University of Virginia

ResearchUVA Powered by Huron

Job Aid: Proposal Budgets
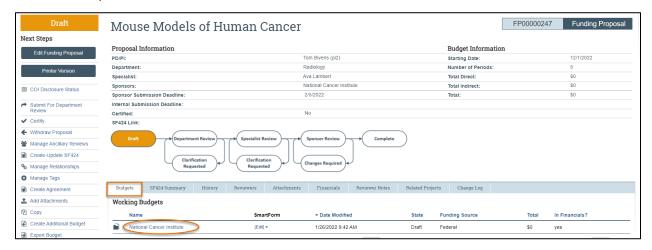
1 Proposal Budget Overview

After the proposal has been created, the system automatically creates a budget record with the name of the direct sponsor. The next step in the proposal submission process is to access the Budget Workspace and complete the Budget SmartForm, which is a series of pages where you will develop the proposal budget. Additional budgets may be created as necessary as outlined below.
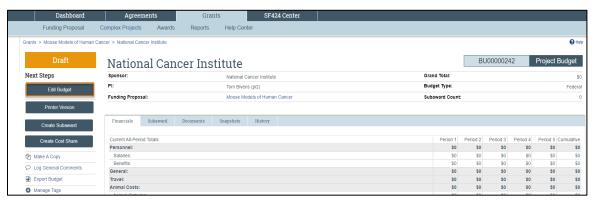
🛑 **Important:** *This job aid outlines how to complete a proposal budget. Cost share and subaward budget creation are covered in separate job aids.*

2 How to Access the Proposal Budget

1. Navigate to the *Proposal Workspace.* You will automatically be brought to the *Workspace* when you click **Finish** on the Proposal SmartForm.

2. On the *Proposal Workspace*, under the Budgets tab, click the **budget name** to display the *Budget Workspace.*

3. On the *Budget Workspace*, click the **Edit Budget** button.

4. Complete the Budget SmartForm pages. The section below walks you through each of the pages.

   When finished with each page, click **Continue** [Continue ➔] to navigate through the rest of the SmartForm pages.
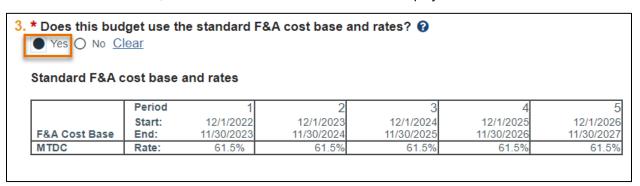
   📒 Note: Some schools require the use of an internal budget worksheet. If required, this spreadsheet can be completed first and the information used to fill the Budget SmartForm.

   💡 *Tip: Click on the **Help icons** ❓ throughout the SmartForm for additional information on how to answer the questions.*

3   How to Complete the Proposal Budget SmartForm Pages

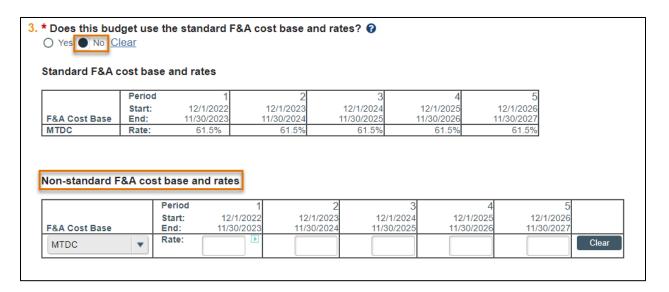### 3.1   General Budget Information Page

1. Budget title – Edit the display name of the budget to better identify the sponsor or the budget's content if necessary. (Example: an internal subproject title should be edited to reflect the receiving department name.)

2. Principal Investigator for this budget – This drop-down list contains only the names of those identified as a PI or Co-PI on the proposal. Update as necessary.

3. Does this budget use the standard F&A cost base and rates? – The system determines the standard F&A (indirect) cost base and rates from setup selection, sponsor, and budget period dates.

- If **Yes**, the Standard F&A cost base and rates display in the table.

