

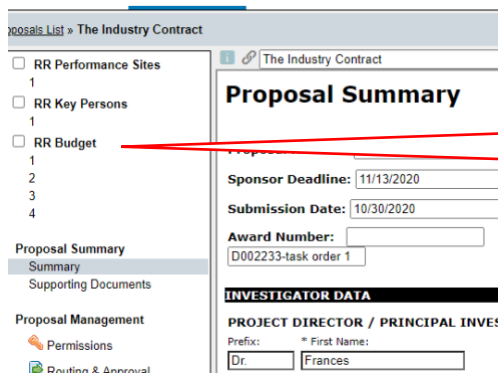
PICTURE GUIDE #4: ENTER PROPOSAL BUDGETS

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.

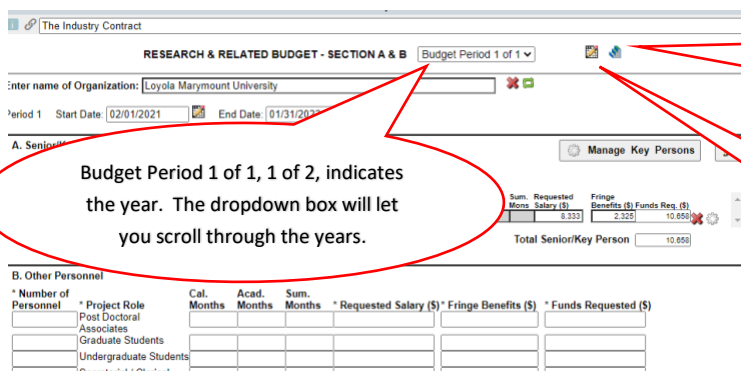
Enter Proposal Budgets in Cayuse

- 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.



RR Budget has three pages with a cumulative summary budget (4)

- 3.) The proposal budget opens to budget page #1, which is the Personnel section.



Budget Period 1 of 1, 1 of 2, indicates the year. The dropdown box will let you scroll through the years.

For multiyear proposals click staircase icon to build percentage increases by budget category (ie. 3%)

Click pencil with calendar icon to edit budget periods

- 4.) Enter Start Date /End date of budget period one. Click the calendar icon next 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.

The screenshot shows the 'Manage Budget Periods' dialog box. It includes a 'Copy dates from another proposal...' button, radio buttons for 'Number of periods' (1-5), and a 'Period length' dropdown set to '1 year'. The 'Start Date' is 02/01/2021 and the 'End Date' is 01/31/2022. There are 'Update Periods' and 'Cancel' buttons. Three callouts are present: one pointing to the calendar icon for the start date with the text 'Click calendar icon and select start dates.', one pointing to the 'Update Periods' button with the text 'Click “Update Periods.”', and one pointing to the 'Manage Key Persons' button in the background with the text 'Add LMU CO PIs by clicking “Manage Key Persons.”'

BUDGET PAGE #1: PERSONNEL, FRINGE BENEFITS, AND INDIRECT COSTS

- 5.) Enter proposal personnel information for each position on the project.

The screenshot shows the budget page for personnel. Section A, 'Senior/Key Persons in Budget Period', contains a table with columns for First Name, Last Name, Project Role, Base Salary, Cal. Salary, Acad. Salary, Sum. Salary, Cal. Months, Acad. Months, Sum. Months, Requested Salary, Fringe Benefits, and Funds Req. A callout points to the 'Sum. Months' column with the text 'Select number of summer months requested. Fringe rate will autofill.' A 'Manage Key Persons' button is also visible. Section B, 'Other Personnel', has a table with columns for Number of Personnel, Project Role, Cal. Months, Acad. Months, Sum. Months, Requested Salary, Fringe Benefits, and Funds Requested. Callouts point to this table with the text 'Enter number and project role of other personnel on the grant; calculate fringe benefit rate for each; Total Salaries and Benefits will autofill.' and 'Select indirect costs (F&A) here.' Below the table are dropdowns for 'Indirect Cost Types for Req. Salary' and 'Fringe', and a 'Total Other Personnel' field.

