

# Module 7

1

## Proposal Budgets



# Objectives

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- ❑ In this module you will learn:
  - ❑ Basic Budget Concepts
  - ❑ How to use S2S Grants to create a:
    - Detailed Budget
    - Modular Budget
    - Subaward Budget
  - ❑ Link to a subaward proposal
  - ❑ Import a subaward proposal
  - ❑ Export a subaward proposal

# Enrollment Forms

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- ❑ S2S Grants allows you to start building your budget at any point in the form set, including the:
  - ❑ SF424 RR Budget pages
  - ❑ Modular Budget page
  - ❑ Subaward Budget page
- ❑ Auto-fills Senior/Key Persons information, appointment type and fringe rate amount from their Professional Profiles
- ❑ Performs budget calculations once salary, effort and other requested fund amounts are specified
- ❑ Allows users to override auto-filled salary amounts if necessary
- ❑ Performs cost replication and escalation for all budget categories on multiple budget periods

# Budget Components - Salary

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- If Appointment Type is not entered into the Professional Profile, S2S Grants will not be able to auto-calculate salary on the budget pages
- Salary for Principal Investigators is auto-filled on the budget pages when the proposal is created (if applicable)
- Salary for Senior/Key Persons can be auto-filled once they are added to the proposal

# Budget Components - Salary

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- ❑ In the event salary data cannot be retrieved from the Professional Profile it can be manually entered into the appropriate field(s) on the budget pages
- 📌 It is recommended that salary data be entered manually and **not** entered in the Professional Profile because:
  1. Information is visible to all S2S Grants users
  2. Requires constant monitoring and updating to be certain rates are current

# Budget Components – Fringe Benefits

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- ❑ Institutional Fringe Rates and Benefits are set in the Institutional Profile
- ❑ Default rates for individuals can be set once they are affiliated with an institution
- ❑ Fringe rates specific to an individual can be added in their Professional Profile
- ❑ Pertinent fringe rates are applied automatically to all salary calculations
- ❑ Auto-filled fringe rates can be overridden if necessary

# Budget Components – Indirect Costs

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- Indirect Costs types/rates are set in the Institutional Profile
- When you create a proposal, all indirect cost types/rates associated with that institution will be used as a basis for calculating the budget

# Budget Components – Budget Periods

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- ❑ Up to five budget periods can be specified
- ❑ The number of Budget Periods can be changed once the proposal is created
- ❑ When working with multiple budget periods, it is important to ensure that the correct data (e.g., months of effort, IDC rates, travel expenses, etc.) is input for all relevant budget periods; otherwise the proper calculations will not occur




# Managing Budget Periods

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1. Click on the calendar icon to **Set Start Date** and **End Date** of proposal
  - S2S Grants allows you to set and edit the period start and end dates in several places, including the **SF424 RR Budget, Modular Budget** and **SF424 RR Face Page**

ORGANIZATIONAL DUNS:

Budget Type:  Project  Subaward/Consortium

Enter name of Organization:  

1

Period 1 Start Date:   End Date:  

# Managing Budget Periods

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1. The number of periods is pre-defined when you create the proposal. Edit if required
2. Select **Period Length** using drop-down menu
3. Click on calendar icon to set dates
4. Click the **Set Dates** button
  - S2S Grants auto-fills start and end dates for all budget periods based on selections

Manage Budget Periods

Copy dates from another proposal...

1 Number of periods:  1  2  3  4  5

2 Period length: 1 year

3

	Start Date	End Date
1	7/1/2009	6/30/2010
2	7/1/2010	6/30/2011
3	7/1/2011	6/30/2012
4	7/1/2012	6/30/2013
5	7/1/2013	6/30/2014

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# Managing Budget Periods

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

The screenshot displays the 'RESEARCH & RELATED BUDGET - SECTION A & B' interface. At the top, it shows 'All Proposals' and 'CAG: Bruin, Test R21'. The main section is titled 'RESEARCH & RELATED BUDGET - SECTION A & B'. Below this, there are several input fields and controls:

- ORGANIZATIONAL DUNS:** 092530369
- Budget Type:** Project (selected), Subaward/Consortium
- Enter name of Organization:** Regents of the University of California, Los Angeles
- Period 1 Start Date:** 07/01/2009
- End Date:** 6/30/2010

A dropdown menu for 'Budget Period' is open, showing the following options:

- Budget Period 1 of 5 (selected)
- Budget Period 2 of 5
- Budget Period 3 of 5
- Budget Period 4 of 5
- Budget Period 5 of 5

A blue arrow points from the text 'Budget Period' in the list item above to the dropdown menu.