3. * Does this budget use the standard F&A cost base and rates? ❓
⬤ Yes ○ No Clear

Standard F&A cost base and rates

F&A Cost Base	Period	1	2	3	4	5
	Start:	12/1/2022	12/1/2023	12/1/2024	12/1/2025	12/1/2026
	End:	11/30/2023	11/30/2024	11/30/2025	11/30/2026	11/30/2027
MTDC	Rate:	61.5%	61.5%	61.5%	61.5%	61.5%

- If **No**, a second **Non-standard F&A cost base and rates** table displays to specify a different cost rate (if appropriate). When entering rates, enter the value in the first field and use the arrow to duplicate the value in all periods. Select TDC or MTDC as the F&A cost base.

  i.   TDC – Total Direct Cost

  ii. MTDC – Modified Total Direct Cost

📝 **Note**: Other F&A cost base options will appear in the system for selection but only TDC and MTDC should be selected for a proposal budget. The additional cost base options will be used at time of award if necessary.

3. * **Does this budget use the standard F&A cost base and rates?** ❓

○ Yes ● No Clear

Standard F&A cost base and rates

	Period	1	2	3	4	5
	Start:	12/1/2022	12/1/2023	12/1/2024	12/1/2025	12/1/2026
F&A Cost Base	**End:**	11/30/2023	11/30/2024	11/30/2025	11/30/2026	11/30/2027
MTDC	**Rate:**	61.5%	61.5%	61.5%	61.5%	61.5%

Non-standard F&A cost base and rates

	Period	1	2	3	4	5	
	Start:	12/1/2022	12/1/2023	12/1/2024	12/1/2025	12/1/2026	
F&A Cost Base	**End:**	11/30/2023	11/30/2024	11/30/2025	11/30/2026	11/30/2027	
MTDC ▼	**Rate:**						Clear

🛑 **Important:** *ResearchUVA PBH does not allow a user to enter a set indirect cost budget dollar value. If the proposal limits the indirect costs to a specific dollar value, calculate the necessary percentage to recover all costs and enter the relevant percentage.*

5. **Will you require detailed budget tables for this budget submission?** – Click **Yes** if you need a detailed Travel budget (type of trip, # of trips, # of people). Click **No** if you will enter Travel costs as a line item on the *General Costs* page.

📝 **Note**: If checked "yes," the travel costs will be moved over to the travel line of the SF424 budget form. If "no," travel will move over to the Other Direct Cost section of the SF-424 budget form, and it will be necessary to manually adjust this on the SF-424

5. 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*. This includes a cost share budget that is required by the sponsor.

- If **No**, the budget will be excluded from the total proposal budget displayed in the Financials tab of the *Proposal Workspace*. Select No if this is a draft budget, internal budget that will not be used on the final proposal (for example, if this is a budget for a co-PI in another School), or a cost-share budget that is not required by the sponsor.
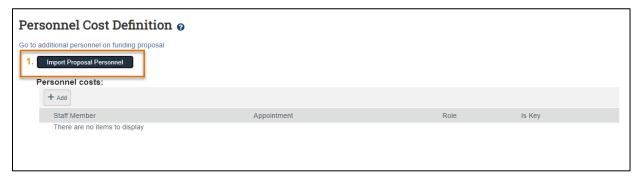
📝 **Notes**: *Selecting Yes adds this budget's totals to the figures on the proposal's Financials tab. The totals of all budgets (except cost share budgets) get rolled up into one total per cost type on the SF424 budget.*

6. Salary Cap – This field may be automatically populated with the sponsor's salary cap. You can override the default salary cap by typing a new amount. Follow sponsor guidelines for salary caps. Salary cap overages do not need a cost share budget unless they are being reported to the sponsor as part of mandatory cost share.

7. Apply inflation rate to personnel costs? – Defaults to "Yes." Update as necessary. Note that if you intend to apply inflation to salary costs for individuals at the salary cap, you will need to remove the Salary Cap otherwise, no inflation will occur in out-years.

8. Enter inflation rates –Update as necessary. Click the **Inflate Period 1** box to apply the inflation rate to Period 1; otherwise, inflation will start with Period 2.

3.2 Personnel Cost Definition Page

The personnel cost tables consist of two pages. This first page, *Personnel Cost Definition*, is for entering costs. The second page, *Personnel Costs*, is for entering effort and fringe benefits.

