Kuali Research Budget Module

Introduction

This guide includes Budget instructions for both System to System (S2S) and Non System to System (Non-S2S) proposals.

S2S proposals are those that are submitted directly to the sponsor from Kuali Research.

Non-S2S are those proposals that would not be submitted via grants.gov, i.e. Industry, Foundations, State/Local Government, NASA and other Federal Sponsors that do not use grants.gov.

When budgeting steps are different for S2S and Non-S2S proposals, it is noted in the instructions below. If it is not noted, the needed actions are the same for both types of proposals.

Budget Creation in Kuali Research Proposal Development

Open your proposal in Edit mode.

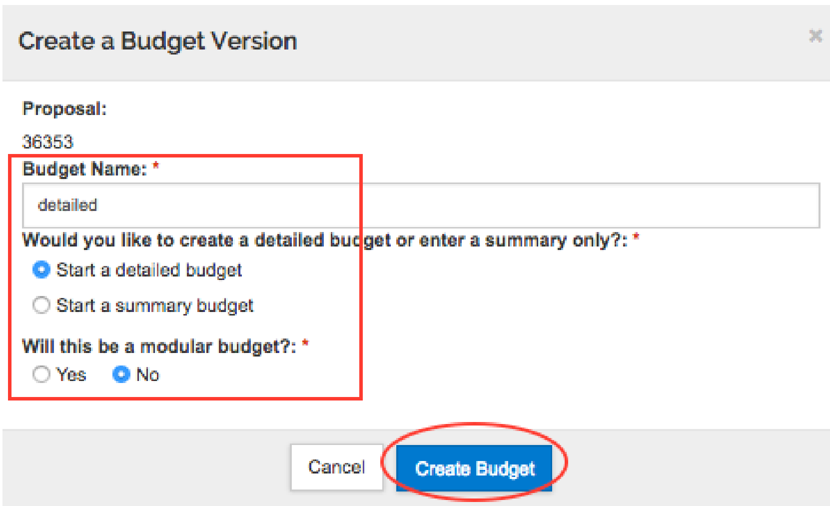
To add a new budget:

Method 1: Open the Budget Versions link in the top menu bar.

Method 2: Select Budget in the left navigation window (or, click **Save and Continue** from the Questionnaire section).

Click +Add Budget on the right side of the screen.

A **Create Budget** screen opens in a pop-up window. All fields are required to create a budget.



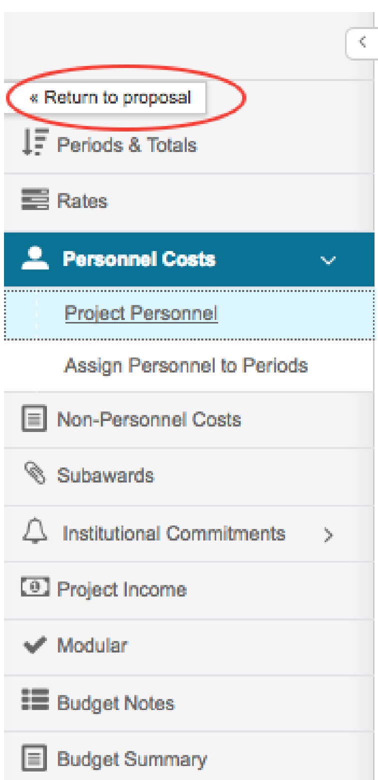
Budget Name: Give your proposal a name. This information is not submitted to the sponsor; it should be short (less than 20 characters) and meaningful to you.

NOTE: You can create more than one budget version for a proposal. You MUST use a different name for each budget version.

Detailed or Summary: Always select "Start a Detailed budget".

Modular Budget: This question will appear if the sponsor for this proposal is NIH. Click the yes or no radio button. Modular budgets are used for many NIH proposals. This determination can be changed later if necessary.

Click the blue Create Budget button.



Budget Module

The budget opens to Project Personnel for budgets.

Notice that you now see a different left navigation menu, top menu bar, and bottom menu bar. You are in a budget document. To return to the proposal, click the **Return to proposal** button at the top of the left navigation menu.

Periods and Totals

This page is a summary of all budget periods. Kuali automatically separates the project periods by year, but you can manually change the period start and end dates or combine multiple years into one period. However, be mindful that the overall budget start and end dates must match the project start and end dates in the proposal.

This screen will be updated as you add project expenses to the Personnel Costs and Non-Personnel Costs sections.

Rates

On the F&A rates page, you will see applicable tabs across the page for F&A, Fringe Benefits, and Inflation.

Rates

Verify the default rates set by your institution. You can override them if necessary by clicking the edit icon to the right of each row.

Research F & A | Fringe Benefits | Inflation

Research – Basic (Fundamental) F & A

If the sponsor's rate does not match the Institute Rate, you will need to edit the **Applicable Rate** in the right-hand column. Add an explaination in the **Questionnaire** when responding to the Indirect Costs deviation question and documentation in the Internal attachments tab.

1. Research - Basic (Fundamental) F & A

Sync to Current Institutional Rates | Reset to Default Rates

Description	On Campus Flag	Fiscal Year	Start Date	Institute Rate	Applicable Rate *
MTDC					
MTDC	No	2020	01/01/2020	26.00	26.00
MTDC	Yes	2020	01/01/2020	50.00	20.00

Fringe Benefits

BYU's current benefit rates will always be populated here. These should not be changed. The appropriate fringe benefits will apply to the applicable periods. However, if the proposal was created by copying another, you should "Sync All Rates" – see instructions below.

Inflation

BYU has not set up default inflation rates. Faculty may choose to do so on their individual proposals. In an inflation rate is used, we recommend using 3%. Scroll down the list of budget categories in the **Applicable Rate** column and add an inflation rate to the categories you want inflation to apply to.

Actions buttons

Refresh All Rates | Sync All Rates

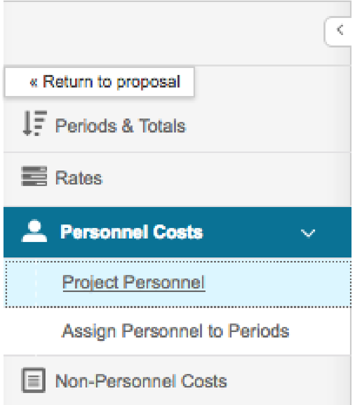
Sync to Current Institutional Rates | Reset to Default Rates

Sync All Rates: If the proposal was created as a copy, you will need to sync rates to apply the current F&A and/or Fringe Benefits rates. Click the **Sync to Current Institutional Rates** button, answer yes to any system query, and save. Saving results in budget recalculation with the updated rates.

Sync to Current Institutional Rates: Same as above, but refreshes only the rates on the tab that is open, for example, only the Inflation rates.

Refresh All Rates: clears any edits – resets back to Institute rate

Reset to Default Rates: clears any edits on the tab that is open, for example, only the Inflation rates.



Budget entry: entering a budget

Using the left navigation menu, navigate to Personnel Costs > Project Personnel to begin entering the detailed budget line items.

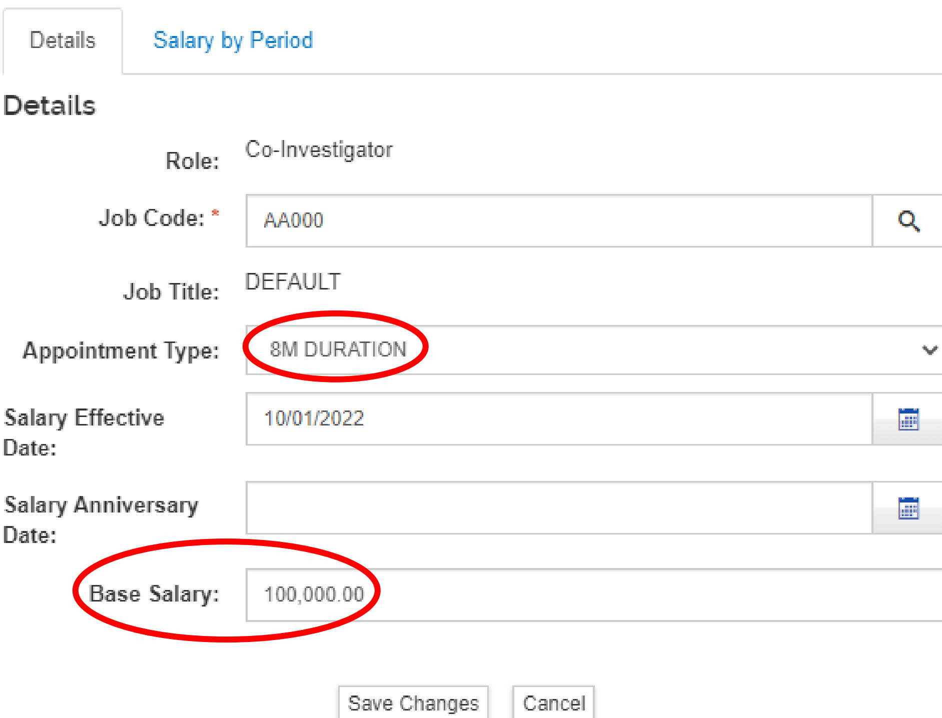
Project Personnel

The project personnel screen will show all personnel added on the Key Personnel section of the proposal.