# Adding Key Persons to Budget Page


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- Key Persons are generally added on the **SF424 RR Key Persons** page, however, you can also add them and edit the data on Section A of the budget form
- To add Senior/Key Persons to the Budget please see **Module 6: Add Senior Key/Persons**

# Managing Key/Senior Personnel

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- ❑ Edit Key Persons fields (if necessary)
  - ❑ Once data is auto-filled you can manually change any field
  - ❑ If you override a calculated field, the system will insert a red star adjacent to the field
  - ❑ Once a field has been over written auto-calculate will no longer work on that field

**A. Senior/Key Persons in Budget Period 1 of 5** Add/Edit KP 

First Pref. 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. (\$)		
 Mr.	Joe			Bruin			PD/PI	179,750	0	143,800	35,950	0.00	1.20	7,190 	913	8,103  

## Section B: Adding Other Personnel

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### Manually enter:

- Number of Personnel (number of individuals, not number of FTE)
- Role
- Months (total number for **all** individuals in that category)
- Requested Salary (for **all** individuals)
- Fringe Benefits

 Note that graduate student fees have not been included in the fringe benefit calculation

 See Section F for details on GSR fees

B. Other Personnel							
* Number of Personnel	* Project Role	Cal. Months	Acad. Months	Sum. Months	* Requested Salary (\$)	* Fringe Benefits (\$)	* Funds Requested (\$)
1	Post Doctoral Associates	12.00			62,500	11,875	74,375
2	Graduate Students		8.00	8.00	51,864	1,110	52,774

## Section B: Adding Other Personnel

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- ❑ Select **Indirect Cost Type for Sections A and B** using drop down menu
  - ❑ The default indirect cost type from the Institutional Profile will be auto-populated during proposal creation
  - ❑ S2S Grants applies the correct rate to Key/Senior Persons and Other Personnel and auto-calculates **Funds Requested (\$)** and **Total Salary, Wages and Fringe Benefits**

<b>Total Number Other Personnel</b>	<input type="text" value="3"/>		
<b>Indirect Cost Type for Sections A and B Above</b>	<input type="text" value="Research On_Campus"/>		
	<ul style="list-style-type: none"><li>excluded</li><li>Research Off_campus</li><li>Research On_Campus</li></ul>		
		<b>Total Other Personnel</b>	<input type="text" value="127,149"/>
		<b>Total Salary, Wages and Fringe Benefits (A+B)</b>	<input type="text" value="179,796"/>
		RESEARCH & RELATED Budget (A-B) (Funds Requested)	
		OMB Number: 4040-0001	


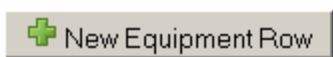
# Section C: Adding Equipment

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1. Click **New Equipment Row**
2. Enter **Equipment Item**
3. Enter **Funds Requested**
4. Select **Indirect Cost Type** using drop down menu (excluded set as default)
5. Total Equipment field is automatically calculated

**C. Equipment Description**

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

Equipment item	* Funds Requested (\$)
1 Microscope 2	3 8,500 
 1	
Indirect Cost Type excluded 4	
Total Equipment	5 8,500



# Sections D and E: Adding Travel and Participant Support

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1. Enter the costs on the appropriate lines
2. Confirm **Indirect Cost Type** and change using the drop down box if necessary
3. Total costs for the section are automatically calculated

D. Travel	
1. Domestic Travel Costs ( Incl. Canada, Mexico and U.S. Possessions)	
2. Foreign Travel Costs	
Indirect Cost Type: Research On_Campus	2
Total Travel Cost	3
	Funds Requested (\$)
1	1,750
	2,900
	4,650