Complete the list of personnel by completing one of the following tasks:
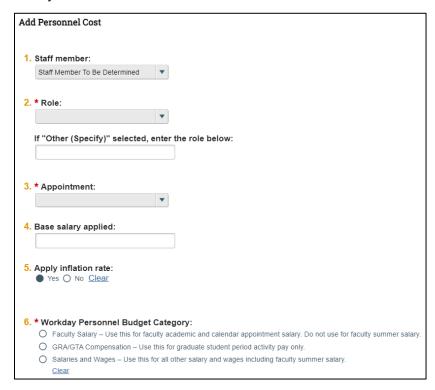

i. Click the **Import Proposal Personnel** button to import the PI and all other institutional personnel listed on the proposal at one time. **This action can only be completed once. If you need to add a person after you have run the import, you will manually add them using the "Add" button and then select their name from the dropdown.**

ii. Click **Update** by each staff member name to complete the additional details

a. See [Academic and Summer month instructions](#) on how to edit the summer salary.

b. Complete the Workday Personnel Budget category question based on the type of personnel (faculty, graduate student, staff) and their appointment type. For summer salary faculty choose Salaries and Wages. This does not drive fringe rates but transfers to Workday.

iii. If needed, click the **Go to additional personnel on funding proposal** link to jump to the *Personnel* page of the Proposal SmartForm to add personnel.

When complete, navigate back to the *Personnel Costs* page of the Budget SmartForm and click the **Import Proposal Personnel** button.

Click the **Add** button to add personnel individually.

Use the "Staff Member to Be Determined" value if the position is being budgeted, but the individual has not yet been identified.

Add Personnel Cost

1. Staff member:
Staff Member To Be Determined ▼

2. * Role:
▼

If "Other (Specify)" selected, enter the role below:

3. * Appointment:
▼

4. Base salary applied:

5. Apply inflation rate:
● Yes ○ No Clear

6. * Workday Personnel Budget Category:
○ Faculty Salary – Use this for faculty academic and calendar appointment salary. Do not use for faculty summer salary.
○ GRA/GTA Compensation – Use this for graduate student period activity pay only.
○ Salaries and Wages – Use this for all other salary and wages including faculty summer salary.
Clear

When complete, each row of the table reflects the Appointment duration, Role, and whether the individual is Senior/Key Personnel.

Personnel Cost Definition ❓

Go to additional personnel on funding proposal

1. Personnel costs:

	Staff Member	Appointment	Role	Is Key	
Update	Tom Bivens (pi2)	12 months	PD/PI	yes	✖
Update	Todd Bauer	12 months	Co-Investigator	yes	✖
Update	Jehan Farah	12 months	Post Doctoral	no	✖

3.3 Personnel Costs Page

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, which includes their salary, benefits costs, and total compensation.

i. Click the **Show Effort** button to display additional fields used to indicate the percentage of effort each individual will contribute to the project and the percent of the base salary required.

Personnel Costs

Budget Summary

	Period 1 9/29/2020 9/28/2021	Period 2 9/29/2021 9/28/2022	Period 3 9/29/2022 9/28/2023	Period 4 9/29/2023 9/28/2024	Period 5 9/29/2024 9/28/2025	Budget Totals
Personnel Total:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Direct Total:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Indirect Total:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Grand Total:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Personnel Costs

Show Effort		Period 1 9/29/2020 9/28/2021	Period 2 9/29/2021 9/28/2022	Period 3 9/29/2022 9/28/2023	Period 4 9/29/2023 9/28/2024	Period 5 9/29/2024 9/28/2025
Person: Rebecca Simms (pi) **Role:** PD/PI	Salary: Benefits: Total:	$0.00 $0.00 $0.00	$0.00 $0.00 $0.00	$0.00 $0.00 $0.00	$0.00 $0.00 $0.00	$0.00 $0.00 $0.00
Person: System Administrator **Role:** Collaborator	Salary: Benefits: Total:	$0.00 $0.00 $0.00	$0.00 $0.00 $0.00	$0.00 $0.00 $0.00	$0.00 $0.00 $0.00	$0.00 $0.00 $0.00
Person: test test **Role:** Co-Investigator	Salary: Benefits: Total:	$0.00 $0.00 $0.00	$0.00 $0.00 $0.00	$0.00 $0.00 $0.00	$0.00 $0.00 $0.00	$0.00 $0.00 $0.00
Salary Cost Total: **Benefits Cost Total:** **Personnel Cost Total:**		$0.00 $0.00 $0.00	$0.00 $0.00 $0.00	$0.00 $0.00 $0.00	$0.00 $0.00 $0.00	$0.00 $0.00 $0.00

ii. Enter the applicable **Effort** and **Salary Requested (Sal Req)** percentages and modify the **Fringe Benefits Rate** if necessary. Note that the Fringe Benefit rate is determined by the HR title and maps from Workday. The most common reason the Fringe Benefit rate would need to be updated would be for faculty on summer salary. If you expect these values to remain consistent across all periods, click the **small arrows** to copy the values to the subsequent periods.