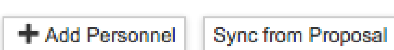
Add or update the Base Salary

Non-S2S proposals – Individuals do not need to be listed in the budget. Personnel expenses will be grouped together by budget category. Do not add additional personnel or base salaries.

S2S proposals - Click the Details button to the right of the person's name, enter data, and Save Changes. For BYU faculty the **Appointment Type** should be "8M Duration" and the **Base Salary** is their 8 month base.



Project Personnel Action buttons

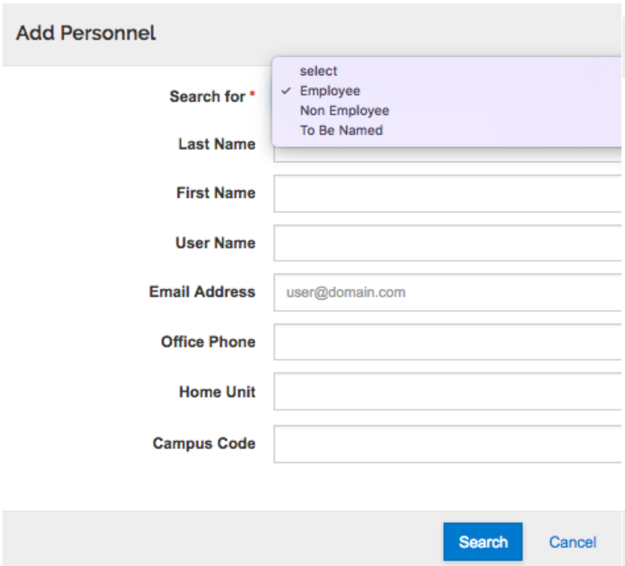


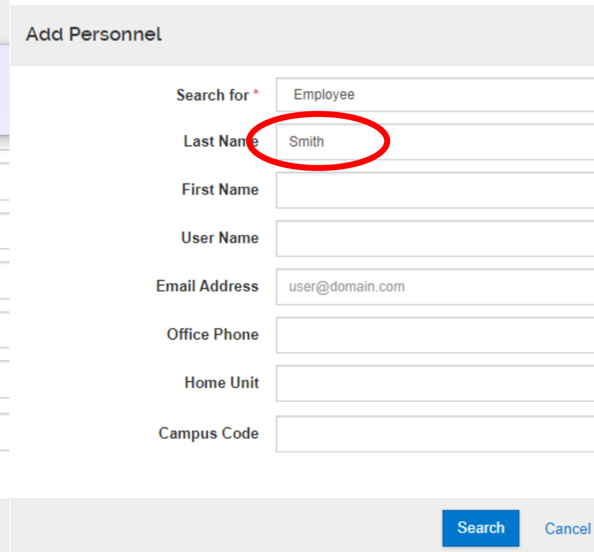
Sync from Proposal: Use this button if you edit the proposal and add more Key Personnel, or if you have deleted someone in error. This button will not remove anyone that you add, but will restore anyone that you deleted and will add new Key Persons (if any) from the Key Personnel section of the proposal.

+Add Personnel: Use this button to add additional Key Personnel, non-key personnel and to-be-named personnel (postdoctoral fellows, research assistants, and others who will be paid from the project)

The +Add Personnel button opens a pop-up window to search for employees, non-employees, and to-be-named positions.

*NOTE: **Selecting Employee for the search***
Type only the individual's last name and then Search at the bottom of the window.

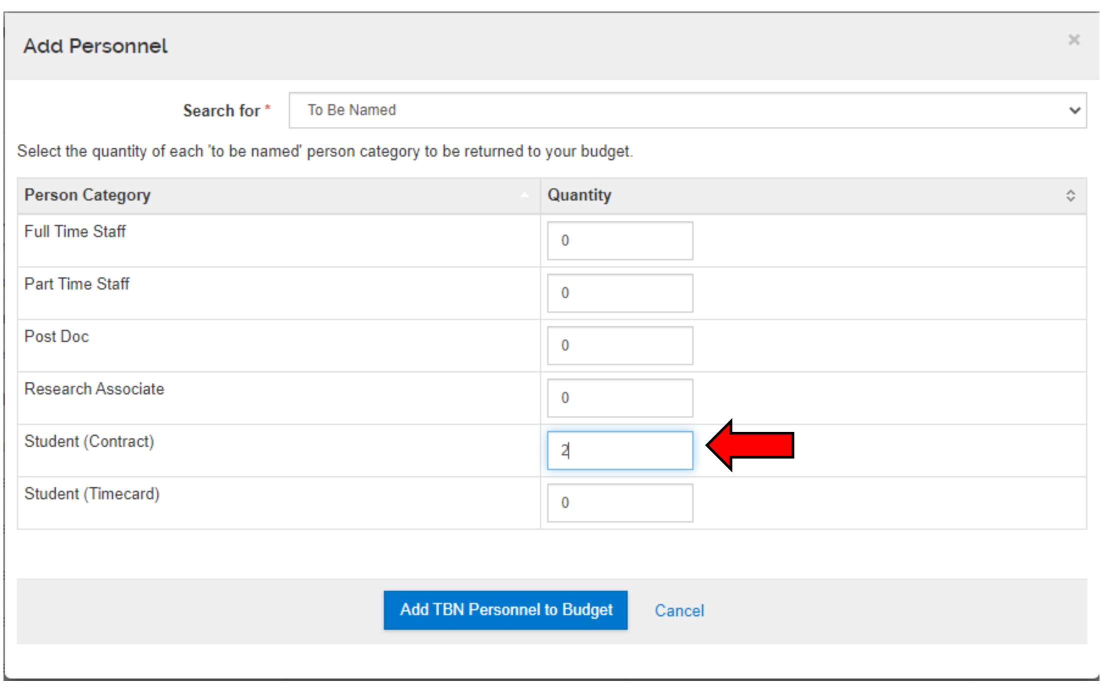




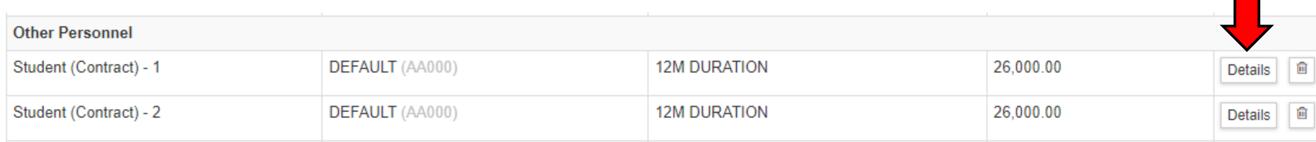
*NOTE: **Do not add non-BYU personnel** to the budget. Any non-BYU consultants or subrecipients will be added in the Non-Personnel Costs section of the budget.*

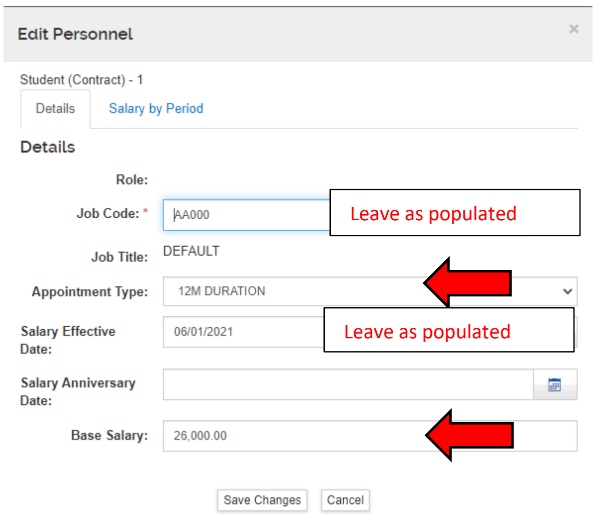
To Be Named Project Personnel

Selecting **To Be Named** from the search dropdown results in a list of potential positions. To select a position, enter the quantity of each 'to be named' person category to be returned to your budget.



