (Public Service))
Personnel Costs	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.
Non-Personnel Costs	Capture the non-personnel costs, such as equipment and materials, in line items of the detailed budget.
Subawards	Subaward costs can be uploaded using an Adobe subaward form, and system-generated line items for subrecipient direct and indirect costs will be added to the Non-Personnel costs section. Subrecipient expenses can also be directly entered into a details lightbox 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. *CSU does not use this feature.*
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.

Panel/Link Name	Description
Budget Notes	*Optional*. Add notes to the Budget as well as consolidate individual expense justifications entered at the line item level.
Budget Summary	*View only.* 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.
Autocalculate Periods link	Allows the system to automatically calculate the budget periods.
Recalculate with Changes	Applies the changes made to the rates to this budget.
Reset to Default Periods	Reverts all manual changes made to modified proposal rates back to the applicable institutional rates.

Note: To return to the proposal sections of the KR PD record at any time, click the **Return to proposal** button.

Adding Personnel Budget Costs

When a budget version is initially created, the **Project Personnel** screen will display as the default view of the budget.

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).

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 = who needs to be included in the budget
- **Assign Personnel to Periods** = add personnel line items (cost elements) to 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 complete the project work. System functionality allows adding multiples of each type (whole number values only), 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.
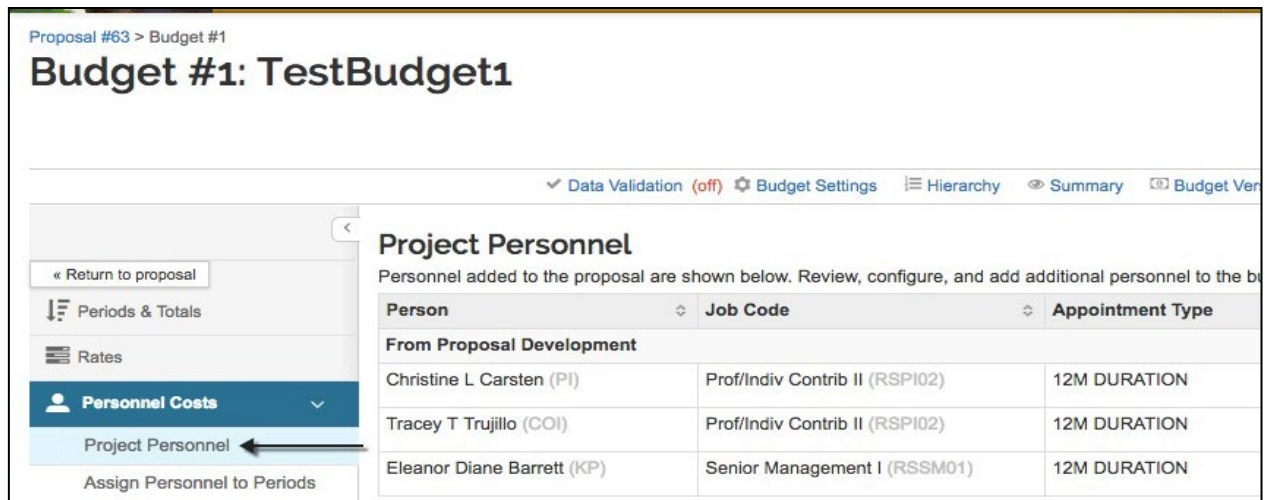
2. While in the **Project Personnel** subpanel, click the **Add Personnel** button.
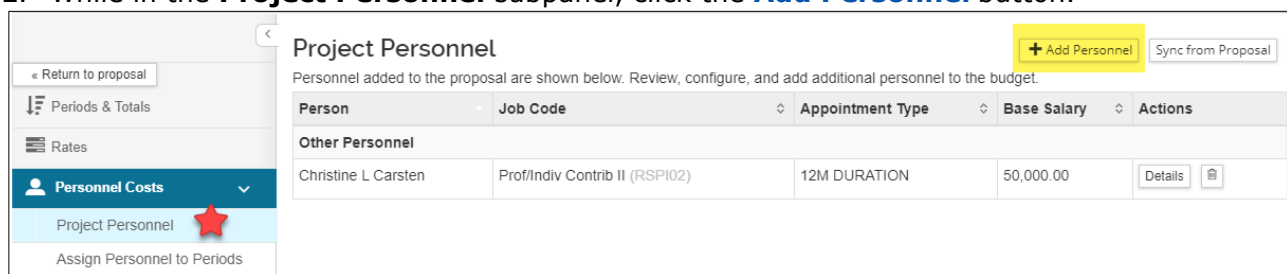
3. The **Add Personnel** window will open.
4. In the **Add Personnel** window:
    a. From the **Search for** drop-down field, select "To Be Named".
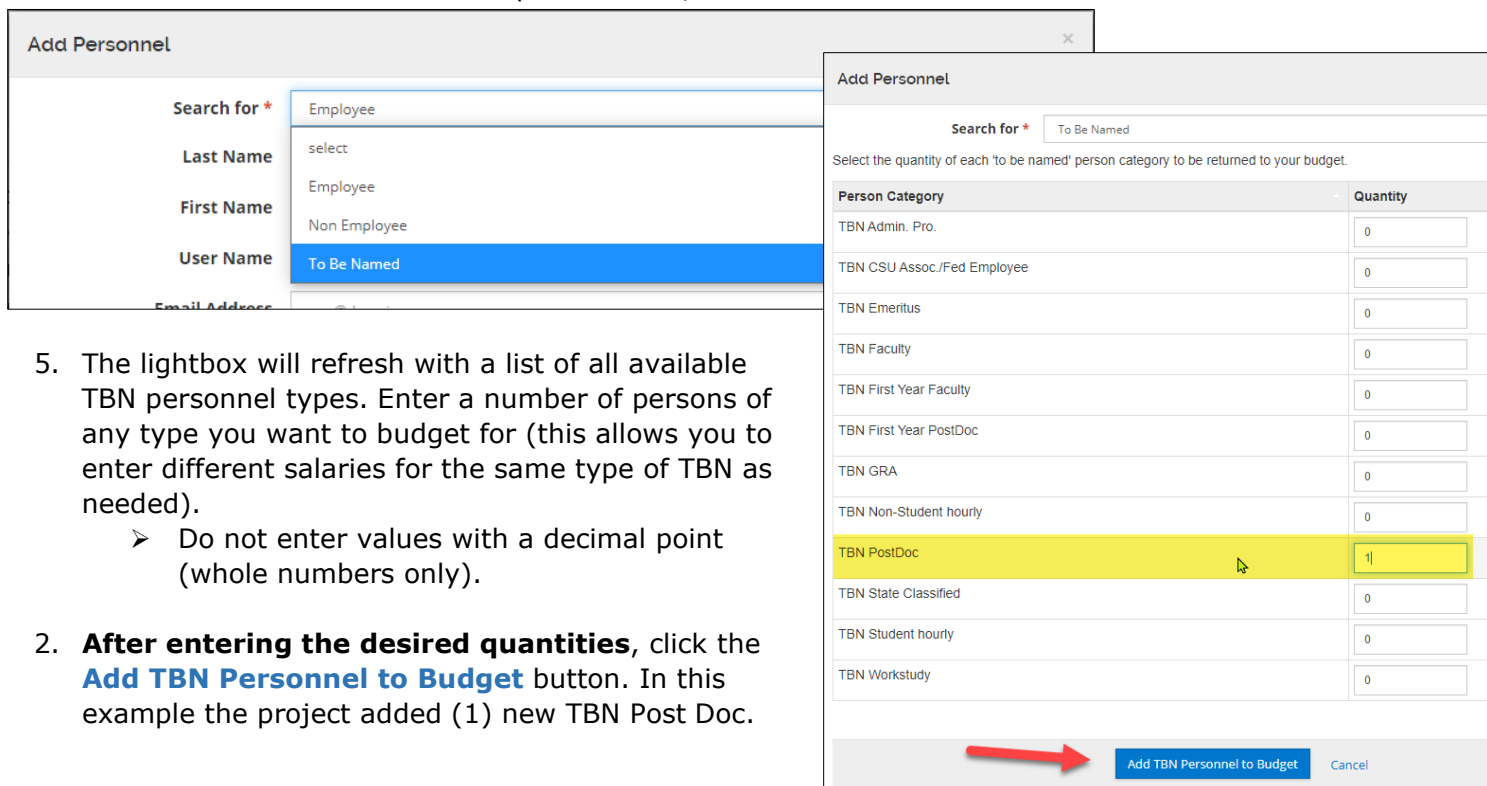
5. The lightbox will refresh with a list of all available TBN personnel types. Enter a number of persons of any type you want to budget for (this allows you to enter different salaries for the same type of TBN as needed).

   ➤ Do not enter values with a decimal point (whole numbers only).

2. **After entering the desired quantities**, click the **Add TBN Personnel to Budget** button. In this example the project added (1) new TBN Post Doc.

3. 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.

Updating Project Personnel

The Project Personnel list automatically includes people added in the proposal Key Personnel section.

📌 **NOTE**: If the proposal Key Personnel section is edited after the budget version was created, use the **Sync from Proposal** button to adjust the Project Personnel list for those changes:
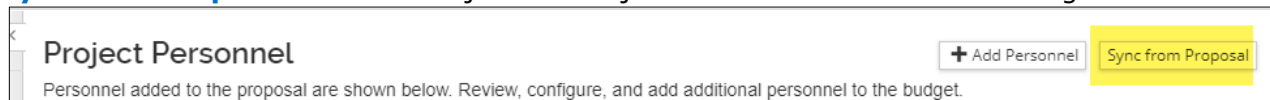
The person information on the **Project Personnel** page pulls from the HR system (HR job title, job code, appointment type, and base salary. This information can be modified in each person's **Details** lightbox as needed.

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.
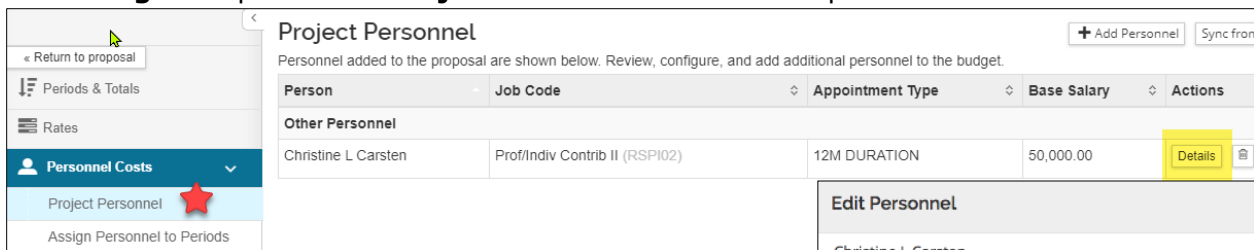
2. For each individual that will be included in the Proposal Budget, click the **Details** button to update the following fields/information in the **Edit Personnel** window → **Details** tab.

NOTE: **Salary by Period** tab is only used for s2s proposals using the R&R detail budget form, to populate the form with the specific salary used for each budget period's calculations, or to indicate salary budgeting at the NIH salary cap.

Field Name	Description
Job Code	For named personnel, this data element is pulled from the HR record.
Appointment Type	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.
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, automatically and the salary effective date is used in the inflation calculation.
Salary Anniversary Date	**Not configured for use at CSU.** Salary inflation is applied at July 1 boundary in each budget period.
Base Salary	The Base Salary is the individual's current base salary as of the Effective Date entered in the Salary Effective Date field. This information pre-populates from the CSU HR system. Appointment Type affects the calculation of salary: 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.

