



UMBC

**KUALI PROPOSAL BUDGET
TRAINING GUIDE**
OFFICE OF SPONSORED PROGRAMS

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Introduction to Proposal Budget

Course Objectives

This training guide is designed to help Proposal and Budget Creators with the following:

- Understanding Budget functionality
- Creating a Detailed Budget
- Understanding Proposal Rates, Personnel and Non-Personnel Line items, Cost Sharing and Unrecovered F & A

Conventions Used

The following conventions are used throughout this guide:

Item	Convention	Example
Navigation	Bold, separated by '→'	Central Administration link → Proposal Development menu group
Screen Elements (Field, Screen, Section, Window)	Bold	The Create Proposal Details window will
Clickable/selectable links	Bold in blue	Select Activity type from drop-down
User entered text and buttons	Bold in Red	In Description field, My Project Title
Numbered Exercises	Title in Red Background with White Letters	Searching for a Proposal – Exercise 1
Action Buttons	Button displayed	

Table 1 – Conventions Used

Prerequisites

There **are** prerequisites for this training.

Proposal Development Training

It will be helpful if participants have the following qualifications:

- Some experience with higher education research administration business rules and practices
- Knowledge of how to build Proposal or Award Budgets for projects
- Working knowledge of Web-based software application systems.

Proposal Budget - Getting Started

What is a Kualo Proposal Budget?

Kualo Proposal Development system gives users the tools to construct and route proposals using a web-based application. Proposal Development Budget is one of several "modules"¹ integrated with centrally stored data. The integrated data tables are accessed via searches and the data-- for example, sponsor name-- is then consistent in every proposal that uses that sponsor.

Within the proposal there is a **budget entry area** that allows for multiple budget *working* and *final* versions, and multiple periods across calendar and academic years. The budget rates are based on a set of UMBC standard institutional rates that can be modified for each budget project as needed.

The budget creator can

1. Enter proposal personnel budget costs
2. Enter non-personnel budget costs
3. Provide for a subaward budget
4. Distribute cost sharing and under-recovery
5. Auto-calculate all budget periods

UMBC Business Process

The proposal budget should identify the cost of the project to the sponsor. The budget also serves as a further measure of the PI's capabilities since there must be a reasonable correlation between the project as described and the Principal Investigator's assessment of the various cost elements.

Budget preparation constitutes a large segment of the proposal and may be structured differently depending on the sponsor. On federal grants, the budget will always contain both *direct costs* and *indirect or facilities and administrative (F&A) costs*. It is strongly recommended that the PI work with their business manager and/or OSP during budget development (and before discussing costs with the sponsor).

For additional information, see

<http://research.umbc.edu/principal-investigator-proposal-handbook/>

The proposal budget is used for the following purposes:

- Creates an electronic record for budgets
- Copies a budget from another proposal and budget
- Maintains and permanently stores an electronic record of information of the proposal and budget with existing or potential sponsor agencies for research award grants
- Associates proposal budgets with an award, subawards, and institutional proposal.

¹ In software, a module is one of many computer programs, with a distinct functionality and purpose. For example, Kualo Budget Module is a separate group of programs, managing the budget functionality.

Business Roles and Responsibilities

Below are the types of business roles used in Kualo Proposal Development:

Aggregator: Creates, edits and submits proposal and budgets for signature approval. At UMBC, this will be the Department Administrator or Principal Investigator

Viewer: Anyone with permissions can view the proposal. By default, PI and Key persons can view the proposal and budget

OSP Administrator: Reviews and manages proposals and advises on budgets submitted to OSP and helps to facilitate data validation errors. OSP personnel may also have persons who submit to sponsor and Grants.gov as part of their business role.

Approver: Persons in the approval, routing and workflow for the college, unit or center.

To access Kualo, Login to UMBC systems via with your UMBC EID. Then go to the Kualo Main Menu.

Kuali -Main Menu Screen Overview

Kuali Home Page Top Tabs indicate activities for a specific business role.

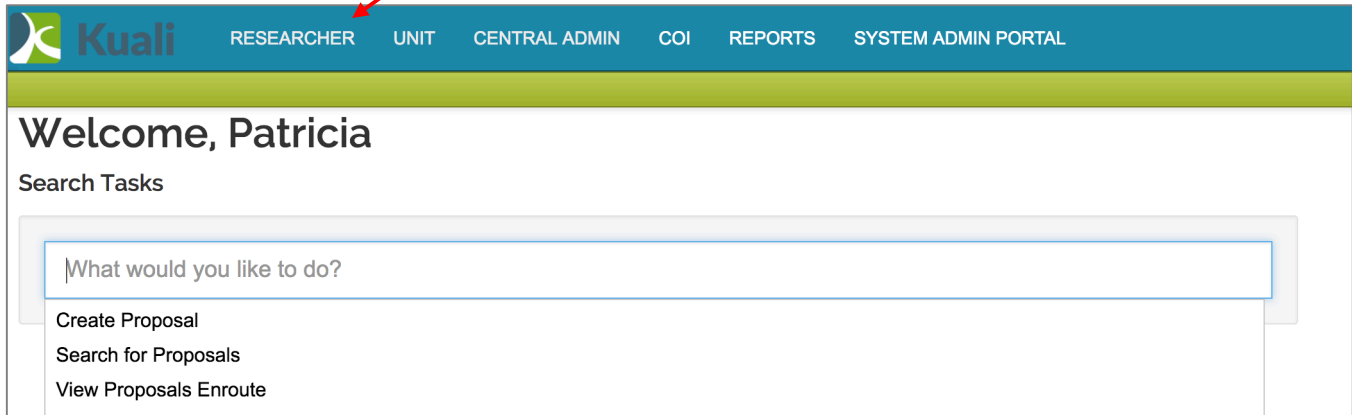


Figure 1 Kuali Home Page & Task Bar for Proposal Menu Options.

Use the Action List, Doc Search and Get Help from any screen.