A line will be created under Project Personnel for each To Be Named person added. Click on the **Details** button to update the **Appointment Type** and **Base Salary**.





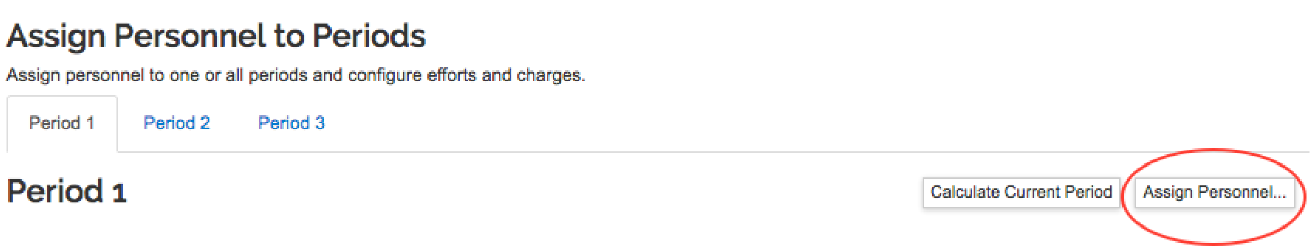
Appointment Type: Select the appropriate Appointment Type. Faculty should use 8M Duration (which is the default for this field). For student employees, you should select either 1M or 12M.

Base Salary: For faculty, this should be your 8 month base (found on you contract letter). For students - If you select the **1M** Duration appointment type, enter the amount you expect to pay them per **month** for the Base Salary. If you select the **12M** Duration appointment type, enter the amount you expect to pay them per **year** for the Base Salary.

Once the list of all employees and TBN positions is complete, they can now be added to the budget in the **Assign Personnel to Periods** section.

Click **Save and Continue**.

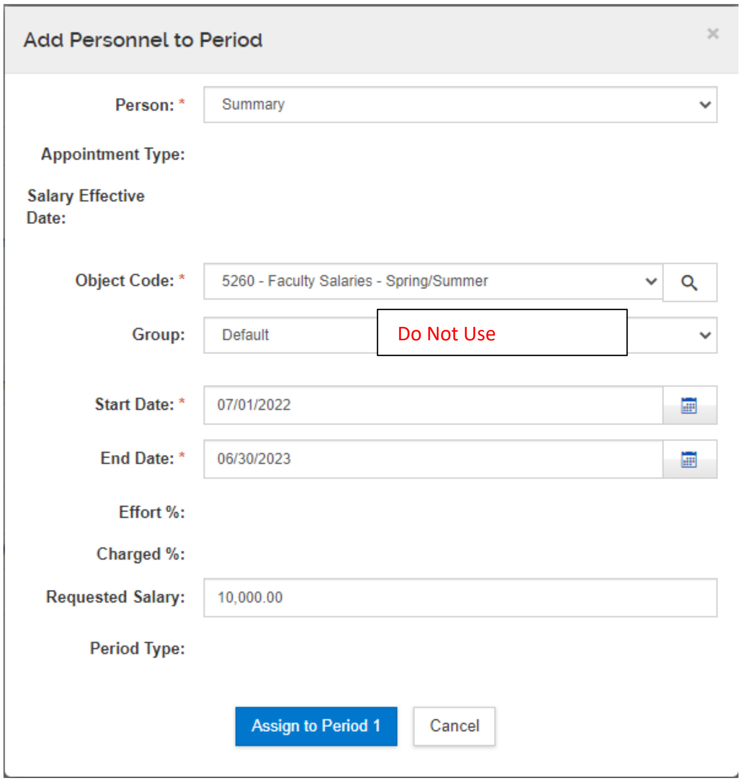
Assign Personnel to Periods



Non-S2S Proposals

Click the **Assign Personnel** button on the far right to add applicable wage expenses to the budget.

Fill in the **Add Personnel to Period** window as directed below.



Person: The Person field will list all the persons and positions added on the prior screen, but do not select any of them. Select **Summary**.

Object Code: Select the appropriate Object Code(s) – these are the object codes from PeopleSoft.

Start and End Dates: Leave the auto-populated dates.

Requested Salary: Input the requested salary for the selected Object Code (budget category). For example, if you have selected the Object Code "5260 – Faculty Salaries – Spring/Summer", enter the total amount you are requesting for you and your Co-PIs (combined) for the applicable budget period.

Click the **Assign to Period 1** button.

Go through the same process for each type of wage expense for Period 1.

Do not add wage expenses to future periods; we will allow the system to autocalculate future periods when all of Period 1 personnel and non-personnel costs have been entered.

S2S Proposals

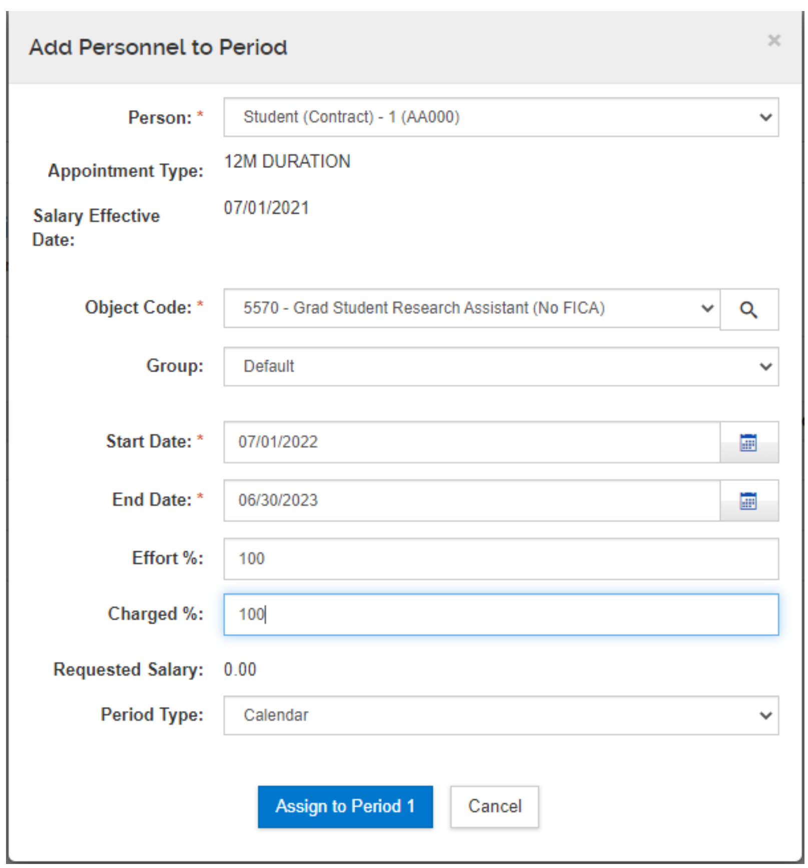
Click the **Assign Personnel** button on the far right to add individual personnel wage expenses to the budget. The **Person** field will list all the persons and positions added on the prior screen (Project Personnel).

Once you have selected the person or position, complete the following fields:

Person: Use the drop down to select a person.

Object Code: Select the appropriate Object Code (usually 5260 Faculty Salaries – Spring/Summer). The Object Codes correlate to the budget categories in PeopleSoft.

Start Date and End Date: For student wages, leave the auto populated dates. For Faculty Spring/Summer salary, change the dates to the period of the



project when the faculty member will be requesting Spring/Summer salary (i.e. May 1, XXXX – August 31, XXXX).

Effort % - Enter the percent effort committed to the project. If a faculty member wants to request one month summer salary and has used the date range May 1 – August 31 above, they should list 25% Effort and Charged. Then one month of the four month period will be calculated. For Students, if you plan to pay them the entire amount entered for their Base Salary in the Project Personnel section, then list 100% for Effort and Charged percentages.