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 budget line items:

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 Period 1.
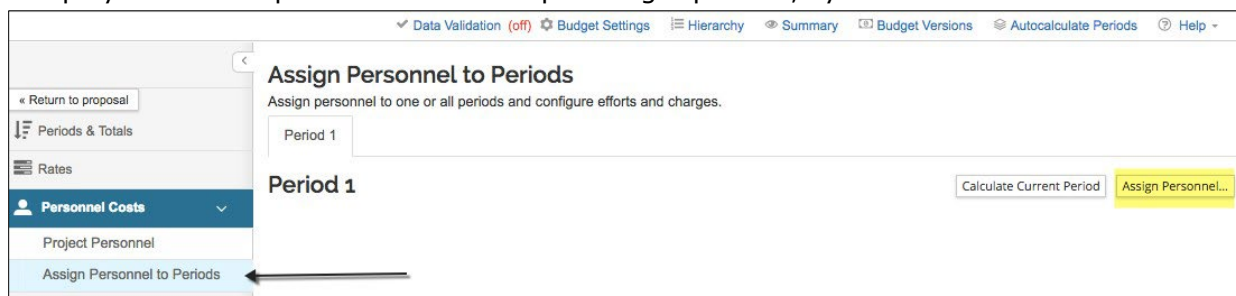
2. In the **Assign Personnel to Periods** screen, click the **Assign Personnel...** button.

The **Add Personnel to Period** lightbox will open.

3. Complete the fields as described below:

Field Name	Description
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. Each object code is tied to a specific fringe rate, per CSU's negotiated rate agreement. - Select the appropriate code for the project person selected in the Person column. - CSU has configured the system to display only the object codes appropriate to the Person Job Code (in Project Personnel **Details**)
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 allocate to the project. **NOTE**: If **Effort %** is greater than **Charged %**, that is cost-share.
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. Calendar type budgeting for 9M appointments is not as exact as budgeting for separate academic and summer periods, but is acceptable for CSU internal processes.

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.

6.

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

8. Repeat these steps to budget for additional Personnel.

<div style="background-color:#c00; color:white; padding:6px;">

Adding Personnel Budget Costs – Exercise 2

</div>

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

Step No.	Instructions
1	While in the Budget, click the **Personnel Costs** panel → **Project Personnel** subpanel.

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: 07/01/2019** **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: [leave at project start date]** **Base Salary**: **42,000** Click the **Save Changes** button
4	Click the **Save** button at the bottom of the **Project Personnel** screen
5	Click the **Assign Personnel to Periods** subpanel Click the **Assign Personnel...** button In the **Add Personnel to Period** window: **Person**: **Your principal investigator** **Object Code: Faculty Salary** (or **Admin** **Pro Salary**) – tied to Person Job Code **Start Date: [budget period start date]** **End Date: [budget period end date]** **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**: **TBN – PostDoc – 1 (TBNPD)** **Object Code: TBN Post Doc Fellow Salary** **Start Date: [budget period start date]** **End Date: [budget period end date]** **Effort %**: **50** **Charged %**: **50** **Period Type: Calendar** from the drop-down Click the **Assign to Period 1** button
6	Click the **Save** button at the bottom of the **Assign Personnel to Periods** screen.

NOTE: CSU's Negotiated Indirect Costs Rate Agreement (NICRA) defines fringe rates for each fiscal year, for each CSU employment category. KR PD Budget restricts the available salary object code to job codes based on the appropriate fringe rate for the position (job code). There are separate fringe rates for temporary and 1st year faculty, administrative professionals, and post-docs. CSU also has a negotiated leave benefit rate that applies only to CEMML and Colorado Natural Heritage Program (CNHP) proposals and their faculty/admin pro/state classified personnel.

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

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

3. Complete the fields as described below:

Field Name	Description
Category Type	Displays high level categories of expense. Choose to narrow the choices for **Category** and **Object Code**.
Category	When **Category Type** is not used, **Category** will display all available Non-Personnel budget categories (e.g. Equipment, Travel, Participant Support, Other Direct, etc.). Select the appropriate category for the Non-Personnel Line Item you want to add. Choose to narrow the choices for **Object Code**.
Object Code Name	When either or both **Category Type** and **Category** fields are used, **Object Code Name** will display only the cost elements that have been mapped to those groupings. If the two Category fields are left at 'select' value, then use the dropdown menu to scroll through the choices to select the appropriate code. Alternatively, click the lookup icon (🔍)to search for specific cost elements. Data must be entered in at least one field for the lookup to work.
Total Base Cost	Specify the total amount for the item entered.
Quantity	Specify the number of the particular item being purchased (e.g. 1). This field can be left blank. • **Quantity** field is for *information only* and has no logic to calculate costs based on the value entered.
Description	Enter text in the **Description** window if needed. **NOTE** - **Description is required for Equipment line items.**

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.
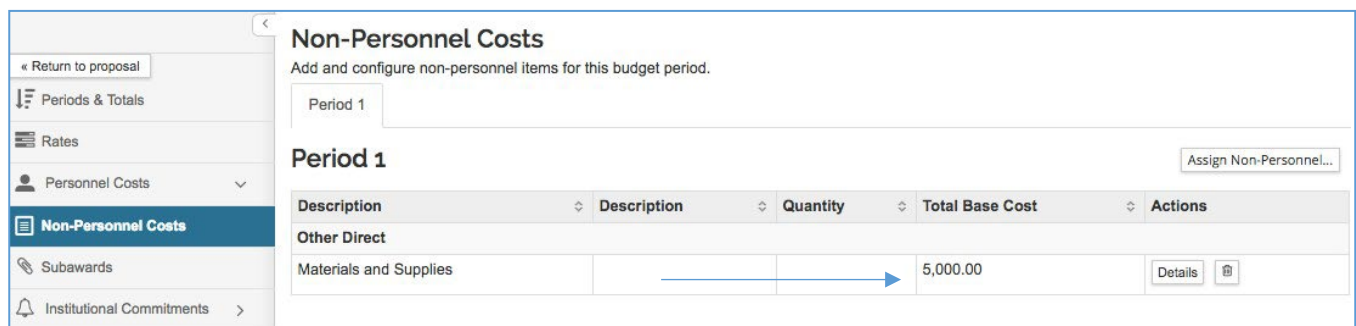
3. Click the **Save** button at the bottom of the **Non-Personnel Costs** screen.
4. Repeat these steps to budget for additional Non-Personnel budget costs.

Viewing/Modifying Line Item Details

In the case where there is **Cost Sharing**, **Under-recovery**, or to 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.

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:

Field Name	Description
Start Date	Modify the **Start Date** if it is not the same as the budget period start. Enter the appropriate date or use the calendar tool to select a date.
End Date	If appropriate, modify the **End Date** if it is not the same as the budget period end. Enter the appropriate date or use the calendar tool to select a date.
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:

- To capture CSU contributions to the project for the specific line item, enter a dollar amount in the **Cost Sharing** field. The line item's **Description** field should be used to indicate that cost-share has been entered for the item.

- For the specific **Non-CSU (3rd party) Cost-Share** Object Code, enter the amount of non-CSU contributions in the Cost Sharing field, and use the line item's **Description** field to identify the non-CSU source.

Edit Assigned Non-Personnel

Details | Cost Sharing | Rates

Cost Sharing

Cost Sharing: 0.00

Unrecovered F&A: 0.00

Justification:

Save Changes | Save And Apply To Other Periods | Sync To Period Direct Cost Limit

Sync To Period Cost Limit | Cancel

Field Name	Description
Cost Sharing	If appropriate, enter the contributed amount designated as cost shared.
Unrecovered F&A	(Display only). Will populate with the calculated under-recovery, if any.
Justification Notes	(Optional). Use this box to enter notes about this cost element. All the notes can be consolidated in the **Budget Notes** section to provide you with a text document that can aid in preparing your complete budget justification narrative.

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.

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

Edit Assigned Non-Personnel

Details | Cost Sharing | Rates

Rates

Class	Type	Rate Cost	Rate Cost Sharing	Apply Rate?
MTDC	MTDC	780.00	0.00	☑

Save Changes | Save And Apply To Other Periods | Sync To Period Direct Cost Limit

Sync To Period Cost Limit | Cancel

The set of buttons in the lightbox offer additional functionality:
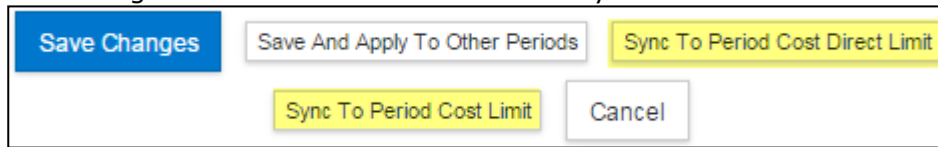
Sync to Period Cost Limit: If a period cost limit has been defined in the budget period line item on the **Periods & Totals** page, click this button to adjust the line item amount, and recalculate the budget, to reconcile to the value entered in the **Periods & Totals** section for this budget period. The line item amount 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: If a period direct cost limit has been defined in the budget period line item on the **Periods & Totals** page, click this button to adjust the line item amount, and recalculate the budget, to reconcile to the value entered in the **Periods & Totals** section for this budget period. The line item amount 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 to close the lightbox and apply changes only to the current line item.
➢ Click **Save and Apply to Other Periods** button to push the line item and/or any changes to future budget periods (if applicable).

Adding Non-Personnel Budget Costs – Exercise 3

Adding Non-Personnel Budget Costs – Exercise 3

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

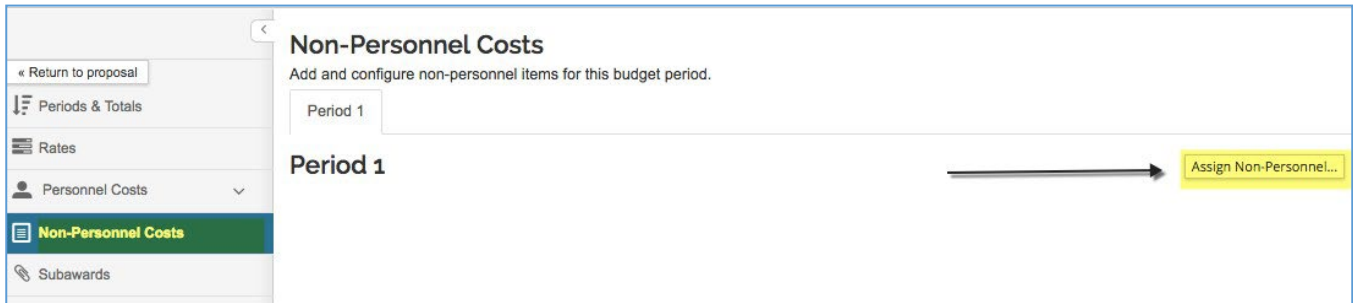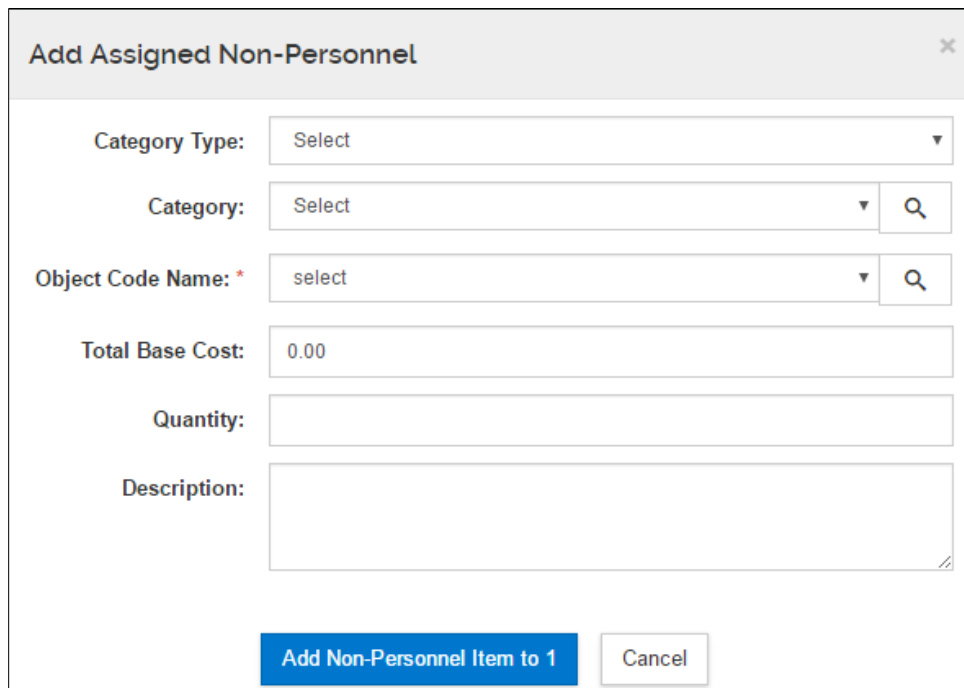| Step No.	Instructions
1	While in the Budget, click the **Non-Personnel Costs** panel.

