

How to add Inflation to Budget categories on a Proposal in Quali Research

- BYU has not set up inflation to automatically apply to proposals. Faculty may choose to do so on their individual proposals. If an inflation rate is used, we recommend using 3%.
- We also recommend adding inflation *before* using the **Autocalculate Periods** button.
- If you would like to apply inflation to a budget, go to the **Rates** tab on the left of the Budget menu and then click the **Inflation** tab.

The screenshot shows the 'Rates' section of the Quali Research interface. On the left, a navigation menu has 'Rates' highlighted with a blue bar and an arrow pointing to it. The main area shows the 'Rates' title and a sub-tab 'Inflation' which is also highlighted with a blue bar and an arrow pointing to it. Below this is a table with the following data:

Description	On Campus Flag	Fiscal Year	Start Date
Inflation			
Regular Faculty	No	2022	09/01/2022
Regular Faculty	Yes	2022	09/01/2022
Regular Faculty	No	2023	09/01/2023
Regular Faculty	Yes	2023	09/01/2023
Visiting Faculty, Post-Docs, Research Associates	No	2022	09/01/2022
Visiting Faculty, Post-Docs, Research Associates	Yes	2022	09/01/2022
Visiting Faculty, Post-Docs, Research Associates	No	2023	09/01/2023

- Scroll down to the category which needs inflation applied. On the row for each year with “Yes” in the On Campus Flag column, replace the 0.00 in the **Applicable Rate** column with the percent inflation needed (i.e. 3.00).
- Then click **Save**.

The screenshot shows a table with columns for Description, On Campus Flag, Fiscal Year, Start Date, and Applicable Rate. The 'Applicable Rate' column contains values of 0.00 or 3.00. The 'Save' button at the bottom is circled in red, and an arrow points to the 3.00 value in the second row.

Description	On Campus Flag	Fiscal Year	Start Date	Applicable Rate
Faculty Summer with Retirement Benefits	No	2022	09/01/2022	0.00
Faculty Summer with Retirement Benefits	Yes	2022	09/01/2022	3.00
Faculty Summer with Retirement Benefits	No	2023	09/01/2023	0.00
Faculty Summer with Retirement Benefits	Yes	2023	09/01/2023	3.00
Faculty Summer with Retirement Benefits	No	2024	09/01/2024	0.00
Faculty Summer with Retirement Benefits	Yes	2024	09/01/2024	3.00
Full Time Staff	No	2021	09/01/2021	0.00
Full Time Staff	Yes	2021	09/01/2021	0.00
Full Time Staff	No	2022	09/01/2022	0.00

Buttons at the bottom: Back, Save, Save and Continue, Complete Budget, Close.