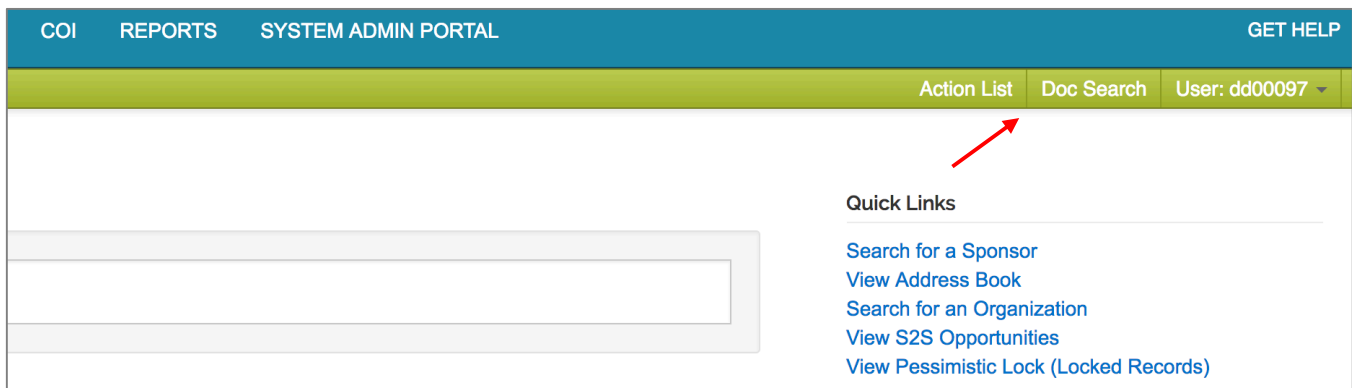


Figure 2 Action List, Doc Search and Help Menu Options

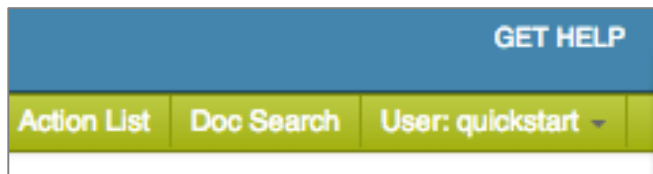
A document is a business transaction or maintenance action initiated in a web-based form. The system is designed around a series of forms.

Doc Search – Use this search for any documents that are authorized to access, such as a proposal or budget.

Action List - Communication “inbox” and “outbox”.

User – Indicates who is signed on to this session.

GET HELP – Directs the User to UMBC OSP Help Desk at ospa@umbc.edu to provide the information needed.



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Use the **Doc Search** to find a proposal by date, or document initiator. This is useful if the user is unable to find the Proposal Development through the normal search, or as a shortcut by date or initiator. The doc search stores your **current day's work** as a default, then search by date to find older documents.

Action List manages proposal development documents approvals or "actions" that need to be taken by each user. For example, a department chair could click on the action list to see his or her pending approvals.

Accessing Proposals

Depending on the user’s business role, he or she will have menu options, such as what a researcher will access or what the department administrator will need to use.

If the user is a Researcher or a Department Administrator (Unit) and are creating a proposal, navigate:

1. From the **HOME** page click on → **Researcher or Unit**
2. Click on  → to **Create a Proposal Development**
3. Click on  → to **Search for a Proposal Development**

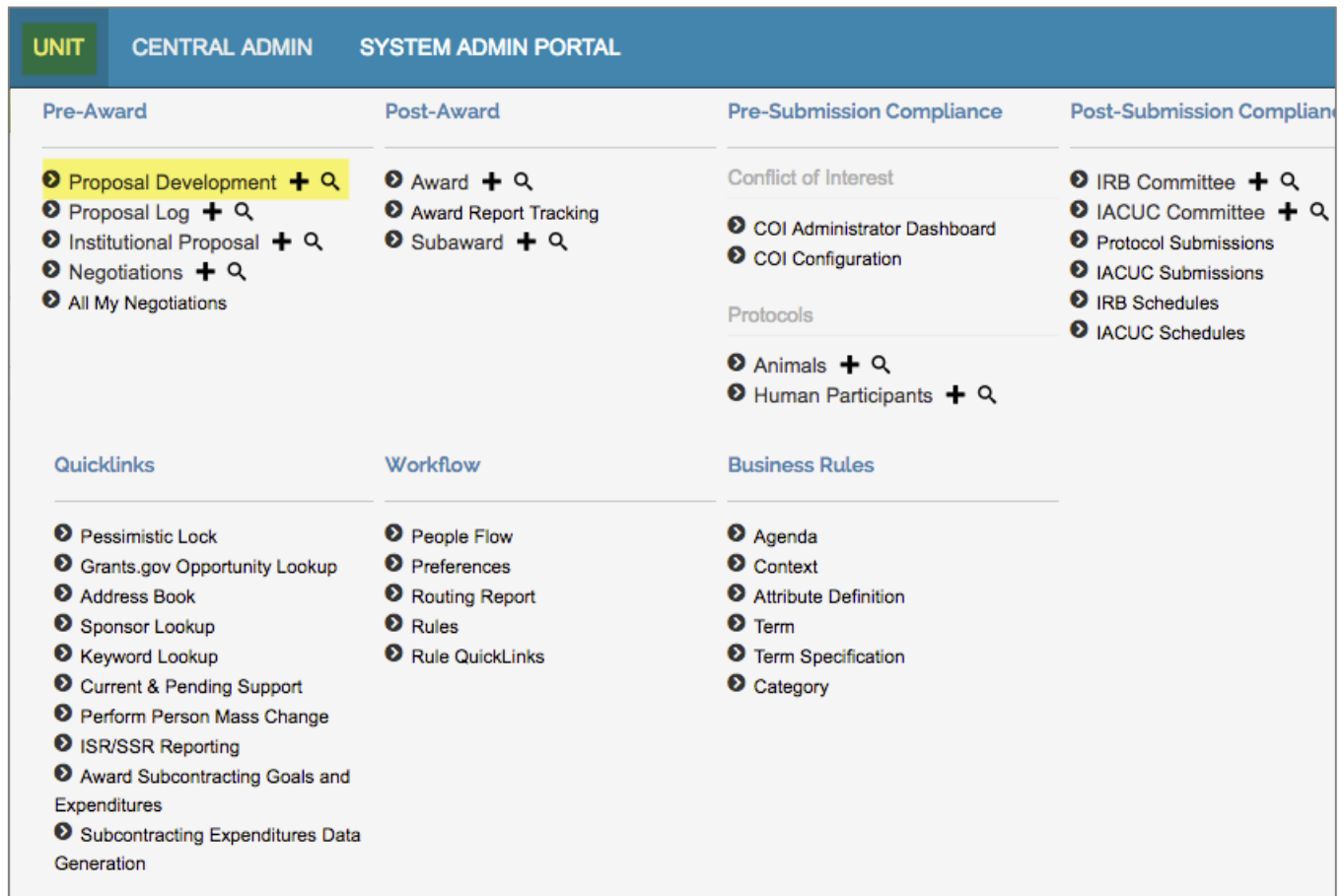
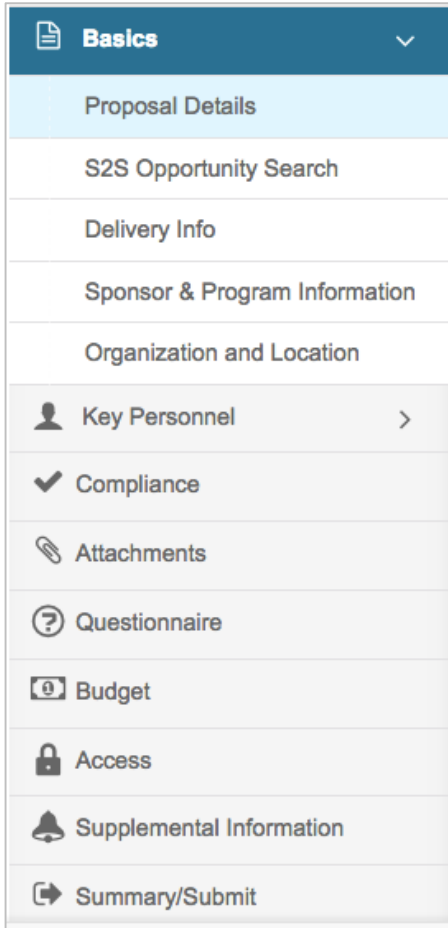