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 #2

RELATED BUDGET - SECTION C, D, & E Budget Period 1 of 1

Budget Type: Subaward/Consortium

Enter name of Organization: Loyola Marymount University

Period 1 Start Date: 02/01/2021

C. Equipment Description
List items and dollar amount for each item entered

D. Travel Funds Requested (\$)

1. Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)

2. Foreign Travel Costs

Indirect Cost Type: Base F&A Travel Cost

E. Participant/Trainee Support Costs Funds Requested (\$)

1. Tuition/Fees/Health Insurance

2. Stipends

3. Travel

4. Subsistence

5. Other

Number of Participants/Trainees Total Participant/Trainee Support Costs

Indirect Cost Type: excluded

IDC (F&A) selection

Click 'New Equipment Row' button to add each piece of equipment. Funds requested will appear to the right after information is entered.

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 - SECTION F - K Budget Period 1 of 1

RR Key Persons

RR Budget

1

2

3

4

Proposal Summary

Summary

Supporting Documents

Proposal Management

Permissions

Routing & Approval

Proposal History

Export

Organizations

Budget Type: Consortium

Enter name of Organization:

Period 1 Start Date: End Date:

F. Other Direct Costs	Indirect Cost Type	Funds Requested (\$)
1. Materials and Supplies	Base F&A	50,000
2. Publication Costs	Base F&A	
3. Consultant Services	Base F&A	
4. ADP/Computer Services	Base F&A	
5. Subawards/Consortium/Contractual Costs	
> Allocated IDC Base	Base F&A	
6. Equipment or Facility Rental/User Fees	Base F&A	
7. Alterations and Renovations	Base F&A	
8. <input type="text"/>	excluded	
9. <input type="text"/>	excluded	
10. <input type="text"/>	excluded	
Total Other Direct Costs		50,000
G. Direct Costs		Funds Requested (\$)
Total Direct Costs (A thru F)		60,658

Budget page #3

Cayuse calculates total of all direct cost categories for Year 1 budget.

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.

H. Indirect Costs

Note: Indirect Cost types are defined in the Institutional Profile, under the Institutions tab. Bring any profile changes into budget by refreshing Applicant Organization.

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1. Base F&A	43.900	60,658	26,629
2.			
3.			
4.			
Total Indirect Costs			26,629

Cognizant Federal Agency
 (Agency Name, POC Name, and POC Phone Number)

I. Total Direct and Indirect Costs	Funds Requested (\$)
Total Direct and Indirect Institutional Costs (G + H)	87,287

J. Fee	Funds Requested (\$)

Final | Draft

L. * Budget Justification (Only attach one file)

No final | No draft

Add Delete

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

The screenshot shows a web interface for 'The Industry Contract'. On the left is a sidebar with 'RR Performance Sites', 'RR Key Persons', and 'RR Budget' (with '1' selected). The main area is titled 'RESEARCH & RELATED BUDGET - SECTION A & B' and includes a dropdown menu for 'Budget Period 2 of 3'. Below this are fields for 'Organizational DUNS: 080767618' and 'Budget Type' with radio buttons for 'Project' and 'Subaward/Consortium'. A red callout box points to the 'Budget Period' dropdown with the text 'Navigating through budget years'.

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.

RESEARCH & RELATED BUDGET - Cumulative Budget		Totals (\$)
Section A, Senior/Key Person		10,658
Section B, Other Personnel		
Total Number Other Personnel		
Total Salary, Wages and Fringe Benefits (A+B)		10,658
Section C, Equipment		
Section D, Travel		
1. Domestic		
2. Foreign		
Section E, Participant/Trainee Support Costs		
1. Tuition/Fees/Health Insurance		
2. Stipends		
3. Travel		
4. Subsistence		
5. Other		
6. Number of Participants/Trainees		
Section F, Other Direct Costs		50,000
1. Materials and Supplies	50,000	
2. Publication Costs		
3. Consultant Services		
4. ADP/Computer Services		
5. Subawards/Consortium/Contractual Costs		
6. Equipment or Facility Rental/User Fees		
7. Alterations and Renovations		
8. Other 1		
9. Other 2		
10. Other 3		
Section G, Direct Costs (A thru F)		60,658
Section H, Indirect Costs		26,629
Section I, Total Direct and Indirect Costs (G + H)		87,287
Section J, Fee		