Proposal Budgets

Module 6

Objectives

In this module you will learn:

- Basic budget concepts that apply to all types of budgets

- How to use Cayuse S2S to create a:

  – Detailed budget

  – Modular budget

  – Subaward budget

Basic Budget Concepts

- Senior/Key Persons information, including salary, appointment type, and fringe rate amount, is autofilled from professional profiles when available.

- Automatic budget calculations are made once salary, effort, and other amounts are specified.

- Users can override autofilled or calculated data in most fields.

- Cost replication and escalation for all budget categories on multiple budget periods is quick and easy with Replicate/Escalate.

Key Person Budget Information

- Salary and fringe information for PIs and Senior/Key Persons can be added to the professional profile.

- Enter the appointment months and the corresponding salary based on appointment type.

- Select fringe rates from the institutional profile, or enter individual Fringe manually.

  – Use Add New Row for additional rates.

Key Person Budget Information

- When adding Key Persons to the proposal, their appointment and salary data will be included.

- Use Manage Key Persons to indicate appropriate effort:

Appointment type (months):	Calendar:	Academic: 9.0	Summer: 3.0						
Budget	Cal. Salary	Acad. Salary	Sum. Salary	Cal. Months	Acad. Months	Sum. Months	Req. Salary	Fringe Benefits	Funds Requested
prd 1	0	90,000	30,000		1.000	0.500	15,000	9,000	24,000
prd 2	0	90,000	30,000		1.500	0.500	20,000	12,000	32,000
prd 3	0	90,000	30,000		1.000	0.500	15,000	9,000	24,000

- You can manually change autofilled or calculated information in Manage Key Persons or on the budget:

A. Senior/Key Persons in Budget Period 1 of 5   Manage Key Persons

Pref.	First Name	Mid. Name	Last Name	Suf.	Project Role	Base Salary ($)	Cal. Salary ($)	Acad. Salary ($)	Sum. Salary ($)	Cal. Mons	Acad. Mons	Sum. Mons	Requested Salary ($)	Fringe Benefits ($)	Funds Req. ($)		
Dr.	John		Heldens	PhD	PD/PI	147,000	147,000	0	0	3.00			38,900 ★	7,780	46,680	✖	⚙
Dr.	Sarah		Sanche	PhD	Faculty	150,000	150,000	0	0	2.00			25,000	5,000	30,000	✖	⚙
Dr.	Michael		Spears	PhD	Faculty	135,000	135,000	0	0	5.50			61,875	12,375	74,250	✖	⚙

Key Person Budget Information

- If you override a calculated field, the system will insert a red star adjacent to the field.

- Once a field has been overwritten, the calculated value will no longer show in that field.

  - Delete the entered value and click out of the field to see the calculated value again.

Budget Components: Indirect Costs

- Indirect Cost types and rates are stored in the institutional profile:
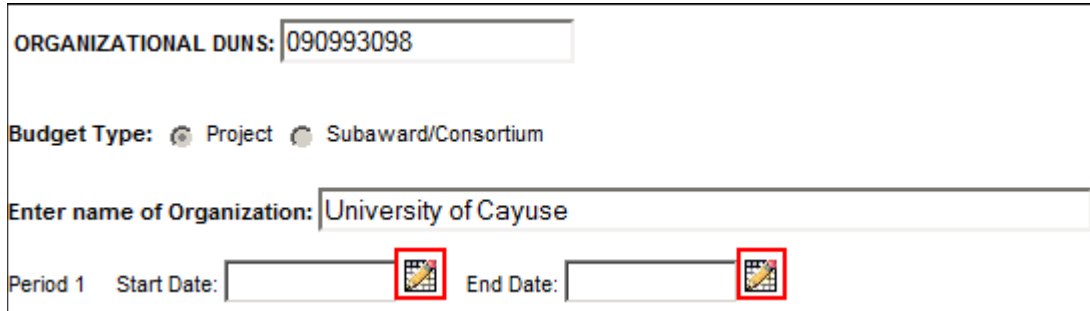
- If the organization you selected for the proposal has indirect cost types, those will be available to you for selection when you are creating your budget.