Figure 3 – Unit Main Menu / Create Proposal Development (Plus Sign)

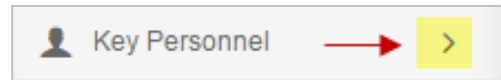
Navigation

Left Navigation panel:



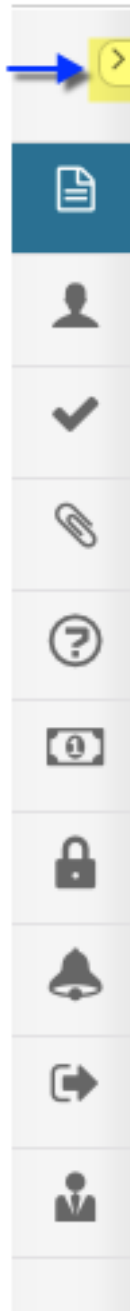
Click on any of the listed options in the left navigation panel to open and view the desired screen.

- Some options act as category headers denoted by the triangle on the far right (ex. Basics, and Key Personnel)



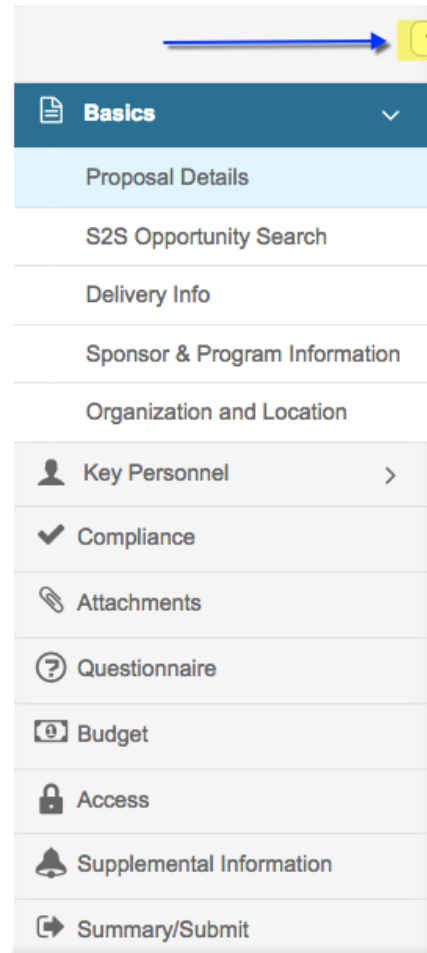
- Clicking on the **category header** when the triangle faces to the right will open a sub-menu, where the user can then click on one of the items in the sub-menu to open the working screen
- Clicking on the downward-facing triangle will collapse the sub-menu

Compressed Left Navigation Icon View:



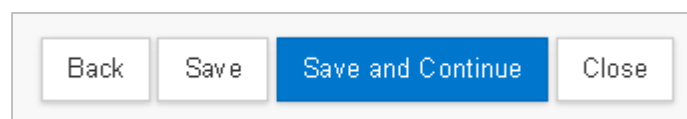
When screen space is at a premium, the user can click on the **left-facing triangle** at the top of the navigation panel to compress the navigation panel to icon mode.

- When the panel is compressed, clicking on an icon will display a pop-up menu of the available options.



- To expand the navigation panel, simply click the right-facing triangle at the top of the icon panel

Proposal Action at Bottom of the Screen:













Item	Description
	Click to navigate to the previous listing on the left navigation bar.
	Click to save any entered data and to stay on the same screen.
	Click the Save and Continue button to navigate to the next section of the Proposal/Budget as listed in the Navigation panel.
	Click to close and exit the proposal.

Table 2 – Proposal Footer Action Buttons

Icons

Icon	Description
	Calendar icon allows the user to select a date from a calendar tool and populates the field.
	Direct Inquiry icon displays additional details about the information appearing in the field/screen. For example, clicking the icon next to the Sponsor Name/Sponsor Code will display the Sponsor’s record.
	Lookup icon to search the reference table information to select from it and populate the field.
	Selection tools; use the drop-down menus, checkboxes, and/or radio buttons to select options to specify information in the field.
	Expands the field and opens it as a pop-up window.
	Information icon appearing next to questions in a Proposal. It displays more information about the specific questions.