## Section F: Requesting Other Direct Costs

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1. Select **Indirect Cost Type** for each line item using drop down menu
  - The default indirect cost type from the Institutional Profile will be auto-populated during proposal creation
2. Enter **Funds Requested (\$)** for each applicable line item
3. Lines 7, 8 and 9 are user defined direct cost types
  - GSR Fees are added here so they can be excluded from F&A
  - Technology Infrastructure Fee should be added here as well
4. Total Other Costs are automatically calculated
  - See screen shot on next slide**

# Section F: Requesting Other Direct Costs

F. Other Direct Costs	Indirect Cost Type	Funds Requested (\$)
1. Materials and Supplies	Research On_Campus	10,000
2. Publication Costs	Research On_Campus	1,000
3. Consultant Services	Research On_Campus	
4. ADP/Computer Services	Research On_Campus	
5. Subawards/Consortium/Contractual Costs > Allocated IDC Base	.....	150,134
6. Equipment or Facility Rental/User Fees	Research On_Campus	46,655
7. Alterations and Renovations	excluded	
8. <b>GSR Fees</b>	excluded	18,648
9. Patient Care	excluded	12,200
10. Technology Infrastructure	excluded	833
	Research On_Campus	
	<b>Total Other Direct Costs</b>	<b>192,815</b>

## Section H: Indirect Costs

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1. Select the **Indirect Cost Type**, using the drop down menu
  - ❑ The default indirect cost type from the Institutional Profile will be auto-populated during proposal creation
  - ❑ Once the appropriate indirect cost type is selected S2S Grants will automatically:
    - ❑ Enter the indirect cost rate (%)
      - This may be a composite rate if the IDC rate is escalating
    - ❑ Calculate the indirect cost base (\$)
    - ❑ Update Funds Requested (\$)
    - ❑ Autofill cumulative budget page
  - ❑ See screen shot on next slide

# Section H: Indirect Costs

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<b>G. Direct Costs</b>			<b>Funds Requested (\$)</b>
			<b>Total Direct Costs (A thru F)</b> <input style="width: 100px;" type="text" value="278,092"/>
<b>H. Indirect Costs</b>			
<i>Note: Indirect Cost types are defined in the Institutional Profile, under the <b>Institutions</b> tab. Bring any profile changes into budget by refreshing <b>Applicant Organization</b>.</i>			
<b>Indirect Cost Type</b>	<b>Indirect Cost Rate (%)</b>	<b>Indirect Cost Base (\$)</b>	<b>* Funds Requested (\$)</b>
1. <input style="width: 100%;" type="text" value="Research On_Campus"/>	<input style="width: 100%;" type="text" value="54.0"/>	<input style="width: 100%;" type="text" value="207,342"/>	<input style="width: 100%;" type="text" value="111,965"/>
2. <input style="width: 100%;" type="text" value="Research Off_campus"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
3. <input style="width: 100%;" type="text" value="Research On_Campus"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
4. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Total Indirect Costs</b>			<input style="width: 100%;" type="text" value="111,965"/>
<b>Cognizant Federal Agency</b> <input style="width: 100%;" type="text" value="DHHS, Wallace Chan, 415-437-7820"/>			
<small>(Agency Name, POC Name, and POC Phone Number)</small>			

## Replicating Budget Data

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- If you are requesting funds for a specific budget line item(s) and would like to replicate that data on multiple budget periods, you can do so by following these steps:

1. Click the [  ] icon on the **SF424 RR Budget** page



# Replicating Budget Data

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2. Enable the budget category you wish to replicate by clicking on the check box adjacent to the budget category
3. Select the budget periods which you would like the replicated data to be copied to
4. Click **Replicate Starting Budget Period Without Escalation**
  - S2S Grants will automatically copy first period numbers for that budget category into any budget periods you specified

Enabled	2	Budget Category
<input checked="" type="checkbox"/>		A.) Senior/Key Persons
<input checked="" type="checkbox"/>		B.) Other Personnel - Salary
<input type="checkbox"/>		Other Personnel - Fringe Benefits
<input checked="" type="checkbox"/>		D.) Travel
<input type="checkbox"/>		E.) Participant/Trainee Support Costs
<input type="checkbox"/>		F.1) Materials and Supplies