2	In the **Non-Personnel Costs** screen:
	
	Click the **Assign Non-Personnel...** button
	   In the **Add Assigned Non-Personnel** window:
	      Category Type: **Equipment**
	      Category: **Equipment**
	      Object Code Name: **Equipment>= $5000 – MTDC exempt**
	      Total Base Cost: **5000**
	      Quantity: **1**
	      Description: **Microscope**
	      Click the **Add Non-Personnel Item to 1** button
	
	Click the **Assign Non-Personnel...** button
	   In the **Add Assigned Non-Personnel** window:
	      Category Type: **Travel**
	      Category: Travel Domestic

Step No.	Instructions
	Object Code Name: Budget Travel **Total Base Cost: 2000 Description**: **Conference** Click the **Add Non-Personnel Item to 1** button Click the **Assign Non-Personnel...** button In the **Add Assigned Non-Personnel** window: **Category**: **Other Direct** **Object Code Name: Materials and Supplies** **Total Base Cost**: **5000** Click the **Add Non-Personnel Item to 1** button
3	In the **Non-Personnel Costs** screen: Click the **Details** button for **Equipment>=$5000-MTDC exempt** In the **Edit Assigned Non-Personnel** window: Click the **Cost Sharing** tab **Cost Sharing**: **1000** Click the **Save Changes** button Click the **Details** button for **Budget Travel** In the **Edit Assigned Non-Personnel** window: Click the **Details** tab **Uncheck** the **Apply Inflation** checkbox Click the **Save Changes** button
4	Click the **Save** button at the bottom of the **Non-Personnel Costs** screen.

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.

Autocalculate Periods (BEFORE)

If you answer 'Yes' to the prompt, the remaining **Budget Periods** will be updated with the costs entered in Year 1 of your budget.

AFTER Autocalculate

Note: Make sure you have completed all required information for Period 1, and not entered information in any future periods. The **Autocalculate Periods** functionality only works if there are no costs in future periods.

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 line items that occur only in a specific period
- Remove line items from periods where they don't apply
- Edit amounts for existing line items
- Adjust Personnel effort
- Add Subaward Budget

Autocalculate All Budget Periods – Exercise 4

Autocalculate All Budget Periods – Exercise 4

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:

Step No.	Instructions
1	While in the Budget, click the **Autocalculate Periods** link
2	Click the **Save** button.

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.

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

Functionality in the **Subawards** section offers two ways to enter subrecipient costs so that F&A is applied accurately per CSU's rate agreement for the MTDC F&A Type. 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.

1. *Option 1*: upload a completed Adobe Subaward R&R Budget form – this is usually only for s2s (system-to-system) proposals, but is not restricted to just that use case
2. *Option 2*: use the Details lightbox to enter direct, indirect, and cost-share for a named subrecipient

Values uploaded or entered in the **Subawards** section populate non-editable line items in Non-Personnel using the appropriate object code.

📌 **Note**: This tool automatically uses the rules for MTDC F&A Type (Modified Total Direct Costs), and assigns object codes in accordance with the NIH exclusion of subrecipient F&A from their direct costs limit.

  ➢ When the F&A 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 F&A rate, line items for subrecipient costs should be added manually in **Non-Personnel** costs section, using a 'Charge F&A' object code.

To add Subcontract Line Items:

1. While in the Budget, click the **Subawards** item in the left **Navigation** menu.

roposal #74 > Budget #1

Budget #1: TestBudget1

✓ Data Validation (off) ⚙ Budget Settings

« Return to proposal

↓F **Periods & Totals**

📇 Rates

👤 Personnel Costs ›

☰ Non-Personnel Costs

✎ Subawards

🔔 Institutional Commitments ›

⑤ Project Income

Periods & Totals

➕ Add Budget Period

Period Start Date *	Period End Date *	Months	Total Sponsor Cost	Direct Cost	F&A Cost	U F
11/01/2016	10/31/2017	12.0	20,358.80	15,148.68	5,210.12	
11/01/2017	10/31/2018	12.0	20,898.77	15,511.03	5,387.74	
11/01/2018	10/31/2019	12.0	20,898.77	15,511.03	5,387.74	
		Total: 36.00	Total: 62,156.34	Total: 46,170.74	Total: 15,985.60	

The **Subawards** page will open.

roposal #74 > Budget #1

Budget #1: TestBudget1

Marked For Submission: No
Created: 10/20/2016
Proposal: #74
more...

✓ Data Validation (off) ⚙ Budget Settings ☰ Hierarchy 👁 Summary ▣ Budget Versions ⑦ Help ▾

« Return to proposal

↓F Periods & Totals

📇 Rates

👤 Personnel Costs ›

☰ Non-Personnel Costs

✎ **Subawards**

Subawards

Upload a pre-formatted budget document for a subawardee organization or enter details manually.

➕ Add Subaward

n or enter details manually.

➕ Add Subaward

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

3. The **Add Subaward** lightbox will open.
   a. 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.

   4.

📌 **Note:** If Organization is not found in the search, use the **Request New Organization** 'quick link' on the Kuali Research Home page. This will create a ticket for you to provide the information needed to create a new organization in the system. Once the organization record has been created, you can then add the subrecipient's budget to the proposal.

   a. Use the *optional* **Comments** field to insert notes about an uploaded file.

5. Click the **Add Subaward** button. The page will refresh with the added subrecipient.
6. Click the **Details** button to display the **Subaward Details**.

7. If doing the data entry directly (**Option 2**) , 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.

8. Repeat these steps to add other Subaward Budget Costs.

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

NIH rules applied to subaward amounts entered in direct and indirect costs fields:

Non-NIH rules applied to subaward costs entered in Direct Costs fields only:

Period 1	Period 2

Period 2				Assign Non-Personnel...
Description ⇕	Description ⇕	Quantity ⇕	Total Base Cost ⇕	Actions
Other Direct				
Sub - Charge F&A	Kansas State University		10,000.00	Details
Sub - No F&A Charged	Kansas State University		5,000.00	Details

Adding Subaward Budget Costs – Exercise 5

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

Step No.	Instructions
1	While in the Budget, click the **Subawards** panel.
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.

For additional subaward budgeting scenarios, go to the Subaward Budgeting – Multiple Scenarios section at the end of this document.

Institutional Commitments:

Functionality currently not active:

Institutional Commitments

Cost Sharing
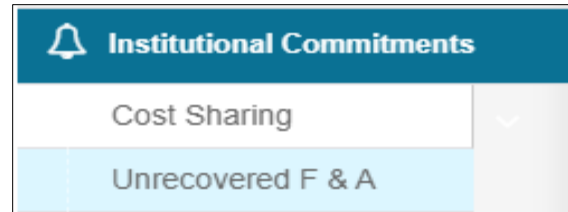
Unrecovered F & A

Cost-share expenses are entered in the Detailed budget, but this section for allocation to specific accounts is not being used in CSU KR PD budget.

Unrecovered F&A calculates automatically when the F&A Type is not MTDC, or the applicable rates for MTDC are less than the institutional rate. This section for allocating unrecovered F&A to specific accounts is not being used in CSU KR PD budget.
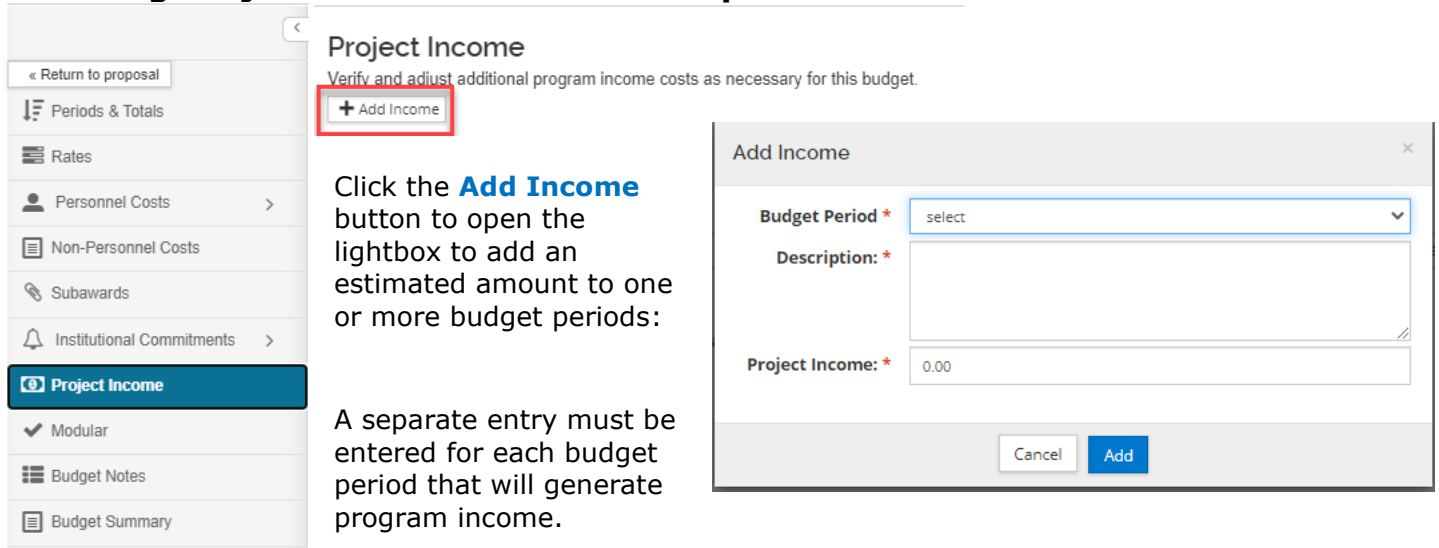
- Negative under-recovery is calculated when MTDC-exempt expenses are entered in a budget using TDC, S&W, or No Indirect Costs F&A Rate Type

Project Income

Project Income (aka 'program income') is revenue (incoming funds from sources other than the sponsor) as a result of project activity during the period of performance. Examples include registration fees for a sponsored workshop or conference, providing materials created by the project for a fee (e.g., nutrition guidance, food use v. waste chart), or revenue for a project deliverable shared during the project performance period (e.g., video, software).

If you have questions about Project Income, contact your OSP Senior Research Administrator.

Entering Project Income – Detailed Steps

« Return to proposal

Periods & Totals

Rates

Personnel Costs

Non-Personnel Costs

Subawards

Institutional Commitments

Project Income

Modular

Budget Notes

Budget Summary

Project Income
Verify and adjust additional program income costs as necessary for this budget.