Charged % - Enter the percent effort to be charged to the project.

If the % Effort is not equal to % Charged, the system will calculate for Cost Share.

Period Type: Select the appropriate type (Academic, Calendar, Summer). Select Summer if for faculty Spring/Summer time. This label does transfer to the budget going to the sponsor.

Click the blue button, Assign to Period 1.

Continue adding all personnel to Period 1.

Do not add personnel to future periods; we will allow the system to autocalculate future periods when all of Period 1 personnel and non-personnel costs have been entered.

Non-personnel Costs

When you have completed assignment of Personnel Costs to Period 1, click **Save and Continue**.

The system navigates to **Non-personnel Costs**.

Entry of Non-personnel Costs are the same regardless of S2S or Non-S2S.

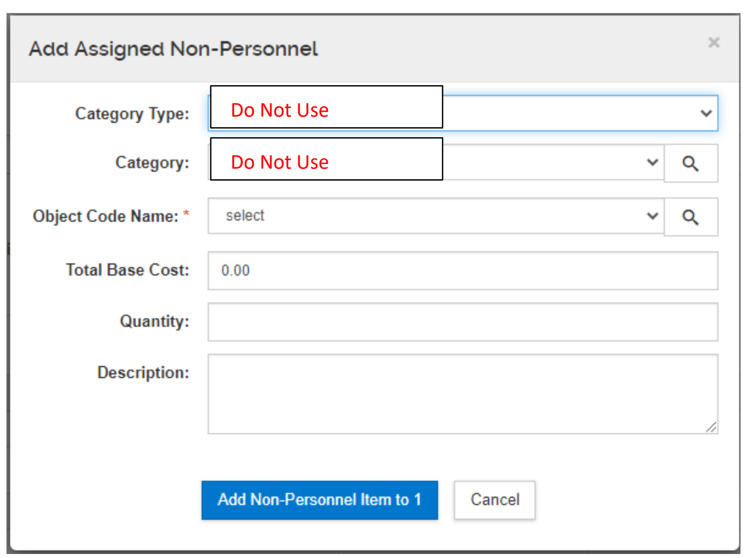
Assign Non-personnel Costs

Click the **Assign Non-Personnel** button on the far right.

Only the Object Code Name and the Total Base Cost are required fields. Do not use the Category Type and Category.

Object Code Name: Select the appropriate code for the Non-Personnel expense you wish to add to the budget.

Note: Object Code 8930 Capital Equipment is used for individual pieces of equipment that cost $5,000 or more each.



Total Base Cost: Enter the total cost for this item.

Description: Enter the name of the item, short description of the item and its use, and how many units.

Click the **Add Non-Personnel Item to 1** button.

Continue adding Non-Personnel Costs in Period 1.

Do not add future period costs at this time. We will allow the system to autocalculate future periods once all costs are included in Period 1.

Non-personnel Details

The **Details** button next to each item allows you to edit the cost, add or edit the description, and check the applicable rates.

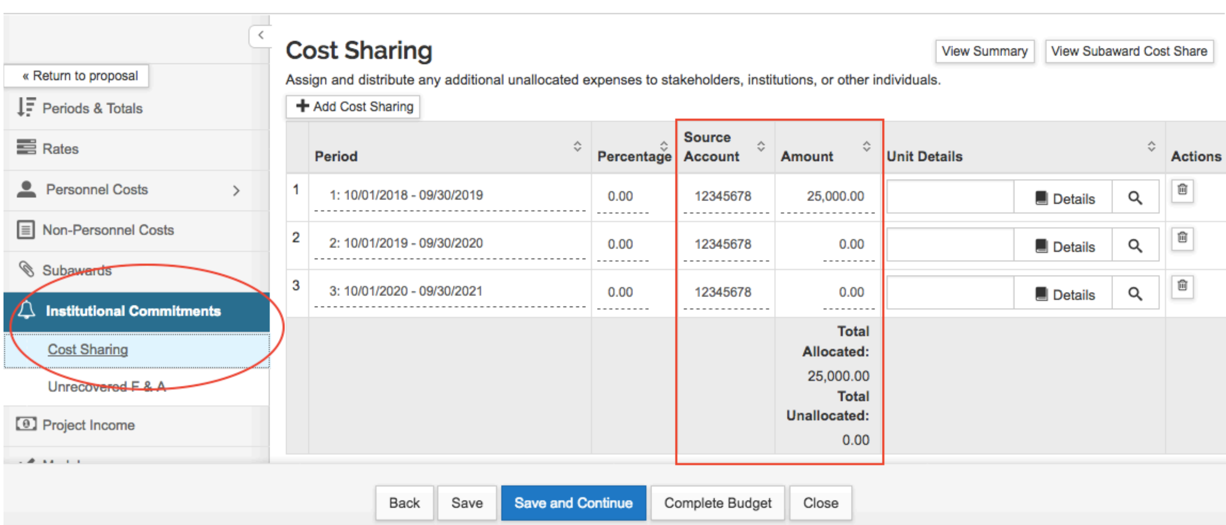
If you make changes, click **Save Changes**.

NOTE: Use "Save and Apply to Other Periods" only after future periods have been autocalculated or entered.

Participant Costs – If an S2S proposal includes Participant Support Costs, click on the Details button after adding an entry for Participant Support Costs to add the Category of Participant Costs (i.e. Other, Travel, Stipends, Tuition, Subsistence). Also include the number of participants.

If the project involves cost share, select the second tab (Cost Sharing), enter the information, and save changes.

Remember that you will need to provide the source account in Budget > Institutional Commitments > Cost Sharing.



View Budget Summary

At any time, from any section of the budget, you may check the Budget **Summary**.

Data Validation (off) | Budget Settings | Hierarchy | Summary | Budget Versions | Autocalculate Periods | Help

The summary will open in a pop-up window.

To view details of a category, click the > to the left of the category. Click **Okay** to close.

Summary

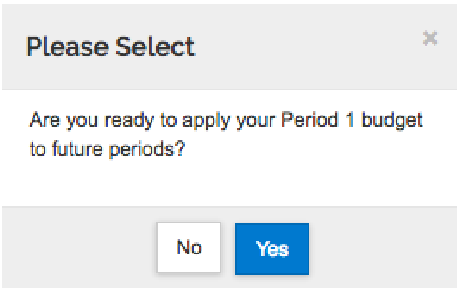
Here's a summary of your current budget.

	P1 (10/01/2018 - 09/30/2019)	P2 (10/01/2019 - 09/30/2020)	P3 (10/01/2020 - 09/30/2021)	Totals
Personnel				
Salary	**$207,167.50**	**$0.00**	**$0.00**	**$207,167.50**
Faculty Salary	$54,405.00	$0.00	$0.00	$54,405.00
Other Professional Salary	$35,262.50	$0.00	$0.00	$35,262.50
Contractual - C1 Staff Salary	$117,500.00	$0.00	$0.00	$117,500.00
Fringe	**$37,916.16**	**$0.00**	**$0.00**	**$37,916.16**
Calculated Direct Costs	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Personnel Subtotal	**$245,083.66**	**$0.00**	**$0.00**	**$245,083.66**
Non-personnel				
Equipment	**$12,750.00**	**$0.00**	**$0.00**	**$12,750.00**
Equipment	$12,750.00	$0.00	$0.00	$12,750.00
Other Direct	**$5,700.00**	**$0.00**	**$0.00**	**$5,700.00**
Calculated Direct Costs	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Non-personnel Subtotal	**$18,450.00**	**$0.00**	**$0.00**	**$18,450.00**
Totals				
Total Direct Cost	**$263,533.66**	**$0.00**	**$0.00**	**$263,533.66**
Total F&A Costs	**$140,990.51**	**$0.00**	**$0.00**	**$140,990.51**
Totals Subtotal	**$404,524.17**	**$0.00**	**$0.00**	**$404,524.17**

Okay

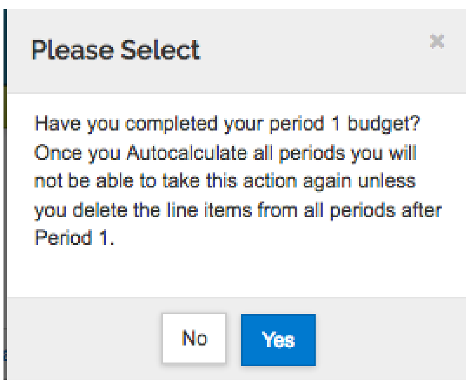
Autocalculate Periods

When you click Save and Continue from the Assign Non-Personnel Costs section of the budget, and there are no costs entered yet in future periods, the system navigates to **Autocalculate Periods**. Kuali Research will generate future periods based on the costs entered in Period 1.