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Icon	Description
	Fields marked with asterisk are required fields for saving the Proposal Development document.
	Delete icon.

Table 3 – Icons

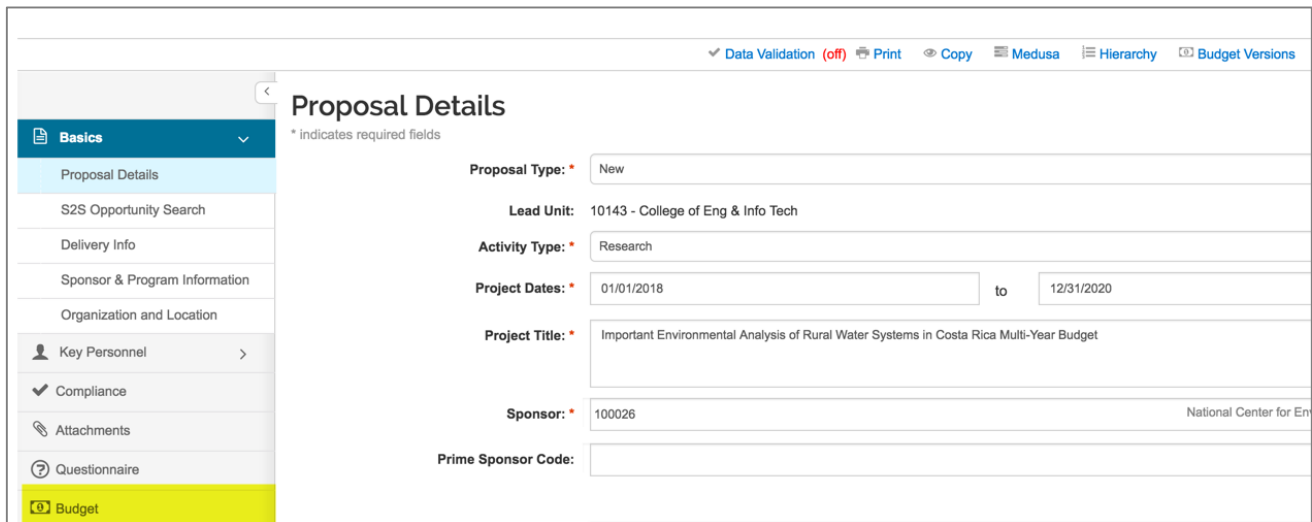
Creating a Detailed Budget – Detailed Instructions

Kuali includes the ability to create a budget for the proposal, personnel and non-personnel items. The system automatically calculates the rate of inflation, and salary increases as well as overhead.

The default budget period length is 12 months, so the system will attempt to divide the Full Project Period (as determined by the Start & End dates) into 12-month periods. Any remaining months become the final budget period. Users can define non-12-month budget periods by using the **Adjust Period Boundaries** function.

To create a Detailed Budget:

1. While in a Proposal, click on the **Budget** panel on the **Navigation** panel. The **Budgets** screen will open (the user must have a proposal already created in Kuali to create the budget).



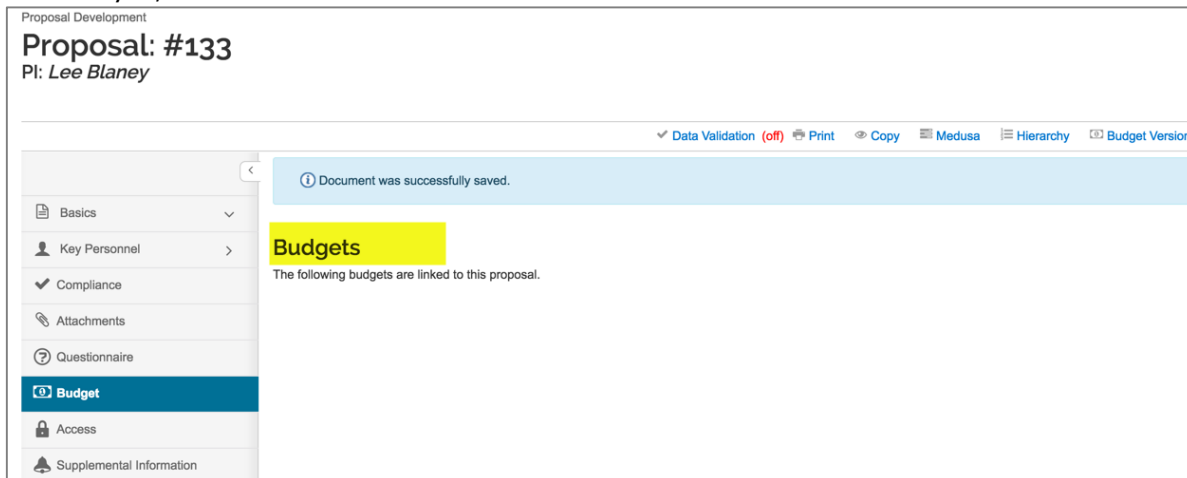
The screenshot shows the 'Proposal Details' form in Kuali. The left sidebar has a navigation menu with 'Budget' highlighted in yellow. The main form area contains the following fields:

- Proposal Type:** New
- Lead Unit:** 10143 - College of Eng & Info Tech
- Activity Type:** Research
- Project Dates:** 01/01/2018 to 12/31/2020
- Project Title:** Important Environmental Analysis of Rural Water Systems in Costa Rica Multi-Year Budget
- Sponsor:** 100026 National Center for En
- Prime Sponsor Code:** (empty field)

At the top right of the form, there are utility icons: Data Validation (off), Print, Copy, Medusa, Hierarchy, and Budget Versions.

Figure 4 – Budget Panel

Here is the first screen viewed when clicking on the BUDGET Panel. Since no budget has been created yet, this screen is blank.



The screenshot shows the 'Budgets (blank)' screen in Kuali. The top header displays 'Proposal Development' and 'Proposal: #133' with 'Pl: Lee Blaney'. A blue notification banner at the top says 'Document was successfully saved.' The left sidebar has 'Budget' highlighted in blue. The main content area shows the 'Budgets' heading and the text 'The following budgets are linked to this proposal.' Below this, there is a table with no data rows.