3	BP 1	BP 2	BP 3	BP 4	BP 5
Begin/End:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4

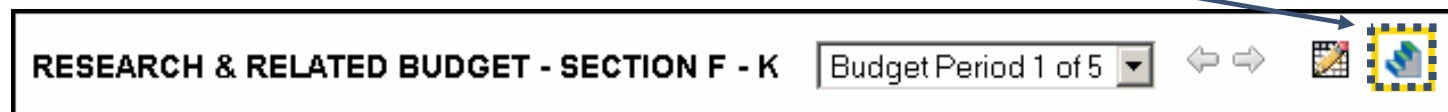
Replicate Starting Budget Period Without Escalation

## Escalating Budget Data

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- If you are requesting funds for a specific budget line item(s) and would like to escalate that data on multiple budget periods, you can do so by following these steps:

1. Click the [  ] icon on the **SF424 RR Budget** page





# Escalating Budget Data

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2. Enable the budget category you wish to escalate by clicking on the check box adjacent to the budget category
3. Select the budget periods which you would like the escalation to occur
4. Click **Escalate Selected Categories**
  - ▣ S2S Grants will automatically escalate the budget category(s) into any budget periods you specified

Enabled	Budget Category
<input checked="" type="checkbox"/>	2 A.) Senior/Key Persons
<input checked="" type="checkbox"/>	B.) Other Personnel - Salary
<input type="checkbox"/>	Other Personnel - Fringe Benefits
<input checked="" type="checkbox"/>	D.) Travel
<input type="checkbox"/>	E.) Participant/Trainee Support Costs
<input type="checkbox"/>	F.1) Materials and Supplies

3	BP 1	BP 2	BP 3	BP 4	BP 5
Begin/End:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4	Escalate Selected Categories
---	------------------------------

## The Cumulative Budget Page

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- ❑ The **Cumulative Budget** page displays totals for all categories and costs/expenses, etc., 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

## Creating a Modular Budget

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- ❑ Modular Budgets are created in one of two ways:
  1. Creating the detailed budget in S2S Grants will automatically create a modular budget and round up to the nearest module
  2. Enter modular budget figures directly into the Modular Budget page

## Creating Subaward Budgets

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- ❑ S2S Grants allows you to create one or more subaward budgets by:
  - ❑ Creating an unlinked worksheet row
  - ❑ Linking to an existing subaward proposal
  - ❑ Importing a subaward proposal
- ❑ Once subaward budget figures are linked, imported or created, they will automatically be displayed on the Cumulative Budget page

## Creating an Unlinked Worksheet Row

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- ❑ Create and manually enter budget information for a subaward proposal. This is particularly useful if submitting a Modular Budget

1. Open prime proposal

2. Navigate to **Subaward Budget Page**

3. Click 



**R & R SUBAWARD BUDGET ATTACHMENT(S) FORM**

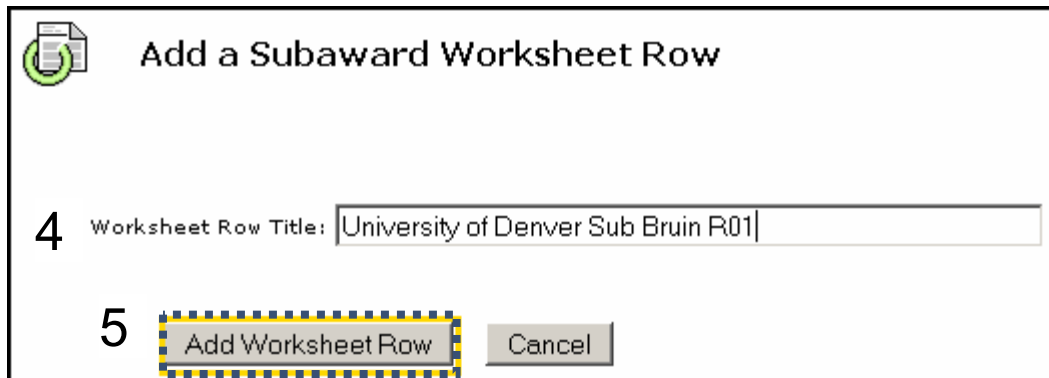
   


Subaward IDC Ceiling 25,000

# Creating an Unlinked Worksheet Row

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4. Enter **Worksheet Row Title**
5. Click **Add Worksheet Row**