Respond “No” to the confirmation prompt if you are still working on Period 1 of your budget.

To autocalculate periods when you are ready, use the Autocalculate Periods link in the top menu bar.



The confirmation prompt reminds you that this action can only be taken once, so autocalculate only when you are satisfied with Period 1 of your budget.

NOTE: You will autocalculate periods BEFORE uploading a subaward budget form.

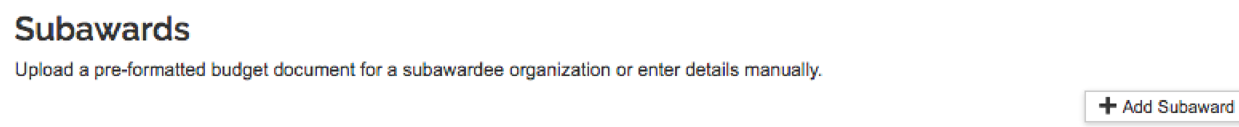
Once you autocalculate periods, use the **Summary** link in the top menu bar, or **Budget Summary** in the left navigation to review the future periods. Navigate to Assign Personnel to Periods and/or Non-Personnel Costs to add or remove costs as appropriate.

Subawards

If you **Save and Continue** after autocalculating periods, the system navigates to Subawards. Or, when you are ready, navigate to Subawards using the left navigation menu.

Subaward Costs

To enter the subaward expenses to a budget, click the **Add Subaward** button on the far right.

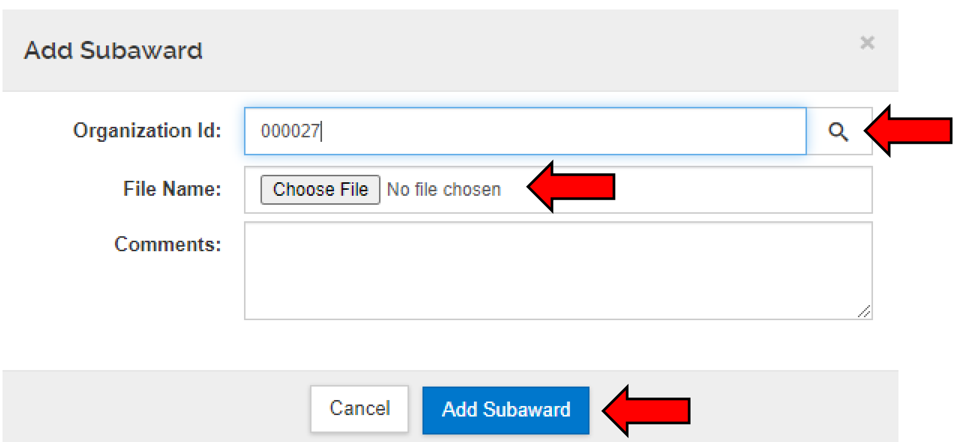


Click on the magnifying glass next to the **Organization Id** field to look up the organization you want to add.

S2S

Click the **Choose File** button next to File Name to add the RRSF424 Budget form from the subaward organization. Make sure that they have a UEI number entered, Indirect Costs Rate Type and Federal Cognizant Agency info completed. Once this is uploaded, the subawardee's budget totals will be added to BYU's budget and their budget will be submitted with BYU's proposal.

Then click **Add Subaward**.

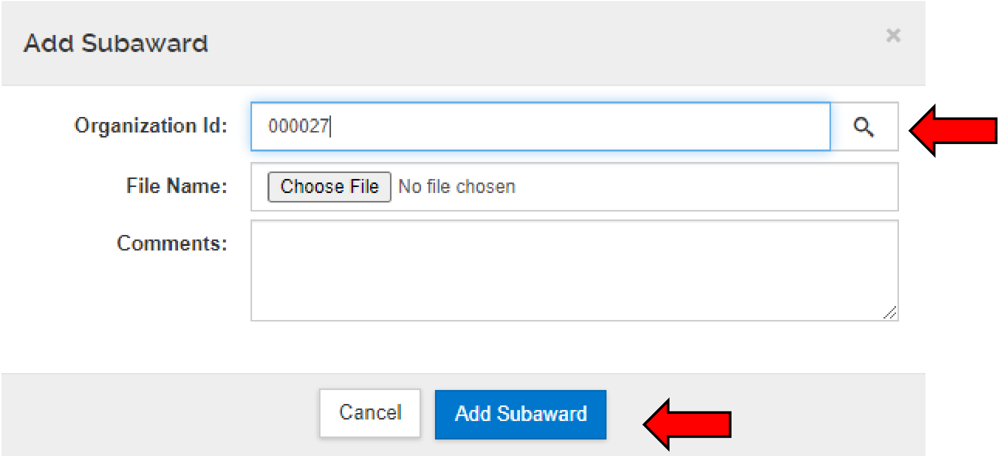


Non-S2S Proposals

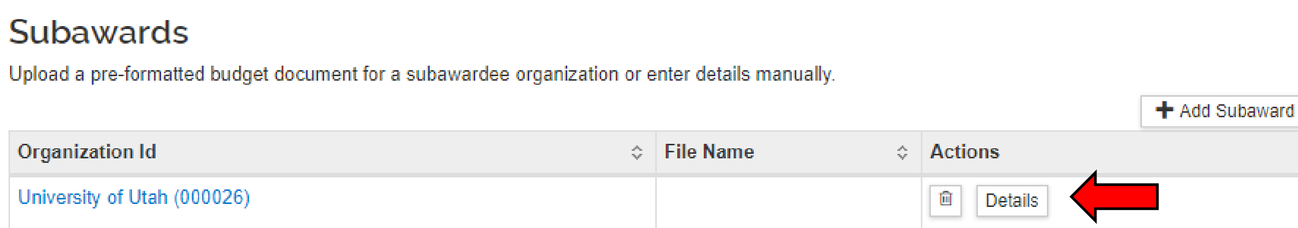
To enter the subaward expenses to a budget, click on Subawards in the budget menu on the left. Click the "Add Subaward" button on the far right.

Click on the magnifying glass next to the Organization Id field to look up the organization you want to add.

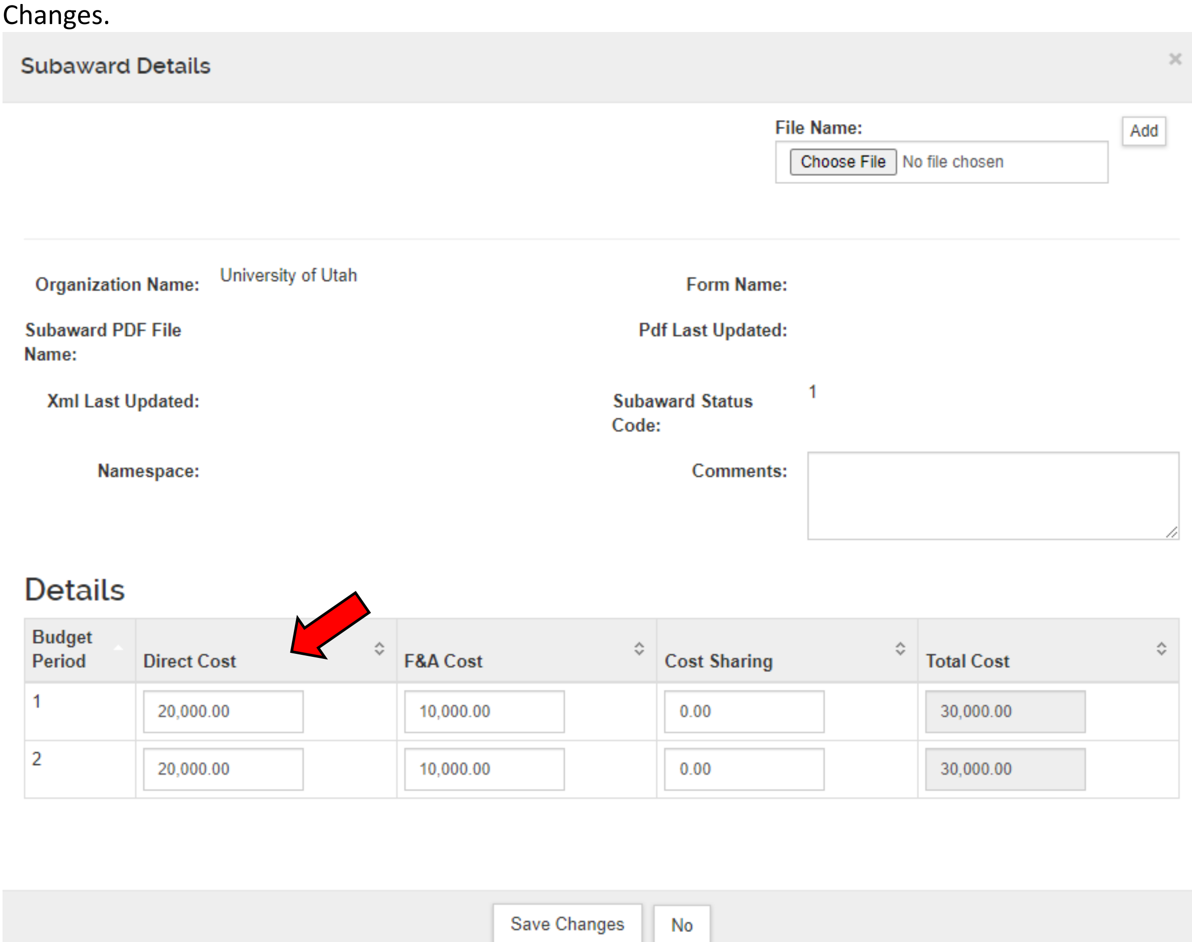
Then click Add Subaward.