Figure 5 Budgets (blank)

2. In the **Budgets** screen, click the **Add Budget** button.



Create a Budget Version window will appear.

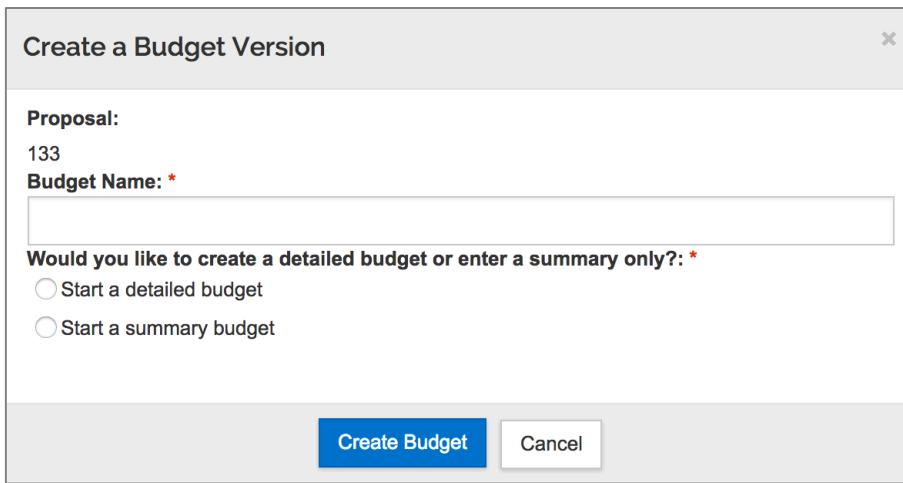


Figure 6 – Create a Budget Version Window

3. Complete the following fields in the **Budget Versions** window, as needed:

Field Name	Description
Budget Name	Required. Enter up to 40 characters of descriptive text to designate the name of each budget version. This name cannot be modified after the Create Budget button had been clicked.
Start a detailed budget	Click the radio button when preparing a detailed budget.
Start a summary budget	Click this radio button when preparing a summary budget for the proposal. (Do Not USE SUMMARY FOR THIS TRAINING) DO NOT start a summary budget if detailed line items are being entered. In most cases, UMBC proposals will use a detailed budget, not a summary budget.

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Table 4 – Create a Budget Version Fields

4. Click the **Create Budget** button.
5. The **Project Personnel** screen will display as the default view of the budget.

Creating a Detailed Budget – Exercise 1

In this scenario, create a new detailed budget using the proposal created in the proposal development class or other training proposal. Enter the information below:

Step No.	Instructions
1	While in your Proposal, click the Budget panel.
2	<p>In the Budgets screen:</p> <p>Click the Add Budget button</p> <p>In the Budget Version window select/enter: Budget Name: Detailed Budget 1 Select the radio button for Start a detailed budget Click the Create Budget button.</p>

Panels and Tabs

After the User clicks “create budget” the project personnel page display appears. Note your budget name appears at the top of the screen, along with the Proposal number. The User can have more than one budget version, finalizing and attaching a final version to the proposal.

The left-hand navigation panel is now *budget* specific. Use [Return to Proposal](#) to get back to the proposal panels.

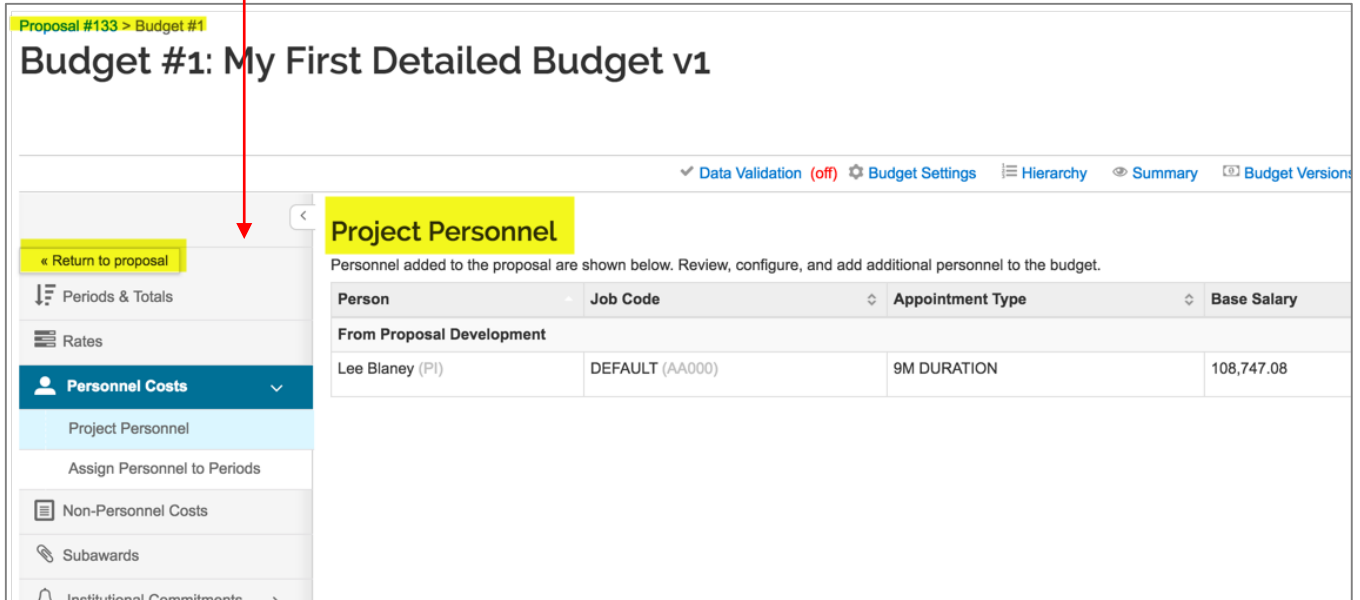


Figure 7 Budget Creation First Screen

Let’s take a closer look. The PI that was named in the proposal (Lee Blaney), is automatically added here in the project personnel. Key Personnel Section of the Proposal.

