How to Create a Proposal Budget

Once you create and save a funding proposal, the Grants module automatically creates an associated budget based on the selected sponsor. You will fill out the budget and create any additional budgets that are needed.

Note: Required fields are marked with red asterisks *. The % symbol can be used as a wildcard in all search fields.

Click on the Help icons throughout the SmartForm for additional information.

1. Navigate to the proposal workspace by accessing the proposal from My Inbox or searching for the proposal on the Grants page. Click the proposal name to display the proposal workspace.

2. Under the Budgets tab, click the primary budget name to display the budget workspace:

3. On the budget workspace click the Edit Budget button in the left-hand menu.

4. Complete the budget SmartForm pages. When finished with each page, click Continue to navigate through the rest of the SmartForm pages:

**General Budget Information**

i. *Budget title* – Enter your project title. For program projects, or LOAs, use identifiers that will be helpful for you.

ii. *Principal Investigator for this budget* – Select the applicable PI. This dropdown will contain the names of project personnel entered on the Funding Proposal SmartForm.
iii. * Does this budget use the standard F&A cost base and rates? – The standard F&A rate will be determined by the primary purpose identified on the Funding Proposal SmartForm.
   - If Yes, the standard cost base and rates will display in the table.
   - If No, a second Non-standard F&A cost base and rates table will display. Enter the F&A cost base and rates. Click the arrow at the right of a period column to copy the value to subsequent periods.

iv. * Will you require detailed budget tables for this budget submission?
   - If Yes, a separate budget table will be created for detailed trainee information.
   - If No, trainee line items be entered in the General Cost budget.

v. * Include in consolidated budgets?
   - If Yes, the budget will be included in the total proposal budget displayed in the financials tab of the proposal workspace.
   - If No, the budget will be excluded from the total proposal budget displayed in the financials tab of the proposal workspace.

vi. Salary cap – When NIH is identified as the sponsor or prime sponsor in the proposal, the current salary cap will auto-populate this field. If your sponsor has a salary cap and it is not already displayed, enter it in the text field here.

vii. Apply inflation rate to personnel costs? – Select Yes or No (answer defaults to Yes).
viii. **Enter inflation rates** – Enter the inflation rate(s) for Personnel Costs and General Costs. If your proposed start date is more than 1 year from proposal date, check the box(es) under **Inflate Period 1** if you want to inflate the first year’s costs.

**Personnel Cost Definition**

This detailed budget table consists of two pages. This first page, **Personnel Cost Definition**, is for entering personnel. The second page, **Personnel Costs**, is for entering efforts and amounts.

i. **Personnel costs** – Add UT personnel using one of the following options:

- Click the **Import Proposal Personnel** button to import the PI and all other institutional personnel listed on the proposal at one time. This import function can only be used once.

- If needed, click **Go to additional personnel on funding proposal** to jump to the Personnel page of the proposal SmartForm to add personnel before importing. When complete, navigate back to the Personnel Costs page of the Budget SmartForm, then click the **Import Proposal Personnel** button.

- After importing personnel, click **Update** next to each staff member to add their base salary. This base salary will be used in calculating the budget.

- Or, click the **Add** button and complete the form to add personnel to the budget manually. Note: key personnel must be included in the Project Personnel section of the funding proposal SmartForm before they can be manually added to the budget.

  - Use “Staff Member To Be Determined” if the position is being budgeted, but the individual has not yet been identified.
When complete, the Personnel costs table shows appointment duration, Role, and whether the individual is Senior/Key on the proposal. All personnel marked “key” will be mapped to section A of the Research & Related Budget SF424 forms (if applicable), and all personnel marked as “non-key” will be mapped to section B.

**Personnel Costs**

This page consists of a Budget Summary table and a Personnel Costs table that contains a row for each individual listed on the prior page, including their budgeted salary, benefits, and total compensation.

i. Click the **Show Effort** button to display additional fields to indicate the percentage of effort each individual will contribute and the percentage of the base salary requested.
ii. In each row, enter the planned Effort and Salary Requested percentages and modify the Fringe Benefit (FB) Rate if necessary. Click the arrow at the right of a period column to copy the value to subsequent periods. Note: if more effort is committed than salary requested, you will need to create a cost share budget for the unfunded effort. See How to Create a Cost Share Budget for detailed steps.

