PICTURE GUIDE #4: ENTER PROPOSAL BUDGETS

Helpful Hints:

- Enter the budget on the RR budget section in the left side bar. This information will populate the budget section in the Proposal Summary.
- A red star icon by a budget number indicates a manual entry.
- To save: click the blue disc on the top right corner of the page.
- Navigate between pages using side bar….not back arrow
- Don’t forget to enter the budget periods!
- All budgets in Cayuse are in the National Institutes of Health (NIH) format. It is the standard format for Grants.Gov. Although there are exceptions for some federal agencies.

Enter Proposal Budgets in Cayuse

1.) From the Proposal list click on the appropriate proposal. The Proposal Summary page opens.

2.) Click #1 on the RR Budget located on the side bar to the right.

3.) The proposal budget opens to budget page #1, which is the Personnel section.
4.) Enter Start Date / End date of budget period one. Click the calendar icon next to the start date and the “Manage Budget Periods” window appears. Select number of periods and period length; these can be adjusted from previous entry when proposal was created, as needed.

BUDGET PAGE #1: PERSONNEL, FRINGE BENEFITS, AND INDIRECT COSTS
5.) Enter proposal personnel information for each position on the project.

BUDGET PAGE #2: EQUIPMENT, TRAVEL, PARTICIPANT SUPPORT COSTS
1.) Click #2 on RR Budget sidebar to the left of the screen.
2.) Enter amounts requested for equipment (see definition), travel, and participant support costs (NSF & NIH grants only)
3.) Select indirect costs (F&A) for each budget item. Note IDC is not allowed on equipment over $5,000 per federal regulations.
BUDGET PAGE #3: OTHER DIRECT SUPPORT (MATERIALS & SUPPLIES, CONSULTANTS, PUBLICATION COSTS, AND SUBAWARDS)

1.) Click #3 on sidebar.
2.) Enter requested amounts for various line items under Other Direct Support and select IDC rate for each item.
3.) Total of all direct cost categories (Personnel through Other Direct Costs) is calculated for selected year.
Budget Page #3 (Bottom half of page): Indirect Costs & Budget Justification

4.) Select F&A Rate (Indirect Costs) enter Sponsor’s allowed rate OR leave blank if no IDC is allowed; enter Indirect Cost Base amount as sponsor specifies, Cayuse calculates funds requested for indirect cost based on information entered.
5.) Total Direct and Indirect costs autofill based on rates.
6.) Attach a PDF of the Budget Justification, either final or draft, and click ADD.

### Indirect Costs

<table>
<thead>
<tr>
<th>Indirect Cost Type</th>
<th>Indirect Cost Rate (%)</th>
<th>Indirect Cost Base ($)</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Base F&amp;A</td>
<td>43.900</td>
<td>60,658</td>
<td>25,629</td>
</tr>
<tr>
<td>2. v</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3. v</td>
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<td>4. v</td>
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</tr>
</tbody>
</table>

**Total Indirect Costs:** 25,629

**Cognizant Federal Agency:** Department of Health and Human Services (DHHS)

**Total Direct and Indirect Institutional Costs (G + H):** 87,287

**Final** | **Draft**
---|---
No final | No draft
MULTI-YEAR GRANTS:

1.) Click page #1 in the RR Budget in the left side bar
2.) Select Year 2 of X, etc
3.) Enter budget for each year

BUDGET PAGE #4: READ ONLY CUMMULATIVE BUDGET SUMMARY

1.) Click #4 on the sidebar when all years are entered
2.) Review for accuracy and edit pages 1-3 per year as needed.