

Quick Start Using 424 Budgeting

Overview

- Data entry only
 - Adds rows and columns
 - Calculates project totals and F&A
 - Does not calculate inflationary increases
 - Does not calculate fringe benefits
 - Does not evaluate for any salary cap
- Modular or detail budgets
- Warns and/or prevents completion of budgets that exceed sponsor limits (e.g., modular budgets)
- Calendar, Academic, and Summer appointments
- Institutional Base Salary (IBS) may be left blank

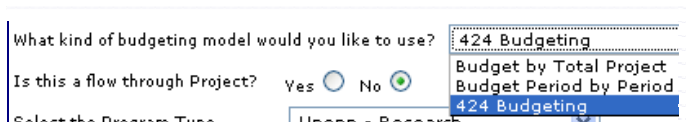
Note: Some sponsors, e.g., NIH, may permit applicants to not display the institutional base salary when it exceeds a salary cap. Be sure that the sponsor for your proposal allows this.

Some screens and processes are identical in all three budgeting models:

- **Budget Items, F&A, Cost Sharing, Modular Budget, and Justification** screens
- Adding existing staff records
- Creating TBN positions
- Manual modifications to F&A, Cost Sharing, Modular Budget

Setup Questions > Budget Setup Information

- Choose **424 Budgeting** as the budgeting model in Setup Questions.



Budget > Budget Items > Personnel Costs

- Enter Base Salary, Months, Salary, and Fringe Benefits values.
 - **Fringe Benefits** will not be calculated – must be entered correctly by user.
 - NIH salary cap also will not be calculated against the true **Base Salary**.
 - If the number of months is < 0, user must type the leading zero and the decimal point.
 - Remember to calculate inflationary increases.
- **Total** rows and **Grand Total** columns will be calculated by PD.

Base Salary	Months			Requested		
	Calendar	Academic	Summer	Salary	Fringe Benefits	total
\$ 200,000.00	0	0.9	0.3	\$ 19,130.00	\$ 5,643.00	\$ 24,773.00
206,000.00	0	0.9	0.3	19,130.00	5,643.00	24,773.00
212,180.00	0	0.9	0.3	19,130.00	5,643.00	24,773.00
218,545.00	0	0.9	0.3	19,130.00	5,643.00	24,773.00
225,101.00	0	0.9	0.3	19,130.00	5,643.00	24,593.00
Grand Totals:				95,650.00	28,035.00	123,685.00

Budget > Budget Items > Non-Personnel Costs

- Enter **Cost to Project** for each budget period.
 - Remember to include inflationary increases if you wish.

Period	Start Date	End Date	Cost to Project
1	01-Apr-2009	31-Mar-2010	\$ 100,000.00
2	01-Apr-2010	31-Mar-2011	103,000.00
3	01-Apr-2011	31-Mar-2012	106,090.00
4	01-Apr-2012	31-Mar-2013	109,273.00
5	01-Apr-2013	31-Mar-2014	112,552.00
Total	01-Apr-2009	31-Mar-2014	530,915.00

Budget > Budget Items > Subcontractors

The **Budget Items** and **Budget Detail** screens and data entry for subcontracts are identical to the instructions for the primary applicant.

- Complete budget entry for the subcontractor.
- Remember to also complete the F&A.

Modular Budgets

Simplified data entry may be used for modular budgets when the 424 budgeting method is chosen.

- Personnel Costs
 - Create records only for Key Personnel.
 - Enter Personnel Type (e.g., Key, etc.) and Role on Project.
 - Enter Calendar, Academic, and/or Summer months.
 - No salary information is required.

Base Salary	Months				
	Calendar	Academic	Summer		
\$ 0.00	0	1	2	\$	0.00
0.00	0	1	2		0.00
0.00	0	1	2	0.00	0.00
0.00	0	1	2	0.00	0.00
0.00	0	1	2	0.00	0.00
Grand Totals:				0.00	0.00

After entering information in Months fields, effort will be displayed on Budget items screen.

	Swavely, Todd	Sig Cont	25.00
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Non-Personnel Costs

- Enter one line item for the project's total direct costs.
- Exclude subcontractor expense, equipment, graduate student tuition and any other item that does not incur F&A expense. These need to be entered separately.

Subcontractors

Simplified data entry for Personnel and Non-Personnel Costs may be used as described above.

Completing the Budget

The remaining sections of the budget – **F&A Cost Sharing, Modular Budget** (if not a detailed budget), and **Justifications** – are completed in the same way as the other budgeting methods.