Budget Components: Budget Periods

- Cayuse S2S supports up to ten budget periods.

  - The maximum available for an opportunity is dependent on the form included in the opportunity.

- The number of Budget Periods can be changed after the proposal is created.

- When working with multiple budget periods, it is important to enter or select the correct data for all budget periods.

Managing Budget Periods

- Click on a calendar icon to manage the budget periods:

- You can select your project dates in several places:

  – Detailed budget form

  – Modular budget form

  – SF424 R&R Page 1

Managing Budget Periods

1. You can change the number of budget periods if necessary.

2. Select the **Period Length** using the drop-down menu. **Custom** is available for unusual budget period lengths.

3. Click on the calendar icon to select a date.

4. Click the **Update Periods** button to update the proposal.

Managing Budget Periods

- Use the **Budget Period** drop down menu or navigation arrows to view and edit different budget periods:

Section B: Other Personnel

Manually enter:

• Number of Personnel

• Role

• Effort Months

• Requested Salary

• Fringe Benefits

B. Other Personnel							
* Number of Personnel	* Project Role	Cal. Months	Acad. Months	Sum. Months	* Requested Salary ($)	* Fringe Benefits ($)	* Funds Requested ($)
2	Post Doctoral Associates	12.00			36,600	6,250	42,850
1	Graduate Students	3.00			6,500	425	6,925

Cayuse S2S automatically calculates the Funds Requested value.

Section B: Adding Other Personnel

- Select the **Indirect Cost Type for Sections A and B** using the drop-down menu.

  – The default indirect cost type for this section (if one is defined in the institutional profile) is autofilled during proposal creation.

  – This selection is necessary to calculate the budget totals.

Section C: Equipment

1. Click **New Equipment Row**.

2. Enter the **Equipment Item**.

3. Enter **Funds Requested**.

4. Select the **Indirect Cost Type** using the drop-down menu. (The default is usually **excluded**.)

C. Equipment Description

List items and dollar amount for each item exceeding $5,000

Equipment item	* Funds Requested ($)
1 Microscope **2**	**3** 5,000 ✖

1 ➕ New Equipment Row

Indirect Cost Type | excluded   **4** ▾ | **Total Equipment** | 5,000

Sections D, E, F and J : Additional Funds

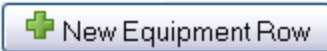1. Select the correct **Indirect Cost Type** using the drop-down menu.

   – The default indirect cost type for this section (if one is defined in the institutional profile) is autofilled during proposal creation.

2. Enter **Funds Requested ($)** for each applicable line item.

F. Other Direct Costs	Indirect Cost Type	Funds Requested ($)
1. Materials and Supplies	Sponsored Research On Campus	5,250
2. Publication Costs	Sponsored Research On Campus	1,000
3. Consultant Services	Sponsored Research On Campus	

Section H: Indirect Costs

Select any additional **Indirect Cost Types** in the proposal using the drop-down menu.

- The default indirect cost type selecting during proposal creation is autofilled here.

When an indirect cost type is selected:

- The indirect cost rate and base will be filled in.

  - This may be a composite rate if the IDC rate is escalating.

- Funds Requested ($) will update.

- The values will be included in the cumulative budget calculations.