 Add a Subaward Worksheet Row

4 Worksheet Row Title:

5

# Creating an Unlinked Worksheet Row

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6. Enter **Subaward Direct Costs** and **Indirect Costs** for all budget periods.
7. S2S Grants auto-calculates **Allocated to IDC Base**
  - ❑ These costs will be auto-populated to the Detailed and Modular Budgets

University of Denver Sub Bruin R01							✖	
Subaward Direct Costs	14,200	22,000	22,000	22,000	22,000	22,000	6	102,200
Subaward Indirect Costs	7,455	11,550	11,550	11,550	11,550	11,550		53,655
Subaward Costs	21,655	33,550	33,550	33,550	33,550	33,550		155,855
Allocated to IDC base	21,655	3,345	0	0	0	0	7	25,000

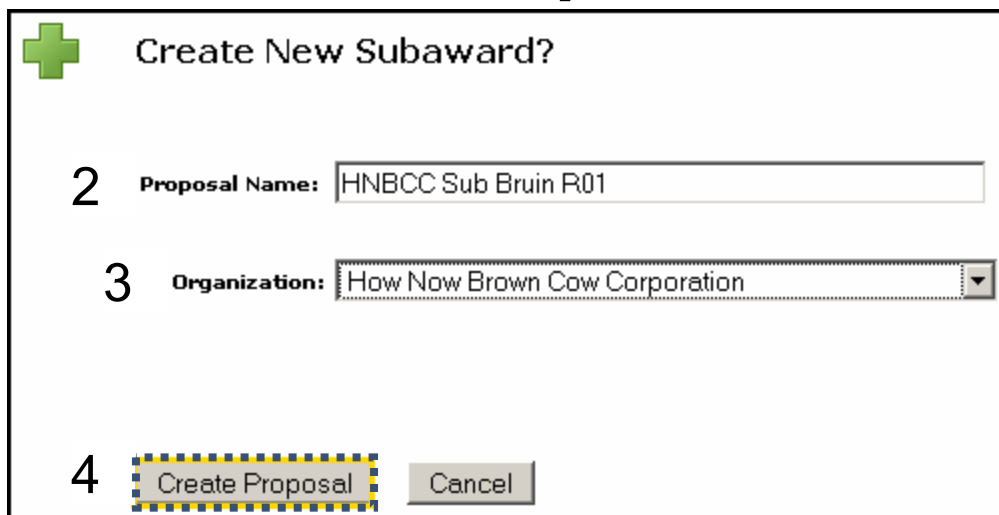
# Creating a Subaward Proposal/Budget

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1. Navigate to the Proposals Tab and click



2. Type **Proposal Name**
3. Select **Organization**
4. Click **Create Proposal**

A screenshot of a web-based dialog box titled "Create New Subaward?". The dialog has a green plus sign icon in the top left corner. It contains three numbered steps: 2. "Proposal Name:" with a text input field containing "HNBCC Sub Bruin R01"; 3. "Organization:" with a dropdown menu showing "How Now Brown Cow Corporation"; and 4. Two buttons at the bottom: "Create Proposal" (highlighted with a yellow dashed border) and "Cancel".

**+** Create New Subaward?

2 **Proposal Name:**

3 **Organization:**

4



## Creating a Subaward Proposal/Budget

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- ❑ The system creates the Subaward Proposal that includes:
  - ❑ Performance Site page
  - ❑ Key Persons page
  - ❑ SF424 R&R Budget Page

Proposal	Title	PI
<a href="#">CAG: Bruin, Test R21</a>	n/a	Bruin, Joe
<a href="#">▶ HNBCC Sub Bruin R01</a>		
<a href="#">DKS;Weiss;PA-SS-R21;Protein...</a>	Calcium channels and what really is going on.	Weiss, James

- ❑ See **Module 6: Proposal Basics**, and **Module 7: Proposal Budgets** to learn how to complete these forms