Personnel Costs

Show Totals		Period 1 12/1/2022 11/30/2023	Period 2 12/1/2023 11/30/2024	Period 3 12/1/2024 11/30/2025	Period 4 12/1/2025 11/30/2026	Period 5 12/1/2026 11/30/2027
Person: Tom Bivens (pi2) **Role:** PD/PI	Effort:	0 % ▶	0 % ▶	0 % ▶	0 % ▶	0 %
	Sal Req:	0 % ▶	0 % ▶	0 % ▶	0 % ▶	0 %
	FB Rate:	27.7 % ▶	27.7 % ▶	27.7 % ▶	27.7 % ▶	27.7 %
	Base:	$150,000.00	$150,000.00	$150,000.00	$150,000.00	$150,000.00

iii. Repeat this process for all salaried personnel. When complete, click the **Save** to update the totals fields in both the Budget Summary and Personnel Costs tables.

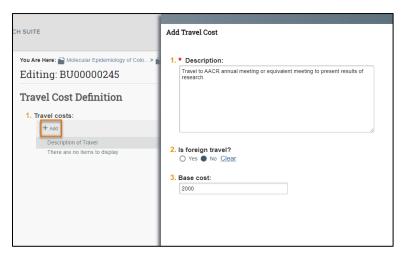📝 *General Notes about the Personnel Costs table:*

- *Use the Show Effort button to toggle between the percentage and dollar amount views.*

- *The Base salary is defined for each person on the Personnel Cost Definition page.*

- *Salary = Base * Sal Req %*

- *Benefits = Base * Sal Req % * FB Rate %*

- *The Effort percentage reflects the effort for each person in the period and does not impact the calculations on the table, except that if your effort is greater than the salary requested you will be prompted to create a cost share budget on the Budget Workspace.*

- *If the base salary is greater than the salary cap amount, the calculations will use the salary cap. You will be prompted to create a cost share budget on the Budget Workspace. UVA does not require cost share budgets to be created for salary cap overage alone.*

- *If you have salary cap overage plus additional cost share needs, you will need to execute the additional budget activity from the Funding Proposal Workspace. See Additional Budget instructions below.*

3.4 Travel Cost Definition Page

This page appears if you entered Yes to Question 4 (Will you require detailed budget tables for this budget submission?) on the General Budget Information page.

Similar to the *Personnel Costs* pages, the General Cost tables consist of two pages. The first page, *Travel Cost Definition*, is for entering costs. The second page, *Travel Costs*, is for entering amounts.

1. Travel Costs – Click **the Add** button to add new travel costs and repeat as necessary.

In the *Add Travel Cost* window, answer the following questions:

1. **Description** – Description of travel event.

2. **Is foreign travel?** – Answer Yes or No.

3. **Base cost** – Enter the travel cost.

When complete, click **OK** or **OK and Add Another**.

Travel Cost Definition

1. **Travel costs:**

+ Add

	Description of Travel	Is Foreign Travel	Base Cost	
✎ Update	Travel to AACR annual meeting or equivalent meeting to present results of research.	no	$2,000.00	⊗

3.5   Travel Costs Page

This page consists of a Budget Summary table and a Travel Costs table that contains a row for each travel line item listed on the prior page.

    i.   Click the **Show Quantity** button to display additional fields used to indicate the number of trips and number of people per trip.