When the subaward is added to the list shown below, click on the Details button.



Then add the subawardee Direct Costs and F&A Costs (Indirect Costs) for each year and click Save Changes.

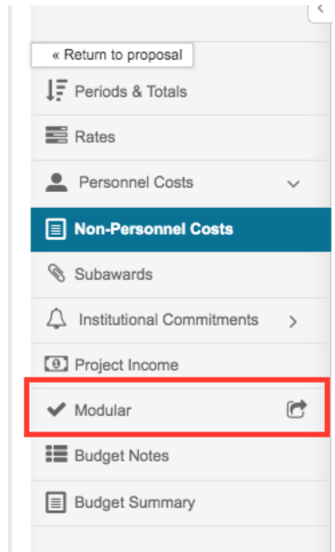


Modular Budget

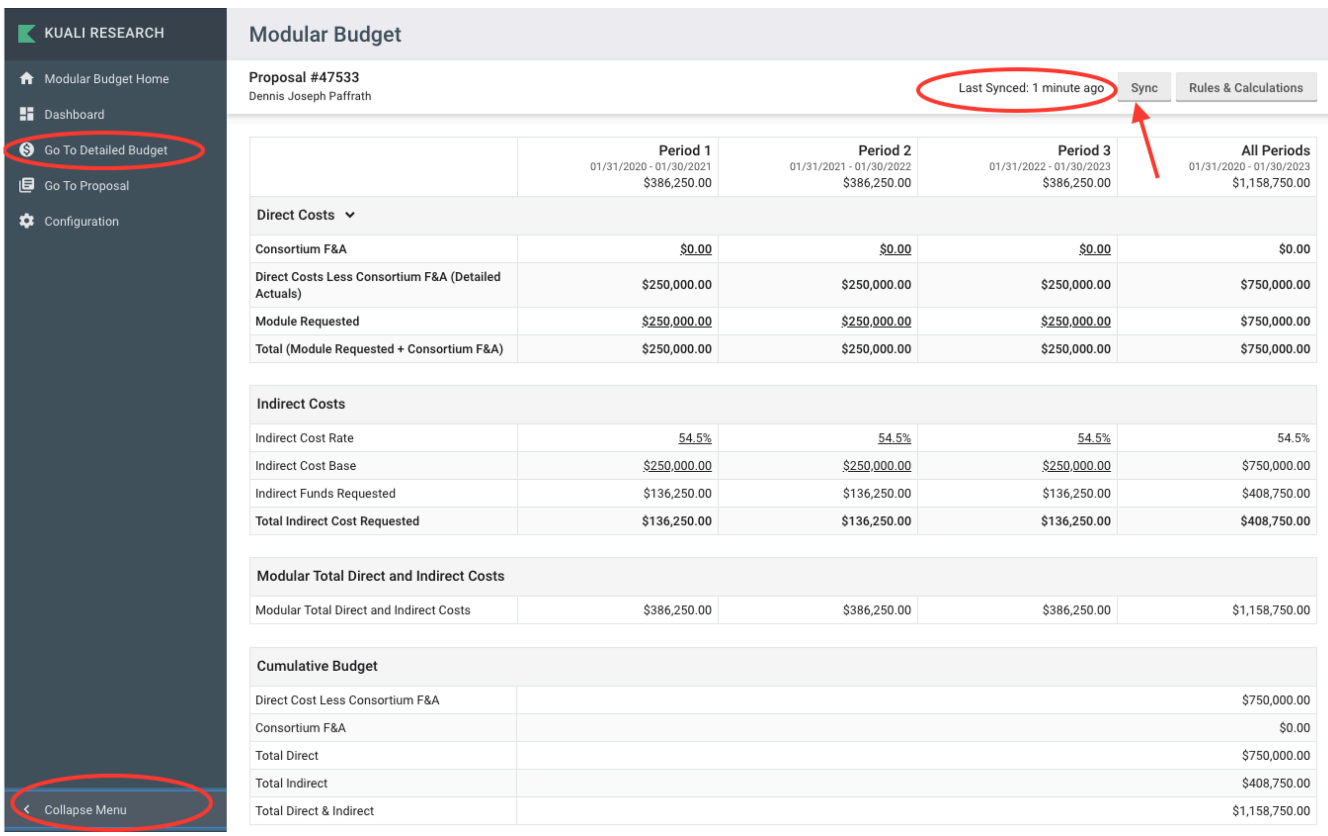
Modular budgets are needed for many NIH grant proposals

Kuali Research will use your detailed budget to generate a modular budget (i.e., sync the detailed budget to the modular budget format).

Use the left navigation menu to manually navigate to the Modular section. Click the LEFT side of the Modular option (✓ Modular) to open the modular budget in the same window/tab. Click the RIGHT side of the Modular option (the little box) to open the modular budget in a new tab.



The modular budget syncs on opening. It tells you when it was last synced, and you can manually sync using the Sync button in the upper right corner of the screen. Note that you can collapse and re-open the left column (click the arrow/text in the lower left corner)

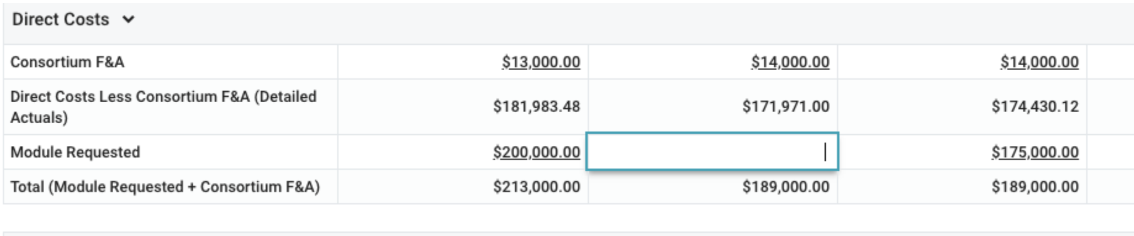


	Period 1 01/31/2020 - 01/30/2021 $386,250.00	Period 2 01/31/2021 - 01/30/2022 $386,250.00	Period 3 01/31/2022 - 01/30/2023 $386,250.00	All Periods 01/31/2020 - 01/30/2023 $1,158,750.00
Direct Costs				
Consortium F&A	$0.00	$0.00	$0.00	$0.00
Direct Costs Less Consortium F&A (Detailed Actuals)	$250,000.00	$250,000.00	$250,000.00	$750,000.00
Module Requested	$250,000.00	$250,000.00	$250,000.00	$750,000.00
Total (Module Requested + Consortium F&A)	$250,000.00	$250,000.00	$250,000.00	$750,000.00
Indirect Costs				
Indirect Cost Rate	54.5%	54.5%	54.5%	54.5%
Indirect Cost Base	$250,000.00	$250,000.00	$250,000.00	$750,000.00
Indirect Funds Requested	$136,250.00	$136,250.00	$136,250.00	$408,750.00
Total Indirect Cost Requested	$136,250.00	$136,250.00	$136,250.00	$408,750.00
Modular Total Direct and Indirect Costs				
Modular Total Direct and Indirect Costs	$386,250.00	$386,250.00	$386,250.00	$1,158,750.00
Cumulative Budget				
Direct Cost Less Consortium F&A				$750,000.00
Consortium F&A				$0.00
Total Direct				$750,000.00
Total Indirect				$408,750.00
Total Direct & Indirect				$1,158,750.00

NOTE: If you modify your detailed budget, navigate to Modular Budget. KR will then sync to the updated numbers.