+ Add Income

Click the **Add Income** button to open the lightbox to add an estimated amount to one or more budget periods:

A separate entry must be entered for each budget period that will generate program income.

Add Income   ×

Budget Period *   select

Description: *

Project Income: *   0.00

Cancel   Add

NOTE: To make sure that the Project Income is reviewed by OSP, enter a **Comment** in **Budget Settings** lightbox to indicate that the **Program Income** section has been used.

Modular budget

KR PD budget's **Modular** section is designed to calculate and map an accurate module-based budget to the Modular Budget form used for NIH s2s (system-to-system) proposal submissions. NIH modular budgets are calculated in $25K increments.

For more information about NIH's modular budget use cases and instructions, go to their Modular Budget website (link current as of August 2020): https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/develop-your-budget/modular.htm

The Modular section should be used for any NIH proposal that will be submitted with a modular budget, regardless of submission method, to ensure that the CSU Institutional Proposal budget matches what was submitted to the sponsor.

The standard way to use modular budget is to create a detailed budget with personnel, non-personnel, and subaward expenses, then sync on the **Modular Budget** page.

Before sync:

1. **Direct costs** for the specified period, less any subaward (consortium) F&A, rounded UP to the next $25K module;
2. **Subaward (consortium) F&A**, which is a CSU direct cost, but is excluded by NIH from their Direct Costs Limit;
3. **Sync** button brings the detailed budget amounts into the Modular budget data table. Sync is a one-way action; although editing is allowed in the Modular section for certain data fields, changes are not pushed back to the detailed budget;
4. **Recalculate** button is used if manual changes to any editable field are made on the Modular page (not standard process);
5. **Summary overview** button: Once the budget is sync'd, a table of all periods with the indirect costs base and requested amount will open in a lightbox (modal) for easy reference.

There are two **Recalculate** and **Sync** buttons. They perform the same action.

🖈NOTE: To get accurate calculation of modules -- IMPORTANT BUDGET SETTING:
Exclude Subcontract F&A from Direct Cost Limit – Found in the **Budget Settings** lightbox (using the link on the top horizontal menu). This box should be checked for NIH budgets, per the sponsor's policy of excluding subrecipient F&A expenses from their direct costs limits. (Shows as 'yes' in view mode.)

Training exercises for Modular Budget concepts are located at the end of this document.

Syncing Modular Budget – Detailed Steps:

1. After all line items have been entered in the detailed budget sections (Personnel, Non-Personnel, Subawards), navigate to **Modular** section
2. Click either of the **Sync** buttons
3. Answer **OK** to the question in the lightbox:
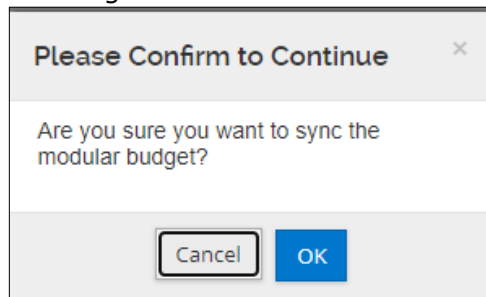
4. Review the Direct Cost and F&A section information

After sync:

1. **Direct costs** for the specified period, less any subaward (consortium) F&A, rounded UP to the next $25K module (per NIH requirements);
2. **Subaward (consortium) F&**A, which is a CSU direct cost, but is excluded by NIH from their Direct Costs Limit;
3. **Sync** button brings the detailed budget amounts into the Modular budget data table. Sync is a one-way action; although editing is allowed in the Modular section for certain data fields, changes are not pushed back to the detailed budget;
4. **Recalculate** button is used if manual changes to any editable field are made on the Modular page (not standard process);
5. **Summary overview** button: Once the budget is sync'd, a table of all periods with the indirect costs base and requested amount will open in a lightbox (modal) for easy reference.
6. **F&A** section shows the calculation of indirect costs;
7. **Rate** (from the Rates section);
8. **Base** = the direct costs minus CSU exemptions in the budget (e.g., tuition, equipment, subaward costs > $25k for each subrecipient);
9. **Period** total request = Direct + Indirect for the displayed period. Click the period tabs across the page to see each period's information.
10. **Project** (all periods) total request

📌 **NOTE:** If any changes are made to the Detailed Budget line items, the sync action must be performed again on the **Modular** page.

To adjust for module amount determination that exceeds sponsor limits:
Option 1 (expedient, but not optimal)**:**
1. Enter the desired **Direct Cost Less Consortium F&A** amount in an increment of $25k.
2. Click **Recalculate** button.

Option 2 (more accurate, but requires more effort):
1. Use **Period Direct Costs Limit** fields on **Periods & Totals** page to set the maximum direct costs allowed for each budget period
   a. Click **Save** at the bottom of the page
2. Navigate to **Non-Personnel Costs** page
   a. Choose one or more line items that have sufficient budget to be reduced to the direct costs limit, and open **Details** lightbox
      i. Manually adjust dollar amounts OR
      ii. Click **Sync to Period Direct Costs Limit** button
      iii. Click **Save Changes** button
   b. Click **Save** at the bottom of the page
3. Return to **Modular** section and use **Sync** button.

Compare Modular Summary Overview to detailed budget summary and period direct cost limits:
➢ Calculation of modules is Direct Costs minus Subrecipient F&A that is excluded from Direct Costs limit, rounded UP to the next $25k increment.
➢ Calculation of F&A is based on the module amount, not the detail budget base.

Summary ✕

Here's a summary of your current budget.

	P1 (07/01/2020 - 06/30/2021)	P2 (07/01/2021 - 06/30/2022)	P3 (07/01/2022 - 06/30/2023)	P4 (07/01/2023 - 06/30/2024)	Totals
Personnel					
› Salary	$54,462.00	$56,095.86	$57,778.74	$59,512.11	$227,848.71
› Fringe	$8,570.20	$8,827.31	$9,092.14	$9,364.90	$35,854.55
Calculated Direct Costs	$0.00	$0.00	$0.00	$0.00	$0.00
Personnel Subtotal	$63,032.20	$64,923.17	$66,870.88	$68,877.01	$263,703.26
Non-personnel					
⌄ Equipment	$5,000.00	$0.00	$0.00	$0.00	$5,000.00
Equipment >= $5000 - MTDC exempt	$5,000.00	$0.00	$0.00	$0.00	$5,000.00
› Travel	$1,500.00	$1,545.00	$1,591.35	$1,639.09	$6,275.44
⌄ Other Direct	$139,000.00	$133,120.00	$127,312.60	$94,081.91	$493,514.51
Materials and Supplies	$25,000.00	$25,750.00	$26,522.50	$27,318.18	$104,590.68
Equipment Use Fee	$8,000.00	$8,240.00	$8,487.20	$8,741.82	$33,469.02
GRA Tuition - MTDC exempt	$6,000.00	$6,480.00	$6,998.40	$7,558.27	$27,036.67
Participation costs - F&A applies	$5,000.00	$5,150.00	$5,304.50	$5,463.64	$20,918.14
Sub - F&A -- no CSU F&A charged (if MTDC)	$30,000.00	$27,500.00	$25,000.00	$15,000.00	$97,500.00
Sub - no CSU F&A charged (if MTDC)	$15,000.00	$60,000.00	$55,000.00	$30,000.00	$160,000.00
Sub - charge CSU F&A	$50,000.00	$0.00	$0.00	$0.00	$50,000.00
Calculated Direct Costs	$0.00	$0.00	$0.00	$0.00	$0.00
Non-personnel Subtotal	$145,500.00	$134,665.00	$128,903.95	$95,721.00	$504,789.95
Totals					
Total Direct Cost	$208,532.20	$199,588.17	$195,774.83	$164,598.01	$768,493.21
Total F&A Costs	$79,316.74	$54,916.25	$56,563.74	$58,260.66	$249,057.39
Totals Subtotal	$287,848.94	$254,504.42	$252,338.57	$222,858.67	$1,017,550.60

Green = exempt from CSU base for IDC

Yellow = Sub F&A excluded from Direct Costs limit

Period 1 Module calculation is $208,532 - 30000 = $178,532
Rounds up to $200k

Period 2 Module calculation is $199,288.17 – 27500 = $172,088.17
Rounds up to $175K

Period 3 Module calculation is $195,774.83 – 25000 = $170,774.83
Rounds up to $175k

Period 4 Module calculation is $164,598.01 – 15000 = $149,598.01
Rounds up to $150k

Direct Costs adjusted for Subrecipient F&A are all within the limits entered on **Periods & Totals** page:

Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit
287,848.94	208,532.20	79,316.74	0.00	0.00	0.00 ---------	200,000.00 ------------------
254,504.42	199,588.17	54,916.25	0.00	0.00	0.00 ---------	175,000.00 ------------------
252,338.57	195,774.83	56,563.74	0.00	0.00	0.00 ---------	175,000.00 ------------------
222,858.67	164,598.01	58,260.66	0.00	0.00	0.00 ---------	150,000.00 ------------------
Total: 1,017,550.60	Total: 768,493.21	Total: 249,057.39	Total: 0.00	Total: 0.00	Total: 0.00	Total: 700,000.00

After the module amount is determined, MTDC exempt expenses are subtracted to get the F&A base:

Period 1 Direct Costs Module amount = $200k
- F&A Base = 200,000 – 26,000

Period 2 Direct Costs Module amount = $175k
- F&A Base = 175,000 – 66,480

Period 3 Direct Costs Module amount = $175k
- F&A Base = 175,000 – 61,998.40

Period 4 Direct Costs Module amount = $150k
- F&A Base = 150,000 – 37,558.27

Modular Summary Overview

Project Start Date	07/01/2020
Project End Date	06/30/2024
Total Funds Requested	1,061,640.93

F&A

Show 10 entries   csv xml xls

	F&A Rate Type	F&A Rate	F&A Base	Funds Requested
1	MTDC	52.00	174,000.00	90,480.00
2	MTDC	52.00	108,520.00	56,430.40
3	MTDC	52.00	113,001.60	58,760.83
4	MTDC	52.00	112,441.73	58,469.70
				Total: 264,140.93

Showing 1 to 4 of 4 entries   First Previous 1 Next Last

Total Direct Cost

Direct Cost Less Consortium F&A	700,000.00
Consortium F&A	97,500.00
Total Direct Cost	797,500.00

If transferring budget information to another system (instead of using KR PD s2s), the information from each period's Direct Cost section and the line item for F&A directly corresponds to the PHS Modular Budget form used in both ASSIST and Workspace:

Direct Cost

Direct Cost Less Consortium F&A *	200,000.00
Consortium F&A *	30,000.00
Total	230,000.00

F&A Rate Type *	F&A Rate	F&A Base	Funds Requested
MTDC	52.00	174,000.00	90,480.00

Budget Notes – Optional

Budget Notes functionality is intended to aggregate short notes entered for detailed budget line items as a starting point for the budget justification document required by most sponsors.
  - ➢ The text box on the page is **not** used for direct data entry.