Travel Costs

Budget Summary

	Period 1 7/1/2022 6/30/2023	Period 2 7/1/2023 6/30/2024	Period 3 7/1/2024 6/30/2025	Period 4 7/1/2025 6/30/2026	Period 5 7/1/2026 6/30/2027	Budget Totals
Travel Total:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Direct Total:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Indirect Total:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Grand Total:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Travel Costs

		Period 1 7/1/2022 6/30/2023	Period 2 7/1/2023 6/30/2024	Period 3 7/1/2024 6/30/2025	Period 4 7/1/2025 6/30/2026	Period 5 7/1/2026 6/30/2027
Show Quantity						
Description: Travel to AACR annual meeting …	Total Units:	0	0	0	0	0
	Unit Cost w/Inf:	$2,000.00	$2,000.00	$2,000.00	$2,000.00	$2,000.00
	Total:	$0.00	$0.00	$0.00	$0.00	$0.00
Domestic Travel Total:		$0.00	$0.00	$0.00	$0.00	$0.00
Foreign Travel Total:		$0.00	$0.00	$0.00	$0.00	$0.00
Travel Cost Total:		$0.00	$0.00	$0.00	$0.00	$0.00

    ii.   Enter the applicable **# Trips** and **# People per Trip** as necessary. If you expect these values to remain consistent across all periods, click the **small arrows** to copy the values to the subsequent periods.
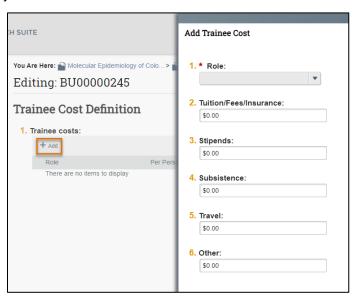
iii. Repeat this process for all travel costs. When complete, click the **Save** to update the totals fields in both the Budget Summary and Travel Costs tables.

3.6 Trainee Cost Definition Page

📝 **Note**: *This page appears on all budgets. Only use this page if appropriate for your proposal and allowed by the funding opportunity and sponsor guidelines that guide your submission. This should not be used for graduate students on a standard proposal.*

On this page you'll enter line items for trainee costs. Similar to the *Personnel Costs* pages, the Trainee Cost tables consist of two pages. The first page, *Trainee Cost Definition*, is for entering costs. The second page, *Trainee Costs*, is for entering amounts.

Trainee Costs – Click **the Add** button to add new trainee costs for each trainee role/level and repeat as necessary.

In the *Add Trainee Cost* window, answer the following questions, using your funding opportunity announcement and sponsor guidelines:

1. **Role** – Enter the role using the drop-down

2. **Tuition/Fees/Insurance`**

3. **Stipends**

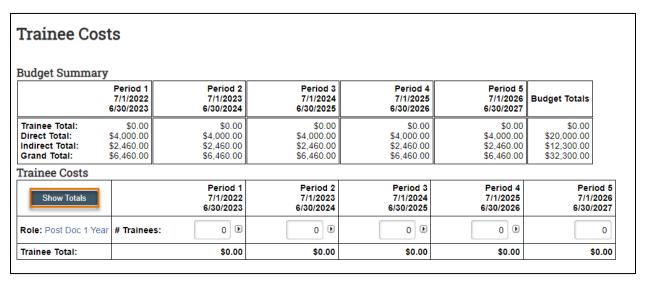4. **Subsistence**

5. **Travel**

6. **Other**

When complete, click **OK** or **OK and Add Another**.

Trainee Cost Definition

1. **Trainee costs:**

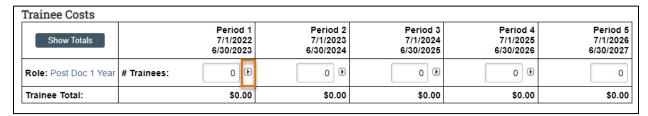|	Role	Per Person Cost Total	
🖊 Update	Post Doc 1 Year	$70,494.00	⊗

3.7   Trainee Cost Page

This page consists of a Budget Summary table and a Trainee Costs table that contains a row for each trainee role/level listed on the prior page.

i.   Click the **Show Totals** button to display additional fields used to indicate the number of trainees for each trainee role/level.