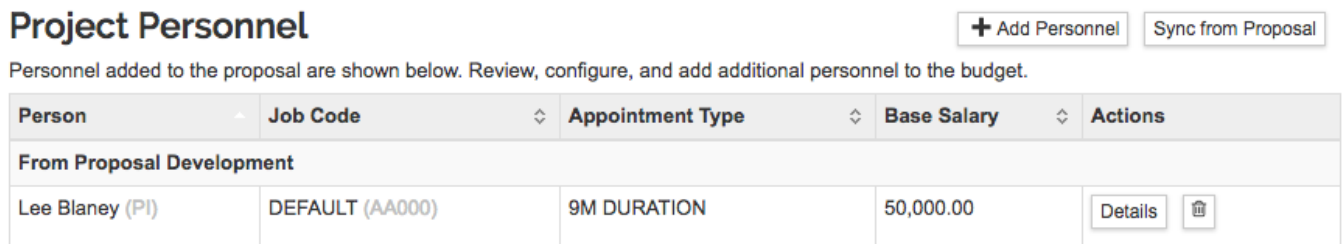


Figure 8 Key Personnel in the Budget

Perform the following functions in the project personnel section:

- Add people or remove people as necessary, including TBN Persons who will be named later.
- Add Base Salary and the Salary Effective Date.
- Select appropriate Appointment Type for each individual.
- Modify individual Job Codes (if needed).



Note: click the [Return to proposal](#) button.

Budget #1: My First Detailed Budget v1

[Data Validation \(off\)](#)
[Budget Settings](#)
[Hierarchy](#)
[Summary](#)
[Budget Versions](#)
[Autocalcu](#)

« Return to proposal
Recalculate with change

« Return to proposal

Periods & Totals

- Rates
- Personnel Costs >
- Non-Personnel Costs
- Subawards
- Institutional Commitments >
- Project Income
- Modular
- Budget Notes
- Budget Summary

Periods & Totals

+ Add Budget Period

Period Start Date	Period End Date	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit
01/01/2018	12/31/2018	12.0	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2019	12/31/2019	12.0	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2020	12/31/2020	12.0	0.00	0.00	0.00	0.00	0.00	0.00
		Total:	36.00	0.00	0.00	0.00	0.00	0.00

Figure 9 Budget Panels

Below is a brief description of each budget panel and the links at the top of the screen:

Panel/Link Name	Description
Periods & Totals	Displays the budget periods and project cost information. The cost information is automatically filled in as object codes and is added to the Personnel Costs and Non-Personnel Costs panels. This panel is also used to create a summary budget.
Rates	Sync to the Institute’s Rates or adjust the Applicable rates as needed. Rates are used to calculate F&A, Fringe Benefits, Inflation for Personnel and Non-Personnel Costs.
Personnel Costs	Setup and budget for Personnel. Load and view persons who will be participating in the project, including principal investigators, research assistants, and other “to be named” persons.
Non-Personnel Costs	Capture the non-personnel costs, such as equipment and materials in line items of the detailed budget.
Subawards	

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Panel/Link Name	Description
	The panel includes a user-friendly tool for subaward uploads that reads the uploaded Adobe subaward form and inserts system-generated line items for subaward funding values for each project period into the proposal budget.
Institutional Commitments	This panel is where the system captures Cost Sharing and Unrecovered F&A.
Project Income	Optional. Enter anticipated Project Income.
Modular	Allows Users to build a Modular Budget based on the detailed budget they entered.
Budget Notes	Add notes to the Budget as well as consolidate individual expense justifications entered at the line item level.
Budget Summary	Provides a snapshot view of the entire budget.
Data Validation link	Turn on/run Budget specific validations.
Budget Settings link	Basic summary information about the Budget such as status, dates, costs, rates, and totals. This is also where Budget Comments may be entered.
Hierarchy link	Provides the information on whether this budget is part of a proposal hierarchy.
Summary link	Opens a pop-up window that provides a snapshot view of the entire budget, similar to the information in the Budget Summary panel.
Budget Versions link	Allows users to view information about the budgets in the works; there can be multiple budget versions, one of which will be selected for the final and complete version.

Panel/Link Name	Description
Autocalculate Periods link	Allows the system to automatically calculate the budget periods.

Table 5 – Budget Panels and Links Description

Reviewing/Modifying Budget Settings – Detailed Instructions

The **Budget Setting** section gives the ability to confirm (and modify if needed) the F&A Rate Type (the rate allowed by the sponsor) and the Unrecovered F&A Rate Type (the normal rate type for project/activity).

Additionally, users can enter comments in this section that will be helpful while working on the budget, and collaborating with other users.

To Review/Modify Budget Settings:

1. While in the Budget, click the **Budget Settings** link at the top of the page.

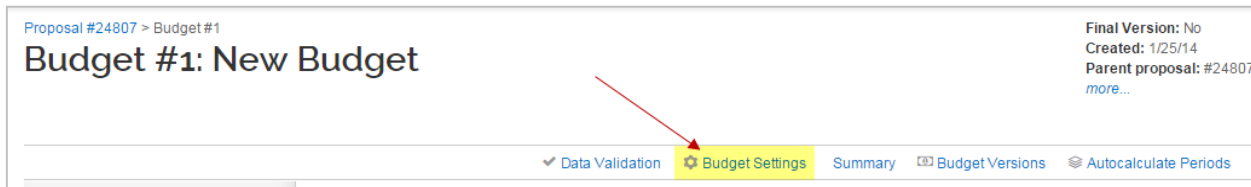
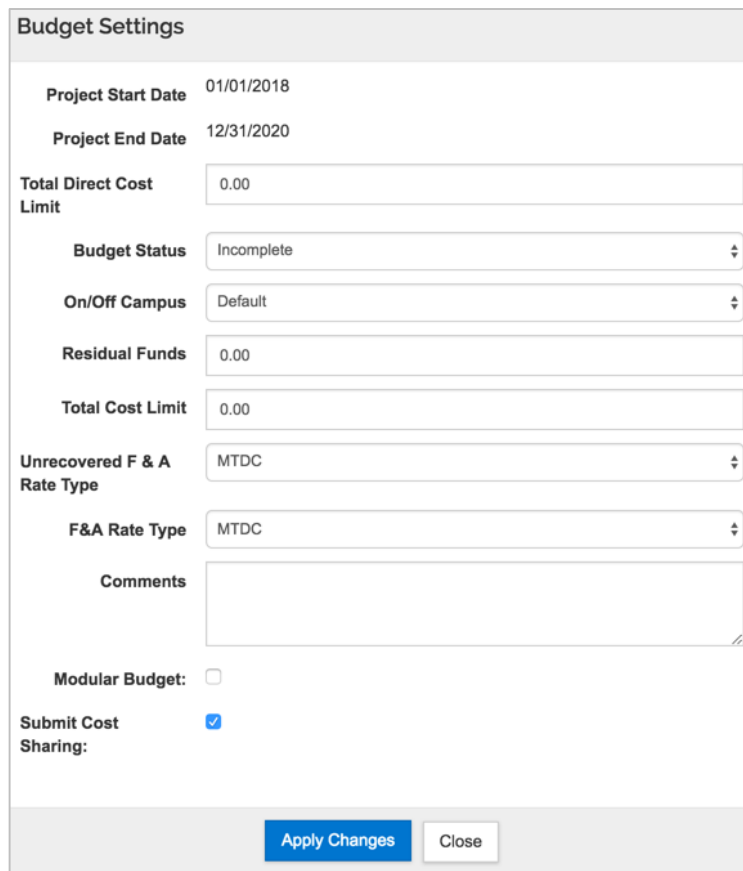