NOTE: KR knows that for modular budgets, funds are requested in modules of $25,000 each. However, KR is not aware that there is a cap of $250,000.

To edit the number of modules requested, double-click in the Direct Costs Module Requested cell for the appropriate period, and enter the update. Respond “yes” to the dialogue pop-up warning to keep the edited amount.



Direct Costs			
Consortium F&A	$13,000.00	$14,000.00	$14,000.00
Direct Costs Less Consortium F&A (Detailed Actuals)	$181,983.48	$171,971.00	$174,430.12
Module Requested	$200,000.00		$175,000.00
Total (Module Requested + Consortium F&A)	$213,000.00	$189,000.00	$189,000.00

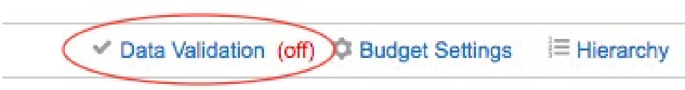
If you change your mind, click Sync to go back to the original amounts.

Return to Detailed Budget

- If you have opened your modular budget in a new tab, simply close the tab when finished.
- If you have opened your modular budget within your proposal window/tab, use **Go to detailed budget** (left navigation menu) to return to your budget and then your proposal.

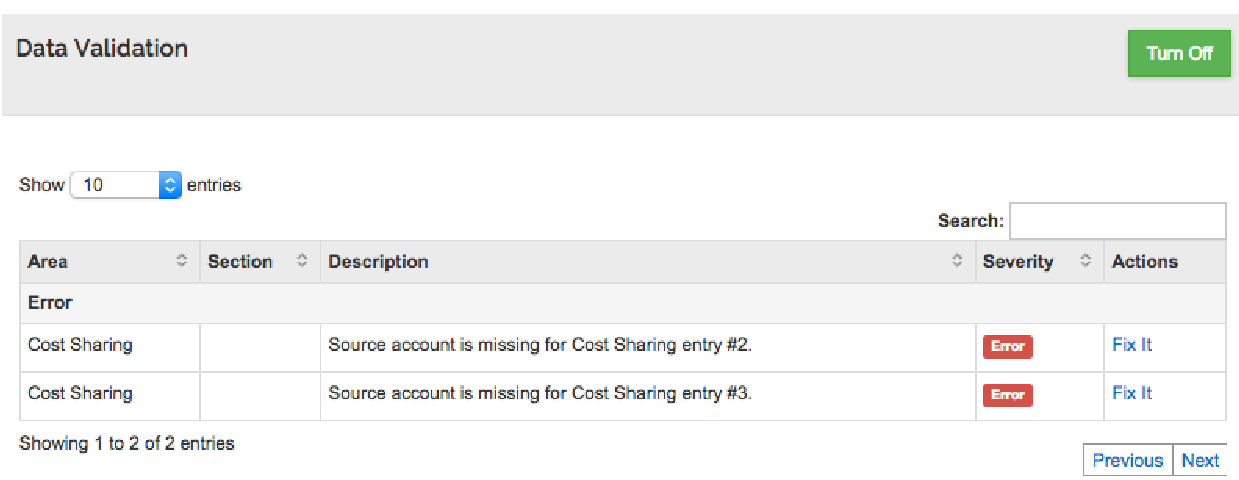
Data Validation

The Data Validation in the Budget Module validates ONLY the Budget Module.



Select **Data Validation** from the top menu bar and click the red Turn On button in the pop-up window.

Any errors or warnings will appear in the results. Click **Fix** It to go to the correct section of the Budget Module and make the needed changes.



Data Validation

Turn Off

Show 10 entries

Search:

Area	Section	Description	Severity	Actions
Error				
Cost Sharing		Source account is missing for Cost Sharing entry #2.	Error	Fix It
Cost Sharing		Source account is missing for Cost Sharing entry #3.	Error	Fix It

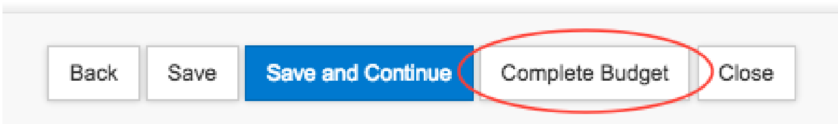
Showing 1 to 2 of 2 entries

Previous Next

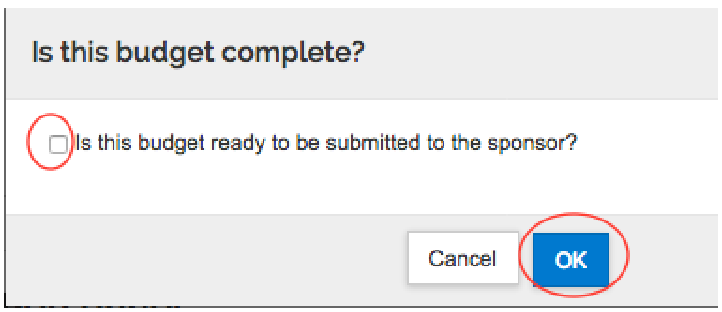
Complete and Ready for Submission

In order to submit a proposal for review and approval routing, a budget must be marked as **Complete** and **For Submission**.

In the bottom menu bar, select **Complete Budget**.



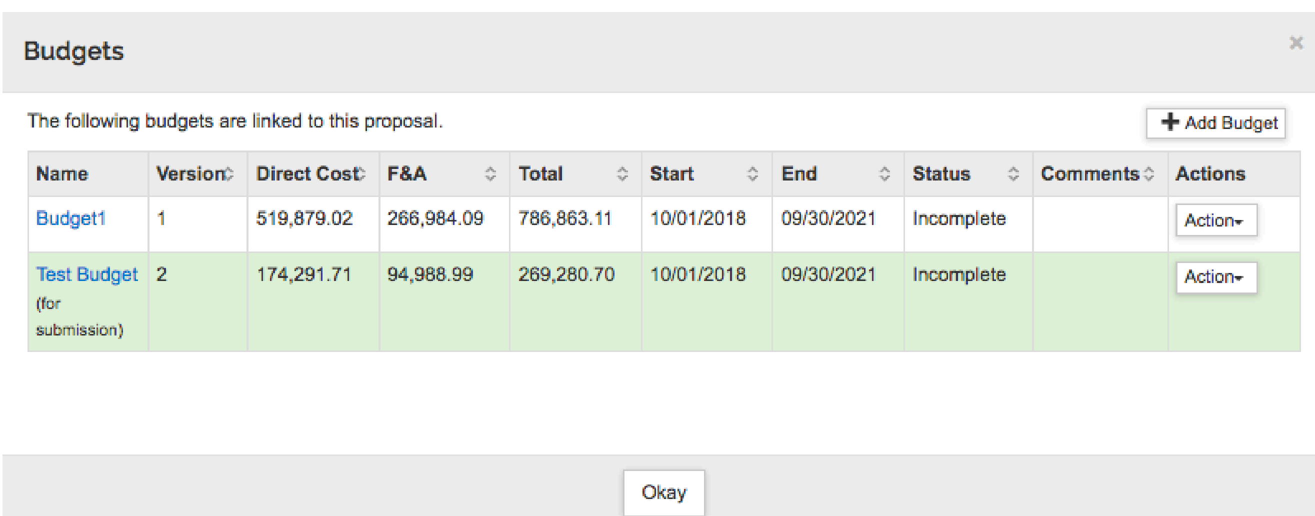
A confirmation pop-up will appear. If you consider the budget to be complete and ready to submit to the sponsor, check the box and click OK.