Trainee Costs

Budget Summary

	Period 1 7/1/2022 6/30/2023	Period 2 7/1/2023 6/30/2024	Period 3 7/1/2024 6/30/2025	Period 4 7/1/2025 6/30/2026	Period 5 7/1/2026 6/30/2027	Budget Totals
Trainee Total:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Direct Total:	$4,000.00	$4,000.00	$4,000.00	$4,000.00	$4,000.00	$20,000.00
Indirect Total:	$2,460.00	$2,460.00	$2,460.00	$2,460.00	$2,460.00	$12,300.00
Grand Total:	$6,460.00	$6,460.00	$6,460.00	$6,460.00	$6,460.00	$32,300.00

Trainee Costs

		Period 1 7/1/2022 6/30/2023	Period 2 7/1/2023 6/30/2024	Period 3 7/1/2024 6/30/2025	Period 4 7/1/2025 6/30/2026	Period 5 7/1/2026 6/30/2027
Show Totals						
Role: Post Doc 1 Year	# Trainees:	0 ▶	0 ▶	0 ▶	0 ▶	0
Trainee Total:		$0.00	$0.00	$0.00	$0.00	$0.00

ii.   Enter the applicable **# Trainees** as necessary. If you expect these values to remain consistent across all periods, click the small arrows to copy the values to the subsequent periods.

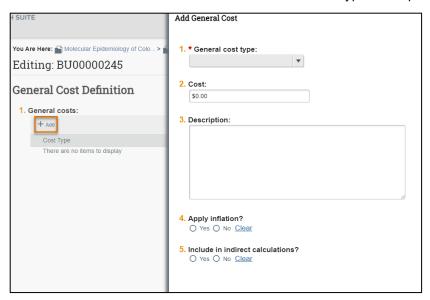| Trainee Costs		Period 1 7/1/2022 6/30/2023	Period 2 7/1/2023 6/30/2024	Period 3 7/1/2024 6/30/2025	Period 4 7/1/2025 6/30/2026	Period 5 7/1/2026 6/30/2027
Show Totals						
Role: Post Doc 1 Year	# Trainees:	0 ▶	0 ▶	0 ▶	0 ▶	0
Trainee Total:		$0.00	$0.00	$0.00	$0.00	$0.00

    iii.   Repeat this process for all trainee costs. When complete, click the **Save** to update the totals fields in both the Budget Summary and Trainee Costs tables.

3.8   General Cost Definition Page

On this page you'll enter line items for cost categories not entered on the preceding budget tables. Similar to the *Personnel Costs* pages, the General Cost tables consist 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 and repeat as necessary.
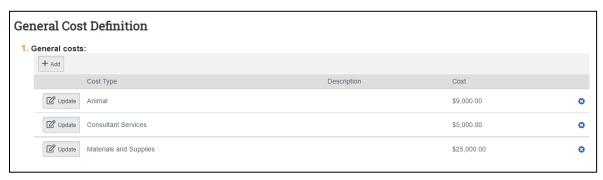

In the *Add General Cost* window, answer the following questions:

1. **General cost type** – Make a selection in the drop-down list.

2. **Cost** – Enter the dollar amount per period.

3. **Description** – Enter additional information about the cost type.

4. **Apply inflation?** – Answer Yes or No. By answering no, the amounts will be editable on the next page. If answering Yes, this will apply inflation rate applied from general information tab (even 0%) and outyear budget amounts won't be editable.

5. **Include in indirect calculations?** - Answer Yes or No. This question only displays for certain cost types Do not change default answer unless sponsor solicitation/guidelines specifically require change. Default answers are driven by indirect cost base.

When complete, click **OK** or **OK and Add Another**.

General Cost Definition

1. General costs:

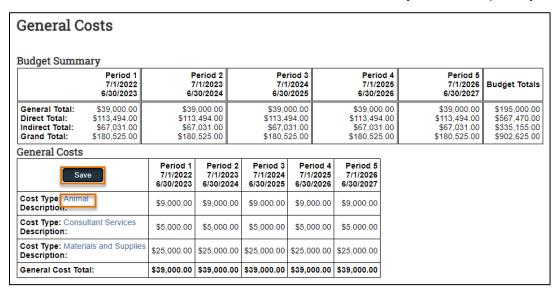|	Cost Type	Description	Cost	
Update	Animal		$9,000.00	⊗
Update	Consultant Services		$5,000.00	⊗
Update	Materials and Supplies		$25,000.00	⊗

3.9   General Costs Page

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 factored in are automatically promoted across all budget periods.

i.   Click the **hyperlink** associated with each *Cost Type* to edit the *Cost Type* and the associated details listed for each *Cost Type*.

ii.   Click the **Save** button within the *General Costs* table after you have completed your edits.

