KUALI RESEARCH
COLORADO STATE UNIVERSITY

Kuali Research Quick Reference Guide
Budgeting Salary Cap or 1% minimum effort

Overview:

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

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

Procedure:

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

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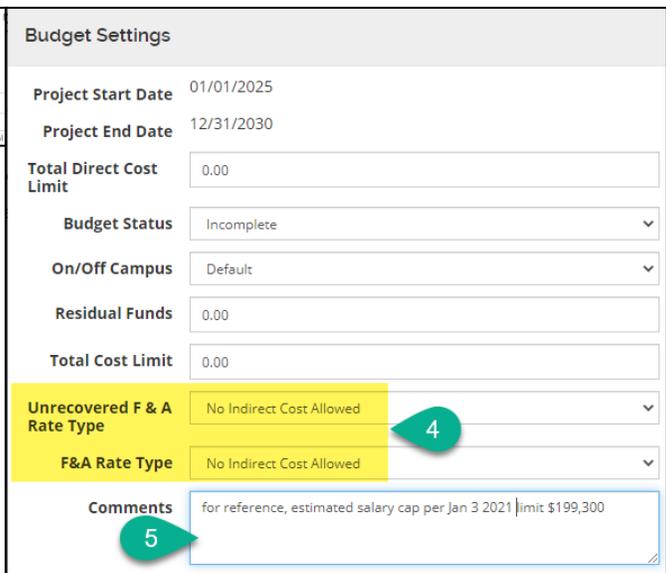
1. Use 'Add Budget' to create a new budget version

2. Name something like 'Over Salary Cap estimate'

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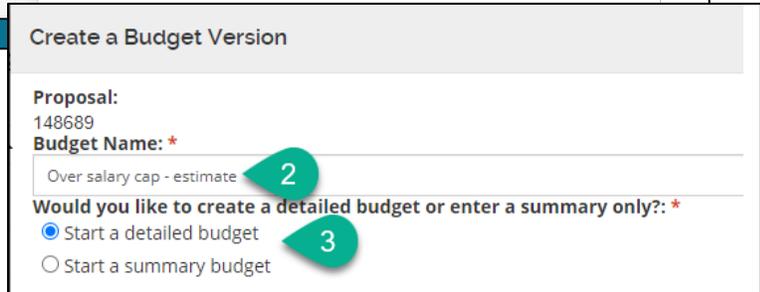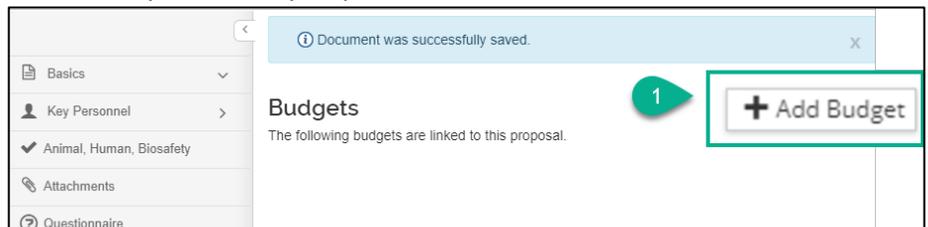
Modify Budget Settings:
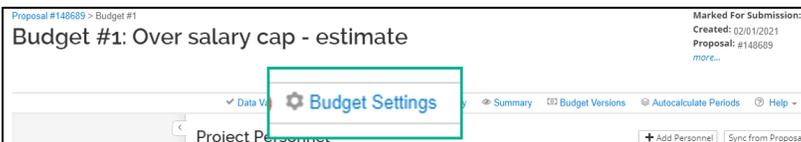
4. Change both F&A Type and Unrecovered F&A Type to 'No indirect cost allowed'
5. In Budget Settings > Comments, indicate this is a 'for reference' version and current salary cap amount

NIH policy website for current limit:
https://grants.nih.gov/grants/policy/salcap_summary.htm

1. Add the affected personnel to the Project Personnel list

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

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

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

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

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

Optional: To remove calculated fringe from the budget totals:
1. In the Details and Rates lightbox, Rates tab > uncheck the Benefits rate.

OR

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

1% Minimum Effort budget version

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

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

1. Use 'Add Budget' to create a new budget version

2. Name something like '1% min effort'

3. Choose 'Start a detailed budget'

Create a Budget Version

Proposal:
148713
Budget Name: *
1% min effort PI

Would you like to create a detailed budget or enter a summary only?: *
● Start a detailed budget
○ Start a summary budget

4. Change both F&A Type and Unrecovered F&A Type to 'No indirect cost allowed'

5. In Budget Settings > Comments, provide context for the 1% (usually because it is not charged or used as cost-share in the sponsor ('for submission') budget).

Budget Settings

Project Start Date	07/01/2021
Project End Date	06/30/2025
Total Direct Cost Limit	0.00
Budget Status	Incomplete
On/Off Campus	Default
Residual Funds	0.00
Total Cost Limit	0.00
Unrecovered F & A Rate Type	No Indirect Cost Allowed
F&A Rate Type	No Indirect Cost Allowed
Comments	PI effort not charged, not committed cost-share in sponsor budget

6. Add only affected personnel as Project Personnel

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

Period 1

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