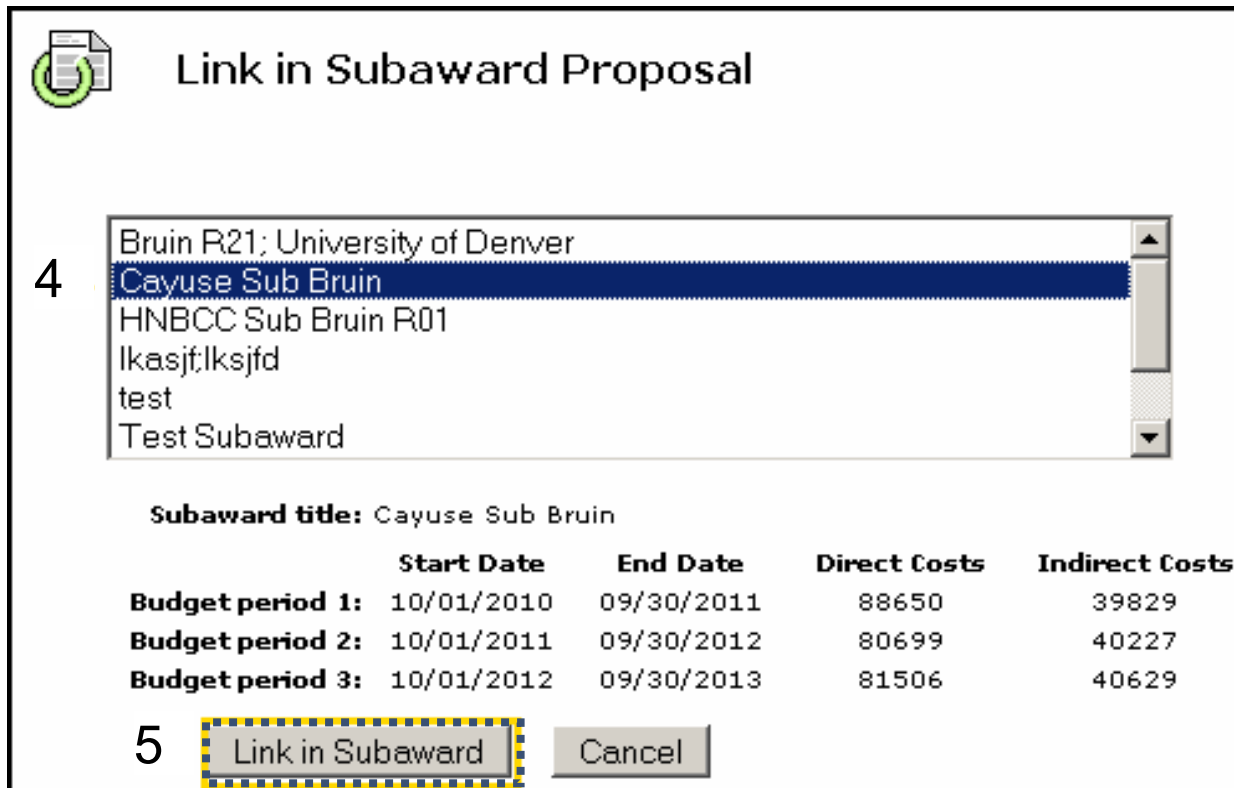
## Link to an Existing Subaward Proposal


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1. Open prime proposal
2. Navigate to **Subaward Budget Page**
3. Click  **Link Subaward**
4. Select the appropriate Subaward from the list
5. Click **Link in Subaward**
  - ▣ Note: These steps **are not** necessary if the Subaward Proposal was created in the Subaward Budget Page. In that case, the link will automatically occur
  - ▣ **See screen shot on next slide**

# Link to an Existing Subaward Proposal

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 Link in Subaward Proposal

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- Bruin R21: University of Denver
- Cayuse Sub Bruin**
- HNBCC Sub Bruin R01
- lkasj;lksjfd
- test
- Test Subaward