General Costs

Budget Summary

	Period 1 7/1/2022 6/30/2023	Period 2 7/1/2023 6/30/2024	Period 3 7/1/2024 6/30/2025	Period 4 7/1/2025 6/30/2026	Period 5 7/1/2026 6/30/2027	Budget Totals
General Total:	$39,000.00	$39,000.00	$39,000.00	$39,000.00	$39,000.00	$195,000.00
Direct Total:	$113,494.00	$113,494.00	$113,494.00	$113,494.00	$113,494.00	$567,470.00
Indirect Total:	$67,031.00	$67,031.00	$67,031.00	$67,031.00	$67,031.00	$335,155.00
Grand Total:	$180,525.00	$180,525.00	$180,525.00	$180,525.00	$180,525.00	$902,625.00

General Costs

	Period 1 7/1/2022 6/30/2023	Period 2 7/1/2023 6/30/2024	Period 3 7/1/2024 6/30/2025	Period 4 7/1/2025 6/30/2026	Period 5 7/1/2026 6/30/2027
Save					
Cost Type: Animal **Description:**	$9,000.00	$9,000.00	$9,000.00	$9,000.00	$9,000.00
Cost Type: Consultant Services **Description:**	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00
Cost Type: Materials and Supplies **Description:**	$25,000.00	$25,000.00	$25,000.00	$25,000.00	$25,000.00
General Cost Total:	$39,000.00	$39,000.00	$39,000.00	$39,000.00	$39,000.00

iii.   Enter any notes about the general costs in Question 1 and click **Continue**.

iv.   If you have any supporting documents for this budget, please use the proposal "Add Attachments" activity in the *Proposal Workspace*. An example of a supporting document would be the internal budget spreadsheet required by some schools.

Note: The general cost dollar amounts shown below (Cost Type "Animal") are editable because the "Apply inflation?" question in the Add General Cost window was answered as "no."

General Costs

Budget Summary

	Period 1 7/1/2022 6/30/2023	Period 2 7/1/2023 6/30/2024	Period 3 7/1/2024 6/30/2025	Period 4 7/1/2025 6/30/2026	Period 5 7/1/2026 6/30/2027	Budget Totals
General Total:	$39,000.00	$39,000.00	$39,000.00	$39,000.00	$39,000.00	$195,000.00
Direct Total:	$113,494.00	$113,494.00	$113,494.00	$113,494.00	$113,494.00	$567,470.00
Indirect Total:	$67,031.00	$67,031.00	$67,031.00	$67,031.00	$67,031.00	$335,155.00
Grand Total:	$180,525.00	$180,525.00	$180,525.00	$180,525.00	$180,525.00	$902,625.00

General Costs

Save	Period 1 7/1/2022 6/30/2023	Period 2 7/1/2023 6/30/2024	Period 3 7/1/2024 6/30/2025	Period 4 7/1/2025 6/30/2026	Period 5 7/1/2026 6/30/2027
Cost Type: Animal Description:	$9,000.00	$9,000.00	$9,000.00	$9,000.00	$9,000.00
Cost Type: Consultant Services Description:	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00
Cost Type: Materials and Supplies Description:	$25,000.00	$25,000.00	$25,000.00	$25,000.00	$25,000.00
General Cost Total:	$39,000.00	$39,000.00	$39,000.00	$39,000.00	$39,000.00

3.10   F&A Cost Overrides Page

This page reports the F&A cost base standard being used to calculate the F&A amount for this budget and if applicable, any overrides. **Only Specialists in your School's Pre-Award office or OSP can change these settings.**

F&A Cost Overrides ❓

1. **F&A cost base:**
   MTDC

2. * **Personnel salary:**
   No override

3. * **Personnel benefits:**
   No override

4. * **General cost:**
   No override

3.11 Attachments Page

Do not attach any documents in this page. Attach any supporting budget documentation to the proposal "Add Attachments" activity. When complete, click the **Finish** button. You are returned to the *Budget Workspace*.

On the *Budget Workspace*, the Financials tab reflects the categories and totals specified on the budget tables. Click the **Edit Budget** button to make any additional updates.

3.12 How to Input Academic and Summer Salary Faculty

For those persons with less than 12-month appointments (for example, faculty and graduate students with 9-month appointments) and who are providing effort in both the academic (AY) and summer (SUM) months, 2 lines will need to be created in the Budget Workspace: one for their AY effort, and one for their SUM effort.