Return to Proposal

From the Budget module, click the **Return to Proposal** button at that top of the left navigation column.

The version marked for submission will be green on the Budgets section of the proposal or in the Budget Versions screen when accessed from the Proposal top menu bar (shown below).



Name	Version	Direct Cost	F&A	Total	Start	End	Status	Comments	Actions
Budget1	1	519,879.02	266,984.09	786,863.11	10/01/2018	09/30/2021	Incomplete		Action
Test Budget (for submission)	2	174,291.71	94,988.99	269,280.70	10/01/2018	09/30/2021	Incomplete		Action

Include Forms – S2S proposals only

In the Proposal, navigate to Basics > S2S Opportunity Search. Check the box to INCLUDE a budget in the submission to Grants.gov and eCommons. You must INCLUDE either the PHS398 Modular Budget or the RR Budget.

If applicable, also select the RR_Subaward Budget.

To see how the budget will look when submitted to the sponsor, select the Budget form in the right column and click Create PDF in the bottom right corner of the page. A PDF document will be generated. Depending on your own computer and browser settings the document will either download to your computer or appear on the screen.

*NOTE: For **modular** budget submissions, do not Include the Subaward Budget on the S2S Forms page.*

Forms

Form Name	Mandatory	Include	Description	Select
PHS398_CoverPageSupplement_4_0-V4.0	Yes	Yes	Available	☐
PHS398_ModularBudget_1_2-V1.2	No	☑	Available	☑
PHS398_ResearchPlan_4_0	Yes	Yes	Available	☐
PHS_HumanSubjectsAndClinicalTrialsInfo_V1.0	Yes	Yes	Available	☐
PHS_AssignmentRequestForm_2_0-V2.0	No	No	Unavailable	☐
PerformanceSite_2_0	Yes	Yes	Available	☐
RR_Budget_1_4	No	☐	Available	☐
RR_KeyPersonExpanded_2_0	Yes	Yes	Available	☐
RR_OtherProjectInfo_1_4-V1.4	Yes	Yes	Available	☐
RR_SF424_2_0-V2.0	Yes	Yes	Available	☐
RR_SubawardBudget30_1_4	No	☐	Available	☐

Create XML | Create PDF

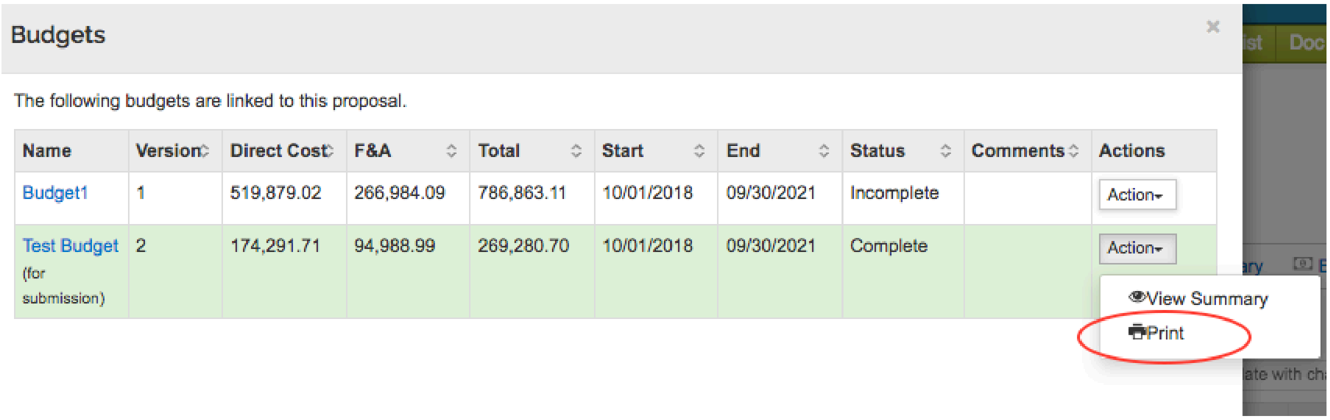
Budget Actions and Changes

Once the budget is marked as **Complete**, it cannot be edited (but it can be switched back to "Incomplete" to be editable again).

Budget templates to print

A few template budget forms are available from Kuali Research which may be useful to you for budget reviews. For proposals being submitted system-to system (to Grants.gov), print the budget forms from the S2S Forms page.

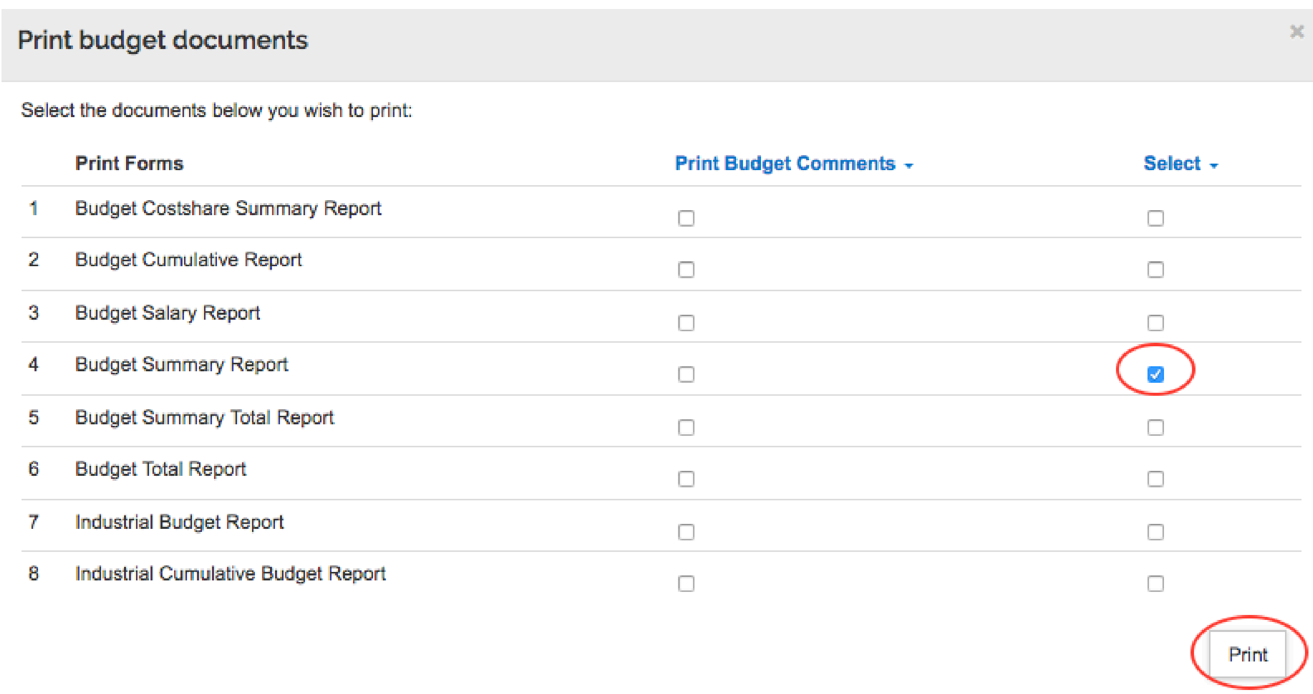
From either the proposal or the budget module, select Budget Versions from the top menu bar. Click on the **Actions** dropdown to the right of the budget and select Print.


Budgets

The following budgets are linked to this proposal.

Name	Version	Direct Cost	F&A	Total	Start	End	Status	Comments	Actions
Budget1	1	519,879.02	266,984.09	786,863.11	10/01/2018	09/30/2021	Incomplete		Action
Test Budget (for submission)	2	174,291.71	94,988.99	269,280.70	10/01/2018	09/30/2021	Complete		Action

From the pop-up menu of budget documents, make a selection in the right column and click Print. A PDF document will be generated. Depending on your own computer and browser settings the document will either download to your computer or appear on the screen.


Print budget documents

Select the documents below you wish to print:

	Print Forms	Print Budget Comments	Select
1	Budget Costshare Summary Report		
2	Budget Cumulative Report		
3	Budget Salary Report		
4	Budget Summary Report		
5	Budget Summary Total Report		
6	Budget Total Report		
7	Industrial Budget Report		
8	Industrial Cumulative Budget Report		