Before 1st consolidation
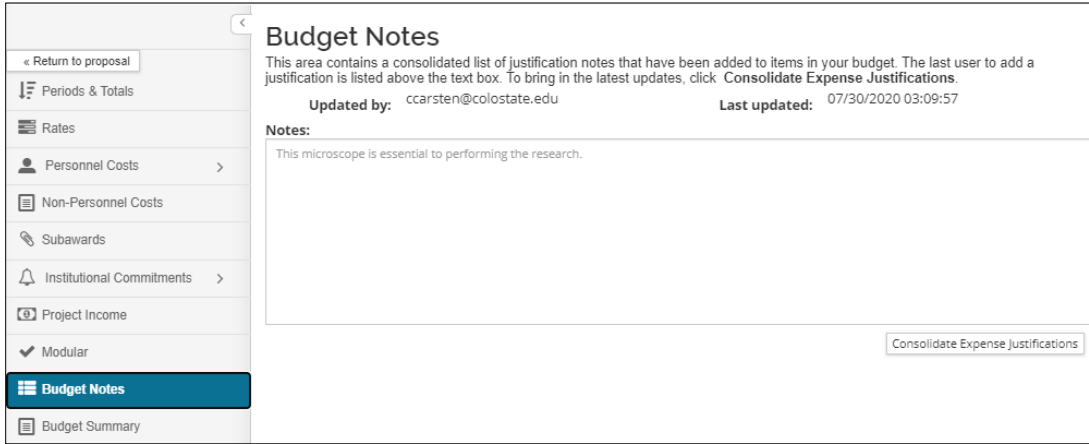
Adding Budget Notes – Detailed Instructions
For any Personnel or Non-Personnel budget line item that will need to be described in a Budget Justification (aka Budget Narrative) document:
  1. Open the **Details** box for a line item:

  2. Navigate to **Cost Sharing** tab
     - ➢ (this was where the system had room for the box; you are *not* actually entering or describing cost-sharing with this note)
  3. In the **Justification** box: Enter ***short*** description or keywords about the item, sufficient to prompt elaboration later in the separate justification/narrative document.
  4. Click **Save Changes** button to close the lightbox.
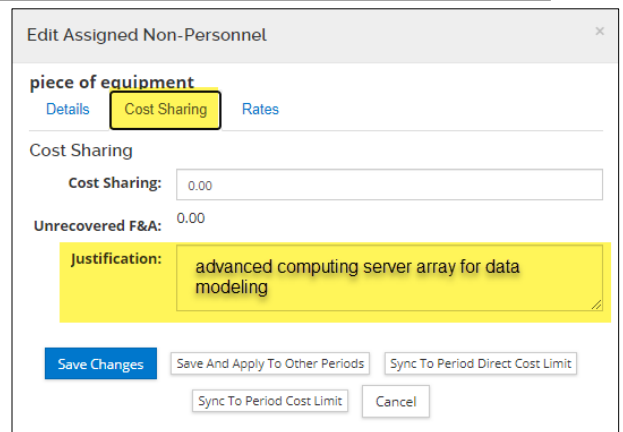
Navigate back to **Budget Notes** section.
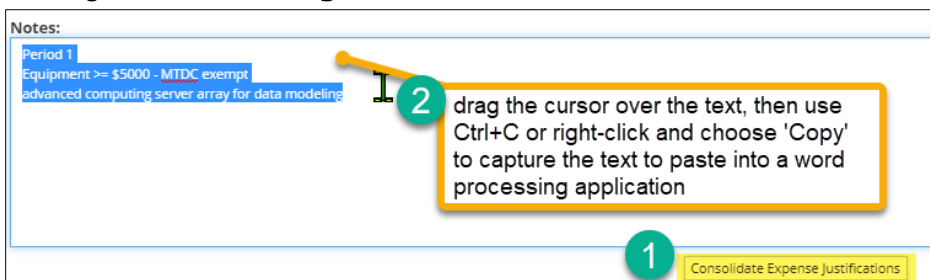
  1. Click the **Consolidate Expense Justifications** button
  2. Note that all Justification text entered in a line item is loaded to the **Notes** box.

From here the text can be copied/pasted into a word processing application to create a Budget Justification/Narrative document.

Changing Settings, Budget Periods, or Rates

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.

The **Budget Settings** window will open.

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

Field Name	Description
Project Start Date	Display field. The requested start date of the proposed project. This date is supplied by the proposal. Can be changed in two places - in "Return to Proposal" > Basics > Proposal Details OR in "Detailed Budget" Periods and Tables.
Project End Date	Display field. The requested end date of the proposed project. This date is supplied by the proposal.
Total Direct Cost Limit	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.
Budget Status	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**'.
On/Off Campus	Indicates whether the activity is performed On campus, Off campus, - **Please note: CSU system is not configured to allow mixed rate ('combination') budgets. By default, a budget uses 'on' campus rates.**
Residual Funds	Optional field. Allows users to enter remaining funds, if any, from a previous award.
Total Cost Limit	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.
Unrecovered F&A Rate Type	The type of F&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&A that is applicable to the project, but not recovered from the sponsor if applicable. The system defaults the selection to MTDC.
F&A Rate Type	The type of F&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.
Comments	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.
Modular Budget	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.) - 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.

Field Name	Description
Submit Cost Sharing	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. • 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 s2s budget forms. • Default is checked.
Exclude Subcontract F&A from Direct Cost Limit	For sponsors that exclude the amount of a subrecipient's F&A from their 'direct costs limit', check this box so that the warning for 'direct costs limit' will display accurately. (Usually NIH only, but not exclusively.) - Default is unchecked.

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.

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:

2. 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.
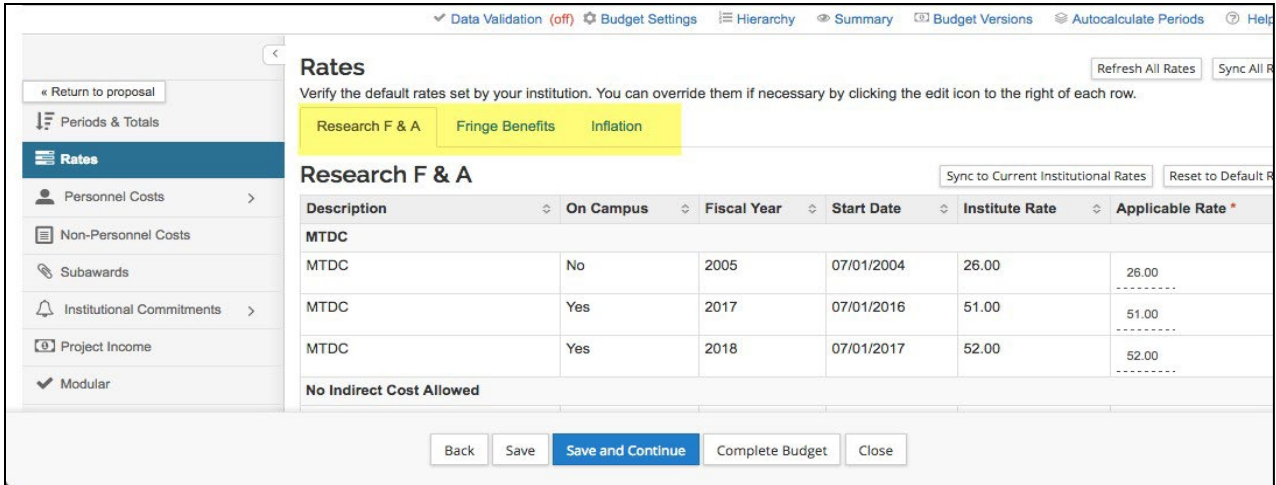
To be sure the budget is using the most up-to-date indirect, employee benefit, and inflation rates, synchronize (Sync) the **Proposal Rates** table to the **Institute Rates** table.

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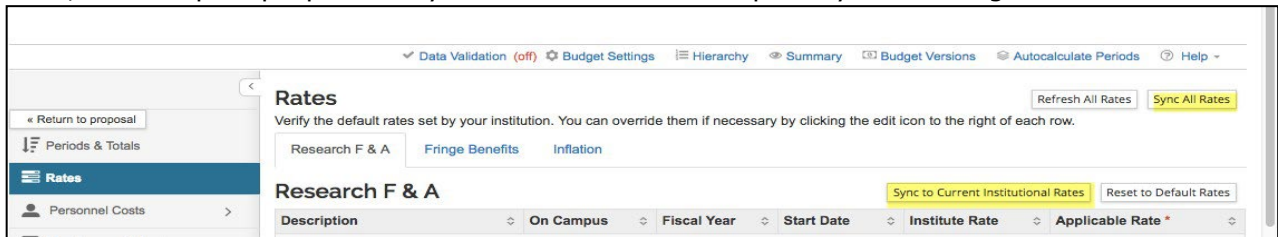
The **Refresh All Rates** button and **Reset to Default Rates** button (within each Rate Class), allows you to revert **ALL** manual changes to the **Applicable Rates** in one click.

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.

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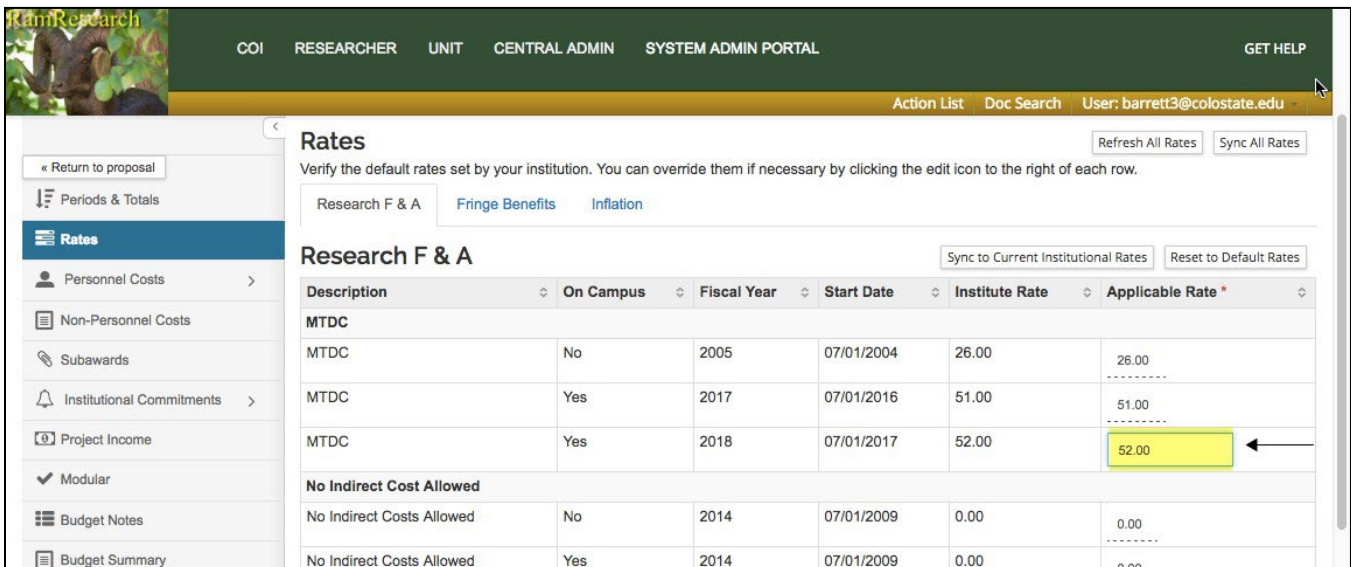
4. Enter the rate to be applied to the Proposal in the **Applicable Rate** field.

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

6. Click the **Save** button.

Instructions for non-MTDC budget scenarios are covered in more detail in the F&A Type not MTDC budget exercises at the end of this document.

Modifying Proposal Rates – Exercise 6

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:

Step No.	Instructions
1	While in the Budget, click the **Rates** panel.

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.