Figure 10 – Budget Settings Link

The **Budget Settings** window will open.

A screenshot of the 'Budget Settings' window. The window has a title bar 'Budget Settings'. It contains several fields and controls:

- Project Start Date: 01/01/2018
- Project End Date: 12/31/2020
- Total Direct Cost Limit: 0.00
- Budget Status: Incomplete (dropdown menu)
- On/Off Campus: Default (dropdown menu)
- Residual Funds: 0.00
- Total Cost Limit: 0.00
- Unrecovered F & A Rate Type: MTDC (dropdown menu)
- F&A Rate Type: MTDC (dropdown menu)
- Comments: A large text area for entering comments.
- Modular Budget:
- Submit Cost Sharing:

At the bottom of the window, there are two buttons: 'Apply Changes' and 'Close'.

Figure 11 – Budget Settings Window

2. Review and complete the fields in the **Budget Settings** window as needed:

Field Name	Description
Project Start Date	Display field. The requested start date of the proposed project. This date is supplied by the proposal.
Project End Date	Display field. The requested end date of the proposed project. This date is supplied by the proposal.
Total Direct Cost Limit	The maximum direct cost only to be paid by the sponsor, as entered by the User. The User will receive a warning message alerting them when the budget exceeds the total direct cost limit. This is an optional field.
Budget Status	Allows Users to designate the status of a budget version as 'Complete' or 'Incomplete'. The system defaults the field to ' Incomplete '. Before a proposal can be routed for approval, the budget status must be changed to ' Complete '.
On/Off Campus	Indicates whether the activity is performed On-campus, Off-campus, or a combination of both. <ul style="list-style-type: none"> • The 'Default' option allows the user to adjust the on/off campus checkbox at the cost element level. Default makes the yes/no read-only checkbox active and this setting affects the Line Item Details section requiring careful review of all lines • Select 'All On' or 'All Off' as necessary from the drop-down list to set for all calculations and avoid having to change them line-by-line.
Residual Funds	Optional field. Allows users to enter remaining funds, if any, from a previous award.
Total Cost Limit	Optional field for maximum cost (including indirect costs) to be paid by the sponsor, as entered by the user. The user will receive a warning message alerting them when the budget exceeds the total cost limit.

Field Name	Description
Unrecovered F&A Rate Type	The type of F&A Cost (i.e. overhead or Indirect Cost) applicable to the project, which is not provided by the sponsor. Select from the drop-down list the type of rate used for the F&A that is applicable to the project, but not recovered from the sponsor if applicable. The system defaults the selection to MTDC.
F&A Rate Type	The type of F&A Cost (i.e. overhead or Indirect Cost) applicable to the project, which is provided by the sponsor. This is the type of overhead rate that is applicable to the project. Click the drop-down arrow to display the list and click on an item in the list to highlight and select it to populate the box with your selection. The system defaults the selection to MTDC.
Comments	An optional text field that allows Users to enter internal remarks or explanations related to the budget.
Modular Budget	The box indicating if funding is being requested in the Modular Budget format (e.g. \$25,000 increments up to a maximum of \$250,000 per year.) Currently only used when applying for NIH funding. Select <input checked="" type="checkbox"/> to set the Modular Budget Flag, which is a system indication this is a modular budget format that is applicable to certain NIH proposals only.
Submit Cost Sharing	<p>This checkbox indicates whether the Cost Sharing that is entered in the Budget is going to get submitted to the Sponsor.</p> <ul style="list-style-type: none"> • If this checkbox is checked, it means that all or some of the Cost Sharing is being submitted to the Sponsor (individual object costs can have Cost Sharing checkbox unchecked so those amounts are not being submitted). This is the default setting. • If the checkbox is not checked, then none of the cost sharing is being submitted to the sponsor.

Table 6 – Budget Setting Fields



Note: If the user changes the F&A Rate Type, a message appears stating that the user should recalculate the budget since the new rate type will change the Indirect Costs for the budget.

3. Click the **Apply Changes** button to apply the modifications the user made to the settings and to close out of the **Budget Settings** window.

Adjusting Budget Period Boundaries – Detailed Instructions

By default, the system divides the project into 12-month periods. However, if needed, modify the start and end dates for the periods, or add/delete budget periods as long as they are within the Project Start and End Dates.

To adjust Period Boundaries:

1. While in the Budget, click the **Periods & Totals** panel on the **Navigation** panel. The **Periods & Totals** screen will display.