On the Personnel Cost Definition page, after the personnel have been imported from the funding proposal, the personnel listed will reflect their primary appointment from the Workday feed (12 months, 9 months, etc.)

To add the line for their SUM effort, from the Personnel Cost Definition SmartForm:
1. Click +Add
2. Select the staff member from the dropdown
3. In #3, Appointment, select 3 months (or 2 months if the primary appointment is for 10 months)
4. In #4, Base salary applied, edit this amount to reflect their base summer salary (for those with 9-month appointments, calculate one-third of their 9-month salary)
5. In #5, Select whether to apply the inflation rate
6. In #6, select "Salaries and Wages" for the Workday Personnel Budget Category.
    a. For faculty providing effort during their calendar (12 months) or academic (9 months/10 months) appointment, select "Faculty Salary".
    b. For faculty on summer salary and graduate students providing effort during the summer months, select "Salaries and Wages."
7. Click OK.

The Personnel Cost Definition list of personnel updates to reflect the same faculty member listed twice with appointments in both the AY and SUM months.

Note: Persons with less than 12-month appointments who are not providing effort during the SUM months do not need to be additionally added with a 3-month appointment.

On the Personnel Costs page:
1. Click Show Effort
2. Add the effort and salary requested over the SUM period for the faculty member recently added
3. Update the FB rate
4. Click Save or Continue.

Complete the remaining SmartForm pages for the Budget Workspace. If this is for a federal proposal and this will be submitted using the S2S activity:
1. Use the Create-Update SF424 activity to create or update the SF-424 forms
2. Click the SF424 link from the Funding Proposal Workspace
3. Click Edit Grant Application and navigate to the R&R Budget pages

Note: All personnel effort is automatically reflected in the Cal. Months column.

Faculty members will less than a 12-month primary appointment will be reflected on 2 lines. Edit their effort to reflect the appropriate number of months in the Acad. Months or Sum. Months columns. This will need to be done for each budget period.
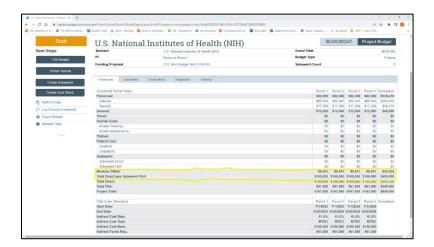
Note: On the SF-424 budget form, there is a maximum number of 8 lines for senior/key person effort in Section A. If the number of lines for effort exceeds 8 lines, create a document for Additional Senior Key Persons and upload it into Section A of the SF-424 budget form. ResearchUVA PBH will not automatically create this.

3.13 How to Create a Modular Budget

In the Funding Proposal SmartForm, Budget Periods and Key Dates page, select Yes to question 6 "Modular Budget?"

Follow the steps to complete the proposal budget as outlined above. When complete, click the **Finish** button. You are returned to the *Budget Workspace* where the budget is displayed:

🗒️ **Note**: The **Modular Offset** and the **Total Direct less Subaward F&A** lines in the budget (highlighted in the image above). Based on the total direct costs entered, the system rounds the Total Direct less Subaward F&A **up to the next $25,000 increment** by adding the modular offset.

If your budget is over the target direct cost increment, click the **Edit Budget** button to reduce the direct costs to obtain the desired total. If the Total Direct less Subaward F&A is your target amount, and the modular offset is greater than $0, it is recommended that you edit the budget to increase the direct costs to reduce the modular offset to $0. However, if there is a non-zero modular offset and the Total Direct less Subaward F&A is correct, the budget will map correctly to the SF424.

4   How to Create an Additional Budget

Additional budgets may need to be created for the proposal submission.

🗒️ **Note**: Consider creating additional budgets for the following scenarios:

- *Multiple departments or divisions*

- *Multiple PD/PIs*

- *Estimate budgets (be careful to select whether to consolidate in financials)*

- *Additional sponsor budget requirements (i.e., by fiscal year)*

Follow the steps below to create an additional budget:

1. Navigate to the Proposal Workspace.

2. On the *Proposal Workspace*, click the **Create Additional Budget** activity.

3. In the *Create Additional Budget* window, enter the **Budget title** and the associated **PI Name** and click **OK**.

4. On the *Budget Workspace*, complete the pages as necessary. See *How to Complete a Budget* for additional information.