**Subaward title:** Cayuse Sub Bruin


	<b>Start Date</b>	<b>End Date</b>	<b>Direct Costs</b>	<b>Indirect Costs</b>
<b>Budget period 1:</b>	10/01/2010	09/30/2011	88650	39829
<b>Budget period 2:</b>	10/01/2011	09/30/2012	80699	40227
<b>Budget period 3:</b>	10/01/2012	09/30/2013	81506	40629

5

# Link to an Existing Subaward Proposal

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1. Note: Subaward tab has been added with access to Subaward proposal

Overview	Proposals	Subaward	People	Institutions	Reports	Admin
Linked Subawards						
1 Subaward Proposal is linked to CAG: Bruin, Test R21. 						
			Subaward		Organization	
			<a href="#">Cayuse Sub Bruin</a>		University of Cayuse	

2. The subaward budget figures are now displayed in the primary proposal subaward budget page
  3. To view or edit the subaward simply click on the subaward proposal in either the Subaward tab or the Subaward Budget page in the prime proposal
- See screen shot on next slide**

# Link to an Existing Subaward Proposal

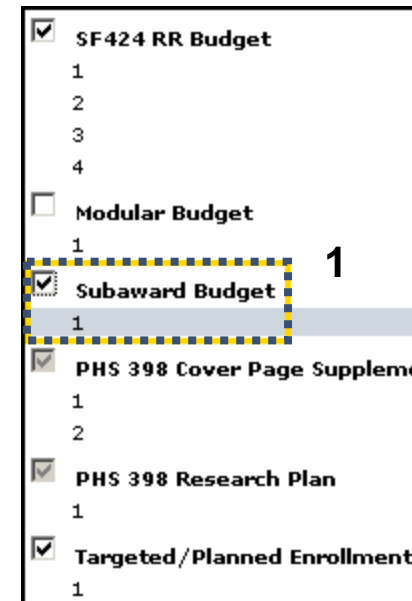
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	Period 1	Period 2	Period 3	Period 4	Period 5	All Periods
2 <input type="checkbox"/> University of Denver Sub Bruin R01 <span style="float: right;">✖</span>						
Subaward Direct Costs	14,200	22,000	22,000	22,000	22,000	102,200
Subaward Indirect Costs	7,455	11,550	11,550	11,550	11,550	53,655
Subaward Costs	21,655	33,550	33,550	33,550	33,550	155,855
Allocated to IDC base	21,655	3,345	0	0	0	25,000
<input type="checkbox"/> Cayuse Sub Bruin 3 <span style="float: right;">✖</span>						
Subaward Direct Costs	88,650	80,699	81,506			250,855
Subaward Indirect Costs	39,829	40,227	40,629			120,685
Subaward Costs	128,479	120,926	122,135			371,540
Allocated to IDC base	25,000	0	0	0	0	25,000
<input type="checkbox"/> All Subawards						
Subaward Direct Costs	102,850	102,699	103,506	22,000	22,000	353,055
Subaward Indirect Costs	47,284	51,777	52,179	11,550	11,550	174,340
Subaward Costs	150,134	154,476	155,685	33,550	33,550	527,395
Allocated to IDC base	46,655	3,345	0	0	0	50,000

# Include Subaward Proposal for Submission

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1. Click the check box adjacent to the Subaward Budget on the navigation bar. This will ensure that the subaward budget will be included in the PDF you submit electronically to the Grants.gov



<input checked="" type="checkbox"/>	SF424 RR Budget	
	1	
	2	
	3	
	4	
<input type="checkbox"/>	Modular Budget	
	1	
<input checked="" type="checkbox"/>	Subaward Budget	1
	1	
<input checked="" type="checkbox"/>	PHS 398 Cover Page Supplement	
	1	
	2	
<input checked="" type="checkbox"/>	PHS 398 Research Plan	
	1	
<input checked="" type="checkbox"/>	Targeted/Planned Enrollment	
	1	