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.
-   **Calculated Direct Costs** – will display only for proposals whose lead units have personnel covered by the Leave Benefit Rate ('Fringe 2')

Non-Personnel: Display-only listing of non-personnel expenses by line item with period amounts and totals.
-   CSU has not defined any Non-Personnel Calculated Direct Costs

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

Budget Summary

	P1 (11/01/2016 - 10/31/2017)	P2 (11/01/2017 - 10/31/2018)	P3 (11/01/2018 - 10/31/2019)	Totals
Personnel				
› Salary	$7,575.00	$7,725.00	$7,725.00	$23,025.00
› Fringe	$146.45	$2,057.43	$2,057.43	$4,261.31
Calculated Direct Costs	$0.00	$0.00	$0.00	$0.00
Personnel Subtotal	$7,721.45	$9,782.43	$9,782.43	$27,286.31
Non-personnel				
› Equipment	$5,000.00	$5,150.00	$5,150.00	$15,300.00
› Travel	$2,000.00	$2,000.00	$2,000.00	$6,000.00
› Other Direct	$5,000.00	$5,150.00	$5,150.00	$15,300.00
Calculated Direct Costs	$0.00	$0.00	$0.00	$0.00
Non-personnel Subtotal	$12,000.00	$12,300.00	$12,300.00	$36,600.00
Totals				
Total Direct Cost	$19,721.45	$22,082.43	$22,082.43	$63,886.31

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

✓ Data Validation (off)   ⚙ Budget Settings   ☰ Hierarchy   ◉ Summary   Budget Versions   ⑦ Help ▾

Budget Summary

« Return to proposal

	P1 (11/01/2016 - 10/31/2017)	P2 (11/01/2017 - 10/31/2018)	P3 (11/01/2018 - 10/31/2019)	Totals
Personnel				
› Salary	$7,575.00	$7,725.00	$7,725.00	$23,025.00

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 status is **Complete** and '**include 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.
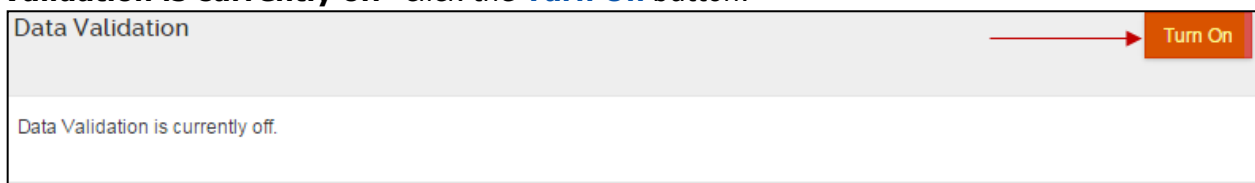
3. If Errors and/or Warnings on the proposal, they will be displayed.
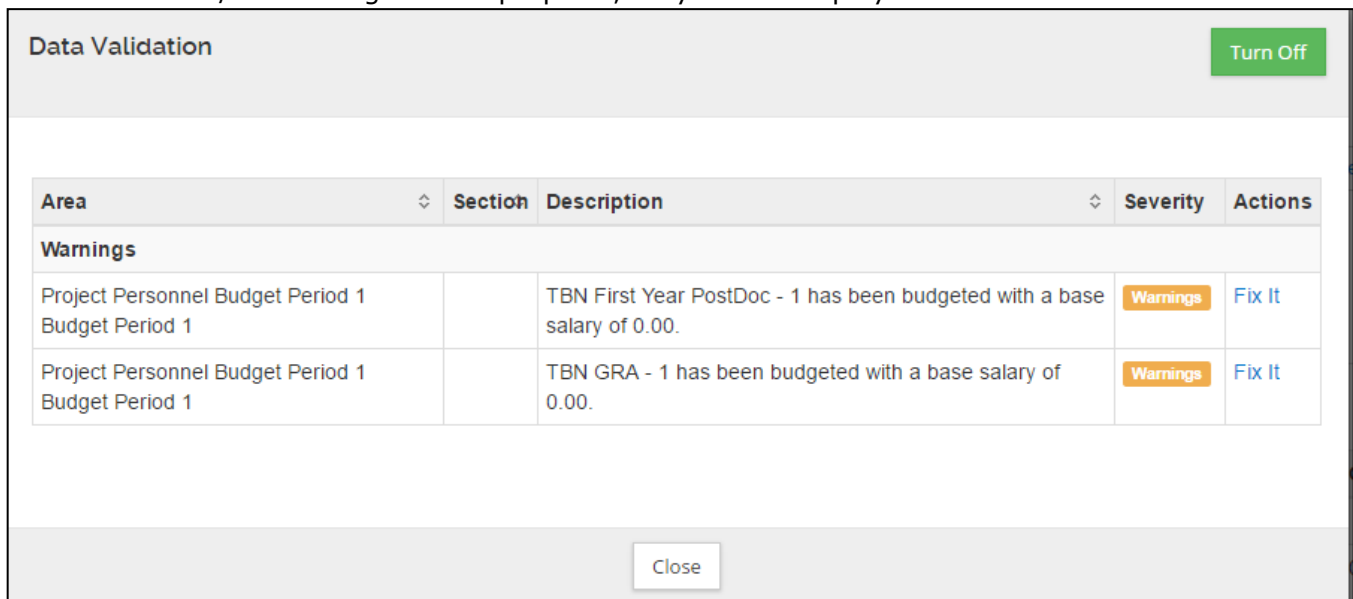
Next to each Error/Warning you will see a Fix It link that appears in the **Actions** column, when you click **Fix It**, it will bring you to the section of the Proposal where the error/warning is appearing.

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 7

In this scenario, set data validation to "on" for your proposal. Enter the information as show below:

Validating the Proposal	
Step No.	**Instructions**
1	While in the proposal screen, click **Data Validation** located on top of the screen in the menu bar
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 & Include for Submission

Marking Budget Version as 'Complete' – Detailed Instructions

A user can work on many different budget versions within a proposal in Kuali Research. One version must be chosen for OSP review and marked as 'include for submission' as the final approved budget that will be submitted to the sponsor.
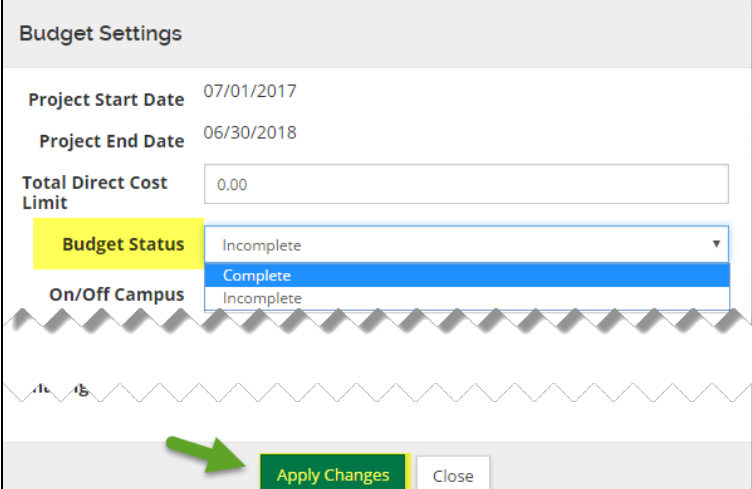
At least one budget must be marked as 'Complete'. Please note more than one budget version may be marked as 'Complete'.

There are 3 options for changing a budget status to Complete:
  1. **Budget Settings** lightbox
  2. **Action** dropdown in the list of Budget Versions
  3. **Complete** button that displays on the pages within the Budget

To complete your budget from the **Budget Settings** link in the **Budget** screen:

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. Click **Apply Changes**

- **Use** the **Complete Budget** selection from the **Action** drop-down in the **Proposal →**
  Budget panel

- Click the **Complete Budget** button found at the bottom of any section within the **Budget.**
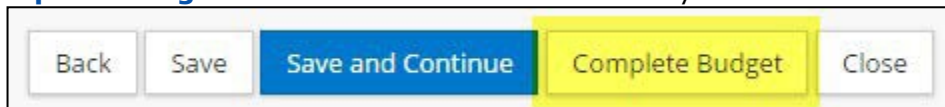
Note: Once the budget is marked 'Complete', the **Budget Version** will now be display only (not-editable). To make changes or corrections to this particular budget version, you will need to navigate back to the **Budget Settings** screen and set the Budget Status back to **Incomplete**.

<div style="background-color:red; color:white;">

Marking Budget Version as 'Complete' – Exercise 8

</div>

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

Step No.	Instructions
1	While in the **Budget Version 1**, click the **Budget Settings** link.
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

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.

<div style="background-color:red; color:white; padding:4px; font-weight:bold;">Submit Budget with Proposal – Exercise 11</div>

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

Step No.	Instructions
1	While in the Proposal screen, click the **Budget** panel.
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.**

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.

Figure 64 – 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.

A new version of the budget will automatically open.

View the list of budgets using the **Budget Versions** link, or by using **Return to Proposal** to see the **Budget** section overview page:

Copying a Budget – Exercise 9

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

Step No.	Instructions
1	While in the Budget, click the **Budget Versions** link.
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.

Exercises for Advanced Budget topics
- Cost-share
- F&A Type not MTDC
- Modular budget (NIH)
- Subrecipients

Adding Cost-share to a budget
Use an existing budget in your proposal, or create a new detailed budget.

<table>
<tr><td colspan="2" style="background:#c00;color:#fff">Creating a Detailed Budget – Exercise 1</td></tr>
</table>

In this scenario, you will create a new detailed budget for a previously created proposal. Enter the information, as exemplified below:

Step No.	Instructions
1	While in the Proposal, click the **Budget** panel.
2	In the **Budgets** screen: Click the **Add Budget** button In the **Budget Version** window select/enter: **Budget Name**: **Budget with cost-share** Select the radio button for **Start a detailed budget** Click the **Create Budget** button.

<table>
<tr><td colspan="2" style="background:#c00;color:#fff">Personnel: Cost-shared salary/fringe – Exercise 2</td></tr>
</table>

In this scenario, add a person who will provide cost-shared salary:

Step No.	Instructions
1	In an existing budget version, add Project Personnel: Click the **Personnel Cost** panel → **Project Personnel** subpanel in the **Navigation** panel. The **Project Personnel** screen will open
2	Click the **Add Personnel** button.
3	Add at least one person. Click **Save** at the bottom of the page
4	Now Assign the person to the budget: Click the **Personnel Cost** → **Assign Personnel to Periods** in the **Navigation** panel. The **Assign Personnel to Periods** page will open with Period tabs displayed at the top.
5	Click the **Assign Personnel** button to open the **Add Personnel to Period** lightbox. • Select a person, and choose the appropriate **Object Code**. • In the **Effort%** field, type 40.

Step No.	Instructions
	• In the **Charged%** field, type 20. Click the **Assign to Period 1** button to close the lightbox.
6	Click the **Details** button for this line item to see the cost sharing amount.
7	Click the **Save** button at the bottom of the **Assign Personnel to Periods** screen.

Add Non-Personnel line item for cost-share – Exercise 3

In this scenario, part of a Non-Personnel line item expense will be cost-shared:

Step No.	Instructions
1	In the **Non-Personnel Costs** screen, click the **Assign Non-Personnel** button. The **Add Assigned Non-Personnel** lightbox will open.
2	Click **Category Type** dropdown menu. Choose **Travel**
3	Click **Object Code Name** dropdown menu Choose **Budget Travel**
4	Enter 2500 for **Total Base Cost**.
5	In **Description** field, add text to describe partial cost-share: *E.g.,* that ½ of the expense is covered by sponsor, ½ is CSU cost-share
6	Click the **Add Non-Personnel Item to 1** button
7	Click on the **Details** button in the **Actions** column for the **Line Item** to modify the details. The **Edit Assigned Non-Personnel** lightbox will open, with tabs (**Details**, **Cost Sharing**, and **Rates**) displayed at the top (Details tab is the default display). - Click the **Cost Sharing** link - Enter 2500 in the **Cost Sharing** field - Click the **Save Changes** button.