### Personnel Costs

<table>
<thead>
<tr>
<th>Person: Andrew Ellington</th>
<th>Role: PD/PI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effort: 5%</td>
<td></td>
</tr>
<tr>
<td>Sal Req: 5%</td>
<td></td>
</tr>
<tr>
<td>FB Rate: 31.4%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/1/2023</td>
<td>12/1/2024</td>
<td>12/1/2025</td>
<td>12/1/2026</td>
<td>12/1/2027</td>
</tr>
<tr>
<td>11/30/2024</td>
<td>11/30/2024</td>
<td>11/30/2025</td>
<td>11/30/2026</td>
<td>11/30/2027</td>
</tr>
<tr>
<td>Effort</td>
<td>Effort</td>
<td>Effort</td>
<td>Effort</td>
<td>Effort</td>
</tr>
<tr>
<td>5%</td>
<td>5%</td>
<td>5%</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td>Sal Req</td>
<td>Sal Req</td>
<td>Sal Req</td>
<td>Sal Req</td>
<td>Sal Req</td>
</tr>
<tr>
<td>5%</td>
<td>5%</td>
<td>5%</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td>FB Rate</td>
<td>FB Rate</td>
<td>FB Rate</td>
<td>FB Rate</td>
<td>FB Rate</td>
</tr>
<tr>
<td>31.4%</td>
<td>30.9%</td>
<td>30.9%</td>
<td>30.9%</td>
<td>30.9%</td>
</tr>
</tbody>
</table>

iii. Repeat this process for all rows. When complete, click Show Totals to update the figures in the Budget Summary and Personnel Costs tables.

- Notes on table calculations:
  - Efforts are entered in percentages, not months. Refer to the month to percentage conversion tool if needed.
  - Salary = base salary * Sal Req %
  - Benefits = base salary * Sal Req % * FB Rate %
  - If the Base is greater than the salary cap entered on the General Budget Information page, calculations will use the salary cap.

### General Cost Definition

On this page you’ll enter line items for cost categories not entered on the preceding budget tables. Similar to personnel cost pages, the General Cost table consists of two pages. The first page, General Cost Definition, is for entering costs. The second page, General Costs, is for entering amounts.

i. General costs – Click the Add button to add a new cost type.
ii. In the **Add General Cost** slide-in, answer the following questions:

- **General cost type** – Select from the dropdown list.
- **Cost** – Enter the dollar amount per period.
- **Description** – Enter additional information about the cost type, if needed.
- **Apply inflation?** – Select **Yes** or **No**. By answering **No**, the amounts will be editable on the next page. Answering **Yes** will inflate the amounts by the rate entered on the **General Budget Information** page.
- **Include in indirect calculations?** – Select **Yes** or **No**.
  - Based on the proposal’s F&A rate and base, this option will not appear if selecting an item that is exempt from the MTDC base (e.g. Equipment)
- **Important!** If you are budgeting Participant Support Costs, these costs should be budgeted as Trainee expenses in the dropdown. Not sure if you have Participant Support? Review this page.
- When complete, click **OK** or **OK and Add Another** to add another cost category.

**General Costs**

This page consists of a Budget Summary table and a General Costs table that contains a row for each cost type listed on the prior page. Notice that the costs with inflation applied are automatically filled in and cannot be edited. In the example below, the Animal cost category was the only one marked **No** for **Apply inflation?** on the **General Cost Definition** page, therefore it is the only one that is editable.

![Budget Summary Table](image)

![General Costs Table](image)

i. Enter the amounts for each period for any costs that are not inflated each year.
ii. Click the hyperlinked name of a **Cost Type** to edit details (e.g. the answer to “Apply inflation?”) if needed.

iii. Click **Save** on the General Costs table after you have finished your edits.

**Attachments**

i. Attachments – This field is optional.

5. When finished with all SmartForm pages, click **Validate** in the Left Navigator to ensure you didn’t miss any required fields. If errors are reported, use the Left Navigation to go to the correct page and answer the required question.

![Validate Button](image)

6. When no errors are reported, click **Finish**.

7. You will return to the budget workspace. The Financials tab reflects the categories and totals specified on the budget tables. Click the **Edit Budget** button if additional updates are needed. Click the hyperlinked name of the funding proposal to return to the proposal workspace.

![Budget Table](image)

8. In the proposal workspace, click on the **Add Attachments** button to attach the budget justification and other supporting budget documentation.
a. In the Add Attachments slide-in, click the **Add** button to select the files to attach.

![Add Attachments dialog box](image)

b. Click **OK** when done. You will return to the funding proposal workspace.

*For next steps, see additional guides on the [Grants Resources and FAQs page](#). Suggested guides include:*

- How to Export Subaward R&R Budget Form
- How to Create an Outgoing Subaward Budget
- How to Create and Update SF424 Forms
- How to Submit a Proposal to OSP
- How to Create a Cost Share Budget