



UT RESEARCH MANAGEMENT SUITE

Grants Module Frequently Asked Questions

Proposal Budgets

1. I just created a proposal record. Where do I enter the budget?

From the proposal workspace, navigate to the Budgets tab. Under Working Budgets, click the **name of the sponsor** to open the budget SmartForm.

2. How are budget periods defined on a proposal?

The system defaults to 5-year-long periods but provides the ability to add and remove periods or change the length of a budget period. Please refer to the “How to Create a Proposal Budget” guide in the UTRMS [Resources and FAQs page](#) for additional information.

3. How are TBD graduate students, post-docs and other unnamed staff added to a proposal?

TBD graduate students, post-docs, and other unnamed staff are added to the Personnel Cost Definition page of the Budget SmartForm using the “Staff Member to be Determined” option in the Staff Member drop-down list.

4. I’m used to budgeting personnel by calendar month. How can I translate that into percent effort for UTRMS?

The OSP [budget template](#) will translate calendar months into the percent effort to enter in the *UTRMS-Grants* budget.

For additional information, please see related UT guidance on [Effort Percentage to Person Months](#) and [Institutional Base Salaries](#).

5. Why can’t I change the amounts budgeted to General Cost categories each year? The amounts seem to be locked.

When you add a category on the General Costs Definition page, you can choose whether to apply inflation. If you’ve checked “Yes” to this question, you won’t be able to edit the amounts on the General Costs page; they will be calculated automatically based on the inflation rate entered on the General Budget Information page.

If the budget for a category varies each year, go back to the General Costs Definition page, click Update next to the category name, select “No” for “4. Apply inflation?”, then click OK. When you return to the General Costs page, you will be able to edit the costs each year for that category.

6. Which general cost category should I use for GRA tuition?

Use the “Other” category for GRA tuition. From the General Cost Definition page of the budget SmartForm, add a General Cost Type of “Other.”

Please note, the budget categories that begin with “Trainee” are intended for participant costs typically used for training grant proposals. For SF424 proposals, these categories map to Section E, Participant/Trainee Support Costs, on the R&R budget form.

7. If I’m using the “Other” category for tuition, what should I use for line items that I would normally categorize as “Other”?

You can add multiple “Other” line items to your budget to keep tuition separate. Use the Description field when adding line items to identify different types of “Other” costs.

8. I don’t see a subaward / subrecipient category on the budget page. How can I add one?

Subawards are added separately to proposal budgets. Navigate to your proposal’s budget workspace, then click Create Subaward in the left-hand menu.

9. UT is the subrecipient on a proposal. Can I export our budget in the R&R format to send to the prime recipient?

Yes, you can. From the left-hand menu of the proposal workspace, click Export Budget to Subaward PDF, then click OK.

The budget PDF will be available for download from the History tab of the proposal workspace.

10. I'm seeing a message that says "This budget has a salary overage of \$XXXX" on the budget workspace. What does this mean?

This calculation is based on the salary cap entered in question 6 on the General Budget Information page of the budget SmartForm.

This overage should be captured in a cost share budget. Click Create Cost Share in the left-hand menu of the budget workspace to open the cost share SmartForm.