Adding 3rd party cost-share – Exercise 4

In this scenario, add a Non-Personnel line item for 3rd party cost-share:

Step No.	Instructions
1	In the **Non-Personnel Costs** screen, click the **Assign Non-Personnel** button. The **Add Assigned Non-Personnel** lightbox will open.
2	Click **Category Type** dropdown menu. Choose **Other Direct**
3	Click **Object Code Name** dropdown menu Choose **Non-CSU (3rd party) Cost-Share**
4	In **Description** field, add text to describe the type and source of the 3rd party cost-share, *e.g.,* Small Business X providing labor, travel support for their collaborator
5	Click the **Add Non-Personnel Item to 1** button
6	Click on the **Details** button in the **Actions** column for the **Line Item** to modify the details. The **Edit Assigned Non-Personnel** lightbox will open, with tabs (**Details**, **Cost Sharing**, and **Rates**) displayed at the top (Details tab is the default display). - Click the **Cost Sharing** link

Step No.	Instructions
	- Enter 2500 in the **Cost Sharing** field - Click **Save Changes** to close the lightbox
7	Click **Save** button at the bottom of the page.

Viewing Cost-Share amount detail – Exercise 5

In this scenario, use the Cost-Sharing printed report to see the detail of cost-share expenses.

NOTE: The Periods & Totals section of the budget, Cost-share column aggregates cost-share amounts from line items in both Personnel and Non-personnel sections, and applies the Applicable F&A rate. No detail will appear in any of the online summary views.

Step No.	Instructions
1	Click the **Budget Versions** link in the top right horizontal menu
2	Click the **Action** button in the Actions column.
3	Choose **Print** from the menu
4	Check the box in the Select column for the first item: **Budget Costshare Summary Report**
5	Click **Print** button
6	Based on the browser settings, the report will either open in Adobe or create a download message at the bottom of the browser window. If the report creates a download, click on the item to open in new tab or window (based on browser settings).
7	All budget line items appear, with cost-share amounts in the **Cost Sharing** column. **NOTE**: This report does not have a cumulative page. Expenses are reported by each separate period.

*** End of Cost-share Training Exercises ***

F&A Type is not MTDC

Use an existing budget in your proposal, or create a new detailed budget.

Creating a Detailed Budget – Exercise 1

In this scenario, you will create a new detailed budget for a previously created proposal. Enter the information, as exemplified below:

Step No.	Instructions
1	While in the Proposal, click the **Budget** panel.

2	In the **Budgets** screen:
	
	    Click the **Add Budget** button
	
	        In the **Budget Version** window select/enter:
	        Budget Name: **Budget with cost-share**
	        Select the radio button for **Start a detailed budget**
	        Click the **Create Budget** button.

Modifying Budget Settings – Exercise 2

In this step, you will change the applicable F&A Rate Type to TDC (total direct costs).

Step No.	Instructions
1	In the open Budget version, click the **Budget Settings** link (top horizontal menu).
2	In the **Settings** lightbox: - Click the dropdown arrow for the **F&A Rate Type** field - Select **TDC**.
3	In the **Comments** field, add a short rationale for the rate type. *E.g.,* Sponsor restriction per guidelines
4	Click the **Apply Changes** button to close the lightbox.
5	Answer **Yes** to the prompt
6	Click **Save** at the bottom of the page

Changing Applicable Rates – Exercise 3

Once a TDC rate type is chosen, an *Applicable Rate* must be entered in the **Rates** section.

Step No.	Instructions
1	While in the Budget, click the **Rates** panel in the **left navigation** panel.
2	Click the tab for the rates you want to modify (e.g. **Research F&A**).
3	Choose the line you want to modify, and click on the cell in the **Applicable Rate** column. **NOTE**: The Institute Rate column is read-only. • Enter the rate to be applied to the Proposal. • The lines for each applicable fiscal year in the proposal period may need to be edited.
4	Click the **Save** button at the bottom of the page.

Changing personnel line item details – Exercise 4

In this scenario, our sponsor prohibits fringe benefits from being charged to a grant.

Step No.	Instructions
1	In an existing budget version, add Project Personnel: Click the **Personnel Cost** panel → **Project Personnel** subpanel in the **Navigation** panel. The **Project Personnel** screen will open
2	Click the **Add Personnel** button.
3	Add at least one person. Click **Save** at the bottom of the page
4	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.
5	Use the **Assign Personnel** button to add at least one person to Period 1.
6	Click the **Save** button at the bottom of the **Assign Personnel to Periods** screen.
7	Click the **Details & Rates** link for one of the personnel items. This opens a lightbox.
8	Click on the **Rates** link at the top.
9	In the **Apply Rate?** Column, uncheck the box for the **Employee Benefits** line item. **NOTE:** The Details & Rates lightbox applies to an entire salary object code, not the line item for a specific person.

Creating an Off Campus, TDC rate type budget – Exercise 5

In this scenario, create an Off Campus budget version:

Step No.	Instructions
1	While in the Proposal, click the **Budget** panel.

2	In the **Budgets** screen:
	    Click the **Add Budget** button
	        In the **Budget Version** window select/enter:
	            Budget Name: **Off Campus**
	        Select the radio button for **Start a detailed budget**
	        Click the **Create Budget** button.

3	In the open Budget version, click the **Budget Settings** link (top horizontal menu).
4	In the **Settings** lightbox: - Click the dropdown arrow for the **On/Off Campus** field - Select **All Off**.
5	In the **Comments** field, add a short rationale. *E.g.,* All project activities at off-campus location, per 120-day or entire project requirement in rate agreement.
6	Click the **Apply Changes** button to close the lightbox
7	Click the **Rates** panel in the **left navigation** panel.
8	Click the tab for the rates you want to modify (e.g. **Research F&A**).
9	Choose the **TDC** line(s) that say(s) **No** in the **On Campus** column, and click on the cell in the **Applicable Rate** column. • Enter the rate to be applied to the Proposal. • The lines for each applicable fiscal year in the proposal period may need to be edited. **NOTE**: The Institute Rate column is read-only.
10	Click the **Save** button at the bottom of the page.

NOTES:
1. The items noted as exempt in our rate agreement (e.g., tuition, equipment, participant costs, etc.) are exempt only for the MTDC rate type. If you convert an existing budget from MTDC to TDC, these object codes will have indirect costs calculated on them at the TDC rate.
2. For USDA-NIFA opportunities, you may need to create two budget versions to determine which budget results in the least indirect costs, per the agency's standard restriction of indirect costs to 30% total federal funds (total costs).

*** End of F&A not MTDC Training Exercises ***

Modular Budget

As part of creating a modular budget, setting period direct cost limits creates a system check for the sponsor's direct cost limit, and enables functionality to 'sync' to the limit when editing non-personnel line items.

In this step, you will set period direct cost limits for the budget. These limits are low for training purposes only:

Step No.	Instructions
1	While in the Budget, navigate to **Periods & Totals** section.
2	For each period, click in the **Period Direct Cost Limit** cell (far right) - Type 50000 (fifty thousand) in each period's cell *Pro Tip*: double clicking in the cell highlights entire cell contents, so you don't have to worry about the default .00 making your entry incorrect. (Don't click on the decimal point, but anywhere else in the cell works.)
3	Click **Save** at the bottom of the page.

Enter Expense Items – Exercise 3

In this step, you will add Non-Personnel expense items (extremely simplified for training purposes):

Step No.	Instructions
1	In the **Non-Personnel Costs** screen, click the **Assign Non-Personnel** button. The **Add Assigned Non-Personnel** lightbox will open.
2	Click **Category Type** dropdown menu. Choose **Travel**
3	Click **Object Code Name** dropdown menu Choose **Budget Travel.**
4	Enter 20000 (twenty thousand) for **Total Base Cost**.
5	Click **Category Type** dropdown menu. Choose **Other Direct**.
6	Click **Object Code Name** dropdown menu. Choose **Materials and Supplies** = 20000 (twenty thousand)
7	Repeat step 5, then choose **Object Code Other Direct Costs** = 20000 (twenty thousand). **NOTE**: A line item must be of sufficient amount so that it can be reduced when using the sync to limit feature.
8	**NOTE**: When you exceed a cost limit, the system will generate a yellow warning banner and ⚠ icons. This is expected, and does not prevent navigation or further data entry. Click **Save** at the bottom of the page.

NOTE: The sync to cost limit functionality works ONLY for **_Non-Personnel_** expense items.

Autocalculate Periods – Exercise 4

In this scenario, push Period 1 expenses out to other periods:

Step No.	Instructions
1	Click **Autocalculate Periods** link, horizontal menu, top right.
2	Answer **Yes** to the prompt.
3	Click **Save** at the bottom of the page.

Sync to Period Direct Cost Limit(s) – Exercise 5

In this scenario, sync line item(s) to the period cost limit(s):

Step No.	Instructions
1	Use either **Summary** link (top horizontal menu) or **Periods & Totals** section to see period costs.
2	Navigate to **Non-Personnel Costs** (left navigation menu) In **Period 1**, choose a line item to increase/decrease to meet the limit. - Click the **Details** button to open the item's lightbox. - Click the **Sync to Period Direct Cost Limit** button. - Answer **Yes** to the prompt. - Click **Save** Changes.
3	Repeat for future periods. **NOTE**: For reductions: if a line item does not have a sufficient amount for the sync feature to work, the system will generate an error message. You can manually adjust the line item, or multiple line items, by a rough estimate, then use the sync button to make the sync amount exact.
4	Click **Save** at the bottom of the page.
5	Use either **Summary** link (top horizontal menu) or **Periods & Totals** section to see the change to period costs. **NOTE**: The KR system will often round indirect costs to .99 instead of .00. Please round to the whole dollar when transferring the information to the submission system (ASSIST or G.g Workspace.)
6	Click **Return to proposal** button.

Using Sync to Period Direct Costs with Subrecipients – Exercise 7

In this scenario, in a new budget version, you will use the Budget Settings feature to Exclude Subrecipient F&A from Direct Costs to ensure compliance with NIH limits on direct costs in a modular budget. This exercise uses direct data entry, not a sub R&R budget form PDF:

Step No.	Instructions
1	**Copy** *Period 1 only* of the budget version used in Exercises 1-6. - In the line for the existing budget version, click the **Action** button - Choose **Copy** - Enter a unique name for the new budget version - Click the radio button for **First Period Only** - Click **Copy Budget** button The system will open in the Personnel section of the new budget version.
2	Open the **Budget Settings** lightbox. Check the box for **Exclude Subcontract F&A from Direct Cost Limit**
3	Navigate to **Periods & Totals** section, change Period Direct Cost Limit for each period to 100000 (one hundred thousand) *Pro tip:* You can use Ctrl + C to copy the amount from Period 1, double-click in the next cell and Ctrl + V paste.
4	Use **Autocalculate Periods** link to push Period 1 expenses to future periods.
5	Click **Save** at the bottom of the page.
6	Add subrecipient to a budget using the **Subawards** section (left navigation menu). 1. Click **Add Subaward** button 2. Use **Organization Lookup** (magnifying glass at right end of field) to find subrecipient - Use partial name search to restrict results = e.g., Kansas* 3. Click the **Select** button for the correct result 4. Click **Add Subaward** button to close the lightbox
7	Click the **Details** button for the subrecipient. This will open a lightbox. - Enter the sub's **Direct Costs** and **Indirect Costs** in each period - Direct = 40000 (forty thousand) - Indirect = 20000 (twenty thousand) - Click **Save Changes** button to close the lightbox Click **Save** at the bottom of the page.
8	Click on **Non-Personnel Costs** in the left navigation menu. In *Period 1*, choose a line item (NOT the sub) to increase/decrease to meet the limit. - Click the **Details** button to open the item's lightbox. - Click the **Sync to Period Direct Cost Limit** button.
9	Repeat for future periods. You can see the results by using the **Summary** link (top horizontal menu).
10	Click **Save** at the bottom of the page.
11	You may see the warning symbol or yellow message banner indicating that period direct costs have been exceeded. This is expected.