Replicating Budget Data

- If you are requesting funds for specific budget line items and would like to replicate that data across multiple budget periods, you can do so by following these steps:

1. Click on the **SF424 RR Budget** page
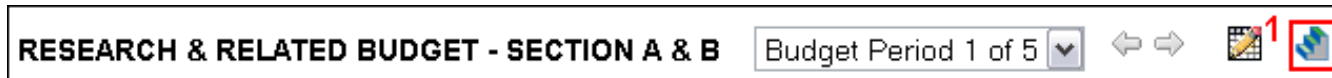
RESEARCH & RELATED BUDGET - SECTION A & B | Budget Period 1 of 5 ⇦ ⇨ ☑¹ 🔷

Replicating Budget Data

2. Check the box next to the budget category or categories you want to replicate.

3. Select the budget period(s) you want to include that data.

4. Click **Replicate Starting Budget Period Without Escalation**.

   – The first period numbers for the selected category replicate into the budget periods you chose.
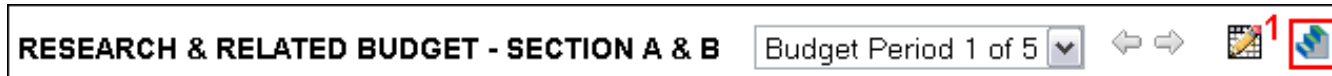
Enabled	Budget Category
☑ **2**	A.) Senior/Key Persons
☐	B.) Other Personnel - Salary
☐	Other Personnel - Fringe Benefits
☐	D.) Travel
☐	E.) Participant/Trainee Support Costs
☑	F.1) Materials and Supplies

3	BP 1	BP 2	BP 3	BP 4	BP 5
Begin/End:	☑	☑	☑	☑	☑

4 Replicate Starting Budget Period Without Escalation

Escalating Budget Data

- Escalation is like replication, but uses a percentage increase per budget period.

- The procedure is similar to data replication.

1. Click on the **SF424 RR Budget** page

RESEARCH & RELATED BUDGET - SECTION A & B   Budget Period 1 of 5   ⇦ ⇨   [1]

Escalating Budget Data

2. Check the box next to the budget category or categories you want to escalate.

  – If necessary, change the rate to what you want.

3. Select the budget periods that you want to escalate to.

4. Click **Escalate Selected Categories**.

  – The first period numbers for the selected category escalate into the budget periods you chose.
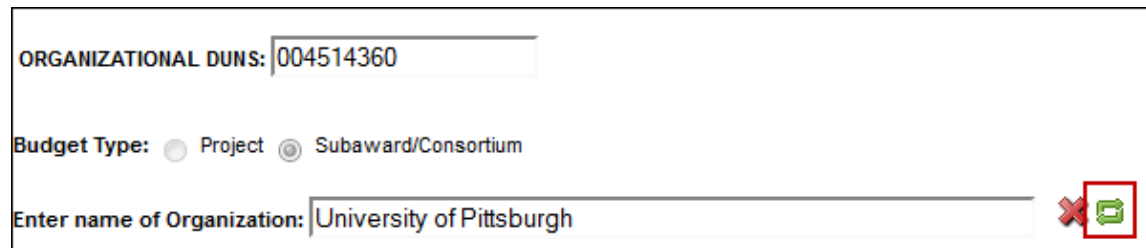
The Cumulative Budget Page

- The **Cumulative Budget** page displays totals for all categories and expenditures indicated in the detailed budget pages.

- Cumulative budget totals are calculated by the system and cannot be overridden.

  – If you find an error, correct it on the source page and the cumulative budget number will automatically be updated.

The Modular Budget

- Creating the detailed budget in Cayuse S2S will automatically create a modular budget and round up to the nearest module.

  - We recommend using this method to create a modular budget.

- You can also enter modular budget figures directly into the Modular Budget page.

- If you are submitting a modular budget, you cannot submit subawards as well. Use the Worksheet Rows function described to help with your calculations.

The Subaward Budget

- The Subaward Budget form behaves exactly like the detailed budget form, including getting Key Person information from the Key Persons form.

- The most common budget issue in subawards is missing indirect cost types.

    - If you can't select different indirect cost types, the subaward organization probably does not have them.

        - You'll need to fill out DCG [Institutional Profile Request Form](#) to update an existing subaward organization's institutional profile with the additional indirect cost types.

    - After they are added, use the green arrows to re-autofill the organization.