## Import a Subaward Proposal

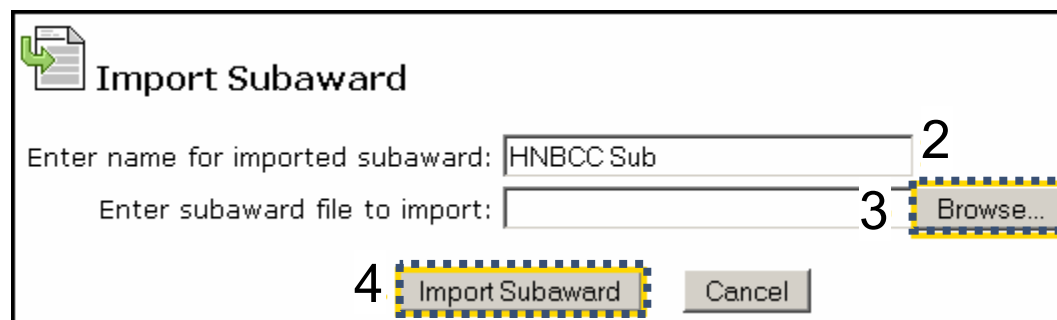
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- In order to import a subaward proposal, your subcontractor must create the subaward proposal using **S2S Grants** or **Subawards.com** and send the exportable file to you via email
- You can choose to import the subaward proposal to either the **Proposals** tab or directly into the prime proposal

## Importing to the Proposal Tab

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1. Navigate to the **Proposals** tab and click 
2. Enter internal subaward proposal name
3. Browse to location of exported subaward proposal
4. Click **Import Subaward**



Import Subaward

Enter name for imported subaward:  2

Enter subaward file to import:  3

4











# Importing to the Proposal Tab

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- The imported subaward proposal will now appear in your list of proposals in the **Proposals** tab


4 / 4 Proposals  Include submitted proposals Filter:  View days back: no limit

5

↑	Proposal	Title	PI	Modified	Type	Deadline	
5	<a href="#">C424 Created Subaward Proposal</a>		Cullina, Matthew	2008-08-25	Subaward		 
	<a href="#">Heldens, John 2/5/09</a>		Heldens, John	2008-08-25	Rese...arent R01)		 
→	<a href="#">John Adams University Sub</a>		Adams, John	2008-08-25	Subaward		 
	<a href="#">U of D Subcontract</a>		Cullina, Matthew	2008-01-15	Subaward		 


# Importing into the Prime Proposal

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1. Open the Prime proposal
2. Navigate to the **Subaward Budget page**
3. Click  Import
4. Enter **name for imported subaward**
5. Browse to location of exported subaward proposal
6. Click **Import Subaward**
  - ▣ **Importing Key Persons & Performance Sites**  
confirmation box will appear
  - ▣ Subaward costs will be auto-populated to the Detailed and Modular Budgets
- ▣ **See screen shot on next slide**

# Importing Into the Prime Proposal

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 Import Subaward

4  
Enter name for imported subaward:  5

Enter subaward file to import:

6



## Exporting a Subaward Proposal

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- ❑ In S2S Grants you can create and export a subaward proposal to another S2S Grants customer institution
  - ❑ See slides #31-32 in this module to learn how to create a **Subaward Proposal**

## Exporting a Subaward Proposal

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1. After creating your Subaward Proposal click the  icon to export file
2. Enter a **name for the exported file**
3. Click 
4. Save exported subaward proposal to desktop, folder or shared drive
5. Attached exported file to an email and send to collaborator

## Exporting a Subaward Proposal

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- Internal documentation (e.g. signed Face Pages, Letters of Support, Letters of Collaboration, etc) can be added to the Documents page under Proposal Summary. These will be exported with the subaward proposal
- Running the validation check is recommended prior to exporting

## NIH Requirements for Subawards

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- ❑ For Opportunities that require a full budget you must attach the completed subaward proposal
  - ❑ NIH cannot compare your grant costs correctly to the direct cost limitation without the complete subaward budget
  - ❑ NIH cannot calculate the indirect costs on subs without the attachment
- ❑ If this information isn't provided your proposal may be rejected or delayed after submission

## Conclusion

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- ❑ In this module you learned:
  - ❑ Basic Budget Concepts
  - ❑ How to use S2S Grants to create a:
    - Detailed Budget
    - Modular Budget
    - Subaward Budget
  - ❑ Link to a subaward proposal
  - ❑ Import a subaward proposal
  - ❑ Export a subaward proposal