Modular Section sync -Exercise 8

In this scenario, you will use the sync feature in the Modular section:

Step No.	Instructions
1	Navigate to the **Modular** section (left navigation menu)
2	Click on the **Sync** button (either one works (right or bottom center)) - Answer **OK** to the prompt
3	If the budget is rounding to .99, click the **Recalculate** button. This sometimes forces the system to round to .00
4	Click **Save** at the bottom of the page.
5	Click the **Summary Overview** button to get a lightbox summary of F&A base and funds requested. (Useful for entering data in a submission system (ASSIST or Grants.gov.)

NOTE: If any changes are made in the detailed budget after the Modular 'sync' action has been used, the user must return to the Modular section and sync again (i.e., the Modular section does not automatically sync.).

<p align="center">*** End of Modular Budget Training Exercises ***</p>

Subaward Budgeting – Multiple Scenarios

These exercises are simplified for training purposes. In the Real World, if you intend to use the Subaward section, you will want to add Subrecipients only after completing entries for Personnel and Non-Personnel costs common to each budget period to Period 1. Use Autocalculate to generate expenses in all budget periods, then add your subrecipients to the budget.

Subrecipient object codes are:

Description	Object Code Name	Use case:
Sub - charge CSU F&A	75SUBFAY	The amount of the subrecipient budget that is subject to CSU's F&A rate.
Sub - no CSU F&A charged (if MTDC)	75SUBFAN	The amount of the subrecipient budget that is exempt from CSU's F&A rate, when the budget version rate type is MTDC.
Sub - F&A -- charge CSU F&A	75FAL25K	If the sub's direct costs are less than $25k in the first period, some amount of the sub's F&A is also subject to CSU's F&A rate. Designed for NIH budgets, to show sub's F&A not included in CSU's direct costs limit, per NIH guidance.
Sub - F&A -- no CSU F&A charged (if MTDC)	75FAG25K	Once the sub's direct costs are greater than $25k, the sub's F&A amount is exempt from CSU's F&A rate, when the budget version rate type is MTDC. Designed for NIH budgets, to show sub's F&A not included in CSU's direct costs limit, per NIH guidance.

Create a Detailed Budget – Exercise 1

In this scenario, you will create a new detailed budget version to use for adding subrecipients:

Step No.	Instructions
1	While in the Proposal, click the **Budget** panel.
2	In the **Budgets** screen: - Click the **Add Budget** button 　　In the **Budget Version** window select/enter: 　　　**Budget Name**: **Budget with subs** - Select the radio button for **Start a detailed budget** - Click the **Create Budget** button.

Subawards section: Details lightbox data entry – Exercise 2

In this scenario, you will add subrecipient expenses via the Details lightbox of an organization added in the Subaward section:

Step No.	Instructions
1	Navigate to the **Subawards** section (left navigation menu). 5. Click **Add Subaward** button 6. Use **Organization Lookup** (magnifying glass at right end of field) to find subrecipient - Use partial name search to restrict results = e.g., Kansas* 7. Click the **Select** button for the correct result Click **Add Subaward** button to close the lightbox
*	**NOTE*: For test purposes**, we are adding expenses in future periods that will disable Autocalculate functionality. Click **OK** to the prompt. *Don't do this in the Real World.*
2	Click the **Details** button for the subrecipient. This will open a lightbox. - Enter the sub's **Direct Costs** in each period = 40000 (forty thousand) - Enter the sub's **Indirect Costs** in each period = 20000 (twenty thousand) - Click **Save Changes** button to close the lightbox Click **Save** at the bottom of the page.
3	Navigate to **Non-Personnel Costs** or click **Summary** link to see the line items in each period.

Subawards section: Using a Sub R&R PDF form – Exercise 3

In this scenario, you will use a Grants.gov R&R sub budget form to upload expenses via the Subawards section.

NOTES:
- For s2s, the *version* of the form **matters**.
- For non-s2s, any version can be used
- For any use of the form, the period start/end dates of the sub PDF **must** match the proposal start/end dates.
- If the sub does not have costs in one or more budget periods, the form must still contain those periods, with 0 dollars entered.
- If the proposal is going to be submitted s2s, and the sponsor is NIH, the subrecipient PI must have months effort in all periods of the sub budget form, even if there is $0 budget. Minimal effort data entry of .01 is acceptable.

Step No.	Instructions
1	OUTSIDE OF KR PD: For this exercise, you need to have a complete sub R&R PDF with budget periods that match your test proposal. • For NON-s2s TEST PURPOSES, any version can be used. • If testing for s2s, the subaward budget form version must correspond to the version identified in the s2s Opportunity Forms section of the KR PD proposal. Subaward budget forms are available at Grants.gov > Forms page > R&R Family

Step No.	Instructions
	https://www.grants.gov/web/grants/forms/r-r-family.html Download one of the R & R Subaward Budget Attachment(s) forms, and click the 'extract' button to open the budget form. Save to the computer (not a temp location) and complete. Click here to extract the R&R Subaward Budget Attachment After the subaward budget form is complete, proceed with step 2 in KR PD.
2	Use either the existing budget version, or create a new one.
3	Navigate to the **Subawards** section (left navigation menu). - Click **Add Subaward** button - Use **Organization Lookup** (magnifying glass at right end of field) to find subrecipient - Use partial name search to restrict results = e.g., Kansas* - Click the **Select** button for the correct result - Click **Choose File** button. Navigate to the folder location where you saved the sub R&R PDF form. Select the file and click **Open**. Click **Add Subaward** button to close the lightbox
4	Click **Save** at the bottom of the page.
NOTE: *For test purposes*, we are adding expenses in future periods that will disable Autocalculate functionality. Click **OK** to the prompt. *Don't do this in the Real World.*	
5	Click **Details** button to open the lightbox for this sub. You can see that the expenses were uploaded from the file. **NOTE**: The buttons across the top right of the box are how you manage the uploaded file.
6	Navigate to **Non-Personnel Costs** or click **Summary** link to see the line items in each period.

Direct Data Entry in Non-Personnel section – Exercise 4

In this scenario, you will enter line items directly into the Non-Personnel section.

A. Direct data entry must be used for standard subrecipient budgets when the Organization is not in our database to use in Subawards section.
   o A tool for identifying the subrecipient object codes to use is available at the OSP KR website https://www.research.colostate.edu/osp/kr/ . Use the Sub-recipient Object Code Calculation Tool in the right navigation menu, Budget Tools section.

B. Direct data entry is recommended for non-standard subrecipient budgets. Examples:
   1. Subrecipient expenses that do not follow the standard $25k threshold for F&A (like Gates Foundation);
   2. CSU's F&A rate type is MTDC, but by sponsor instruction or for USDA-NIFA continuation proposals, all subrecipient costs are exempt from indirect costs;
   3. For more clear budget summary results when CSU's rate type is TDC, and all sub expenses are subject to F&A.

Step No.	Instructions
A: Standard data entry – Non-Personnel Costs – Organization not available	
1 A	Open the subrecipient budgeting tool in a separate browser window, so that you can see both the tool and the KR PD budget window.
2 A	Choose the appropriate tab of the tool (***Blank Not NIH*** or ***Blank NIH***) - If using ***Blank Not NIH***, enter total sub amount in each Year's gray cell - If using ***Blank NIH***, enter sub's direct and indirect costs separately in the gray cells for each Year
3 A	Add a new budget version to your KR PD proposal. * For the (A) test, the F&A rate type should be **MTDC**.
NOTE: ***For test purposes***, we will be adding expenses in future periods that will disable Autocalculate functionality. Click **OK** to the prompt. *Don't do this in the Real World.*	

4 A	Navigate to **Non-Personnel** section, Period 1.
	- Click **Assign Non-Personnel** button.
	- Choose **Subcontracts** from the **Category** dropdown menu (2nd item in the lightbox). This restricts the Object Code dropdown to only the subrecipient budget items.
	- Click the **Object Code** dropdown.
	    o Choose the object code(s) for the subrecipient expenses per the budget tool (e.g., **Sub – Charge CSU F&A**)
	    o Enter the dollar amount for the object code
	    o Click **Add Non-Personnel Item** button
	
	NOTE: For <u>non-NIH</u> budgets, you only have to use the charge CSU F&A and no CSU F&A charged object codes.
	
	Pro tip: If the subrecipient costs are greater than $25k in Period 1, the line item for no F&A Charged can be pushed forward into future periods and *edited* for amount (instead of using the Assign button in future periods).
	- Open this line item's **Details** lightbox.
	- Click the **Save and Apply to Other Periods** button.
	- In future periods, open the line item's **Details** lightbox to edit the amount.

5 A	Click **Save** at the bottom of the page.
B: Non-standard subrecipient budget conditions or sponsor restrictions	
1 B	Add a new budget version to your KR PD proposal. * The (B) test works for any F&A rate type, with object codes chosen to correspond to the rate type.
NOTE: ***For test purposes***, we will be adding expenses in future periods that will disable Autocalculate functionality. When you see a warning lightbox about expenses in future periods, click **OK** to the prompt for test purposes only. *Don't do this in the Real World.*	

2 B	Navigate to **Non-Personnel** section, Period 1.
	- Click **Assign Non-Personnel** button.
	- Choose **Subcontracts** from the **Category** dropdown menu (2nd item in the lightbox). This restricts the Object Code dropdown to only the subrecipient budget items.
	- Click the **Object Code** dropdown.
	    o Choose **Sub – Charge CSU F&A**
	    o Enter the entire Period 1 sub amount.
	    o Click **Add Non-Personnel Item** button
	NOTE: For a budget version with a TDC rate type, all subrecipient expenses are

Step No.	Instructions
	subject to CSU's F&A unless there is a sponsor restriction or instruction otherwise. *Pro tip:* If there are subrecipient costs in all periods for the same object code, you can push the expenses into future periods from this line item in Period 1 (instead of using the Assign button in future periods). - Open this line item's **Details** lightbox. - Click the **Save and Apply to Other Periods** button. In future periods, open the line item's **Details** lightbox to edit the amount.
2 B alternate a	To enter a subrecipient budget amount that is entirely exempt from CSU F&A, when CSU's F&A Rate Type is <u>MTDC</u>: o Choose **Sub – no CSU F&A charged (if MTDC)** object code o Enter the sub amount o Click the **Save and Apply to Other Periods** button. o Edit the amount in future periods using line item's **Details** lightbox.
2 B alternate b	To enter a subrecipient budget amount that is entirely exempt from CSU F&A, when CSU's F&A Rate Type is <u>TDC</u>: o Choose **Sub – no CSU F&A charged (if MTDC)** object code o Enter the sub amount. o Click on the **Details** button for this line item. o In the open lightbox, click **Rates** section o Uncheck the box in the **Apply Rate?** column o Click the **Save and Apply to Other Periods** button. o Edit the amount in future periods using line item's **Details** lightbox.
2 B alternate c	For a sponsor with a non-standard threshold for when F&A applies: o Choose **Sub – Charge CSU F&A** o Enter the amount that is subject to CSU F&A (e.g., for Gates, this is $100k) o Choose **Sub – no CSU F&A charged (if MTDC)** o Enter the amount that is exempt from CSU F&A in Period 1 and/or future periods.
3 B	ALWAYS click **Save** at the bottom of the period before navigating off the page. It is also recommended that you click **Save** regularly when entering multiple expense items in the same section (Personnel and/or Non-Personnel).

*** End of Subaward Budget Training Exercises ***

** End of Training **