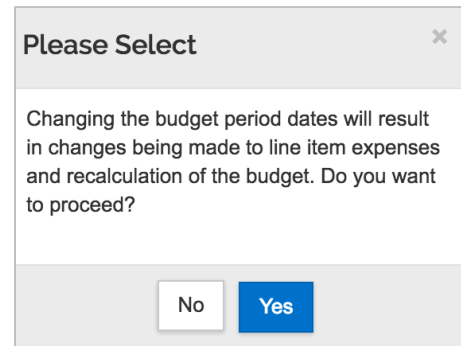
Period Start Date	Period End Date	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit	Actions
01/01/2018	12/31/2018	12.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
01/01/2019	12/31/2019	12.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
01/01/2020	12/31/2020	12.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		Total: 36.00	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00	

Figure 12 – Adjusting Period Boundaries

2. To add a **Budget Period**, click the **Add Budget Period** button.
3. To delete a **Budget Period**, click the in the **Actions** column for the Period the user wants to remove.

To edit information for any Project Period (e.g. **Period Start** and **End Dates** key in date changes.

Changes to Periods and Totals will result in changes to line items in the budget. Click “Yes” to recalculate line items.

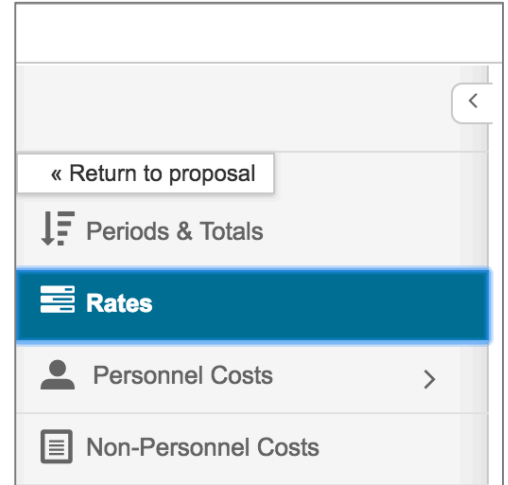


Modifying Proposal Rates

Kuali allows the user to synchronize (sync) your proposal rate table to the institute rate table by clicking the **Sync to Current Institutional Rates** or the **Sync All Rates** buttons in the **Rates** panel. The user may also make manual adjustments to the rate table when needed.

To Review/Modify Proposal Rates:

1. While in the Budget, click the **Rates** panel on the **Navigation** panel.



The **Rates** screen will open displaying across the top (**Organized Research F&A, Fringe Benefits, Inflation**) with the default display of the UMBC **Organized Research F&A** rates.

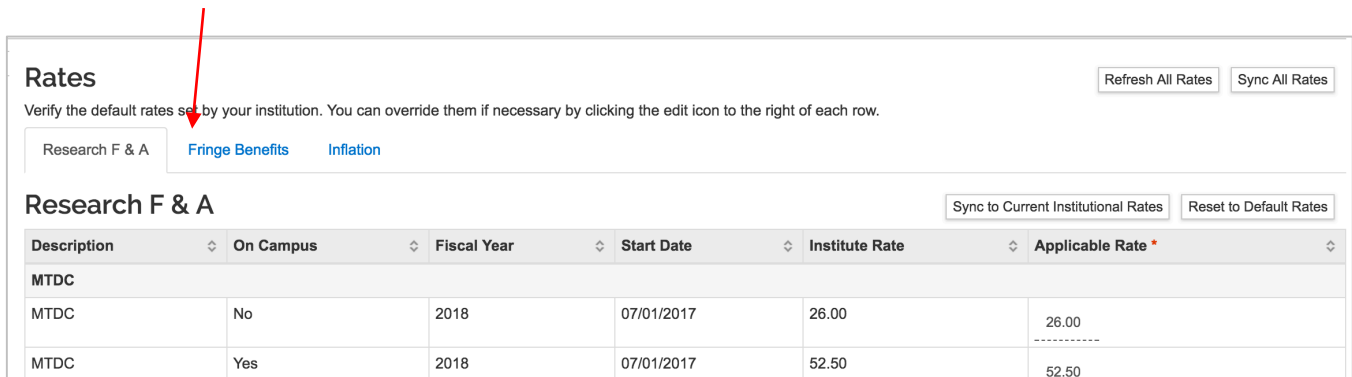


Figure 13 – Rates Tabs

To use the most up-to-date UMBC indirect, employee benefit, and inflation rates, synchronize (**Sync**) the **Proposal Rates** table to the **Institute Rates** table.

If using a copied proposal, this action is imperative; a newly generated proposal's rates should be valid, but a copied proposal may *have old rates* that require synchronizing.

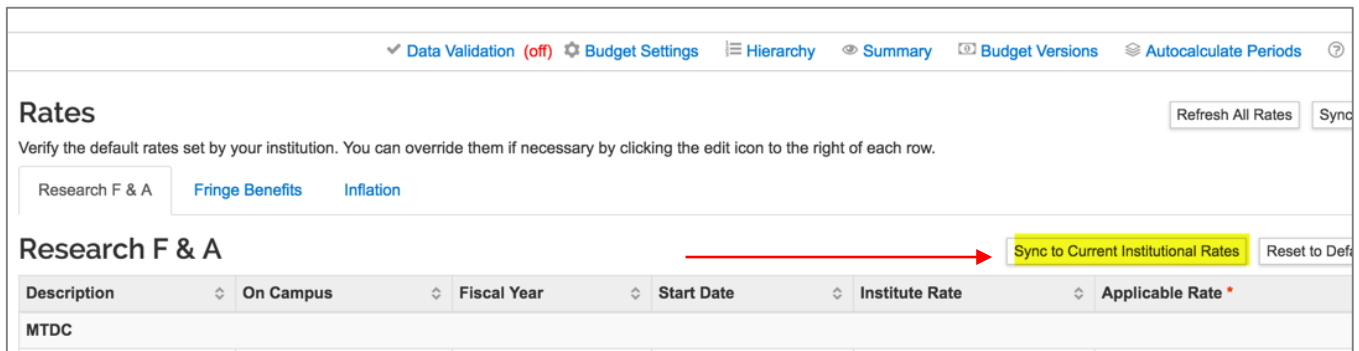


Figure 14 – Syncing to current UMBC Rates for this Tab

Refresh All Rates button (all tabs) and **Reset to Default Rates** (within each Rate Class), allows the user to revert **ALL** manual changes to the **Applicable Rates** in one click.

The system resets the values within the **Applicable Rate** fields to match the rates listed within the **Institute Rate** fields (whether or not the institute rates are current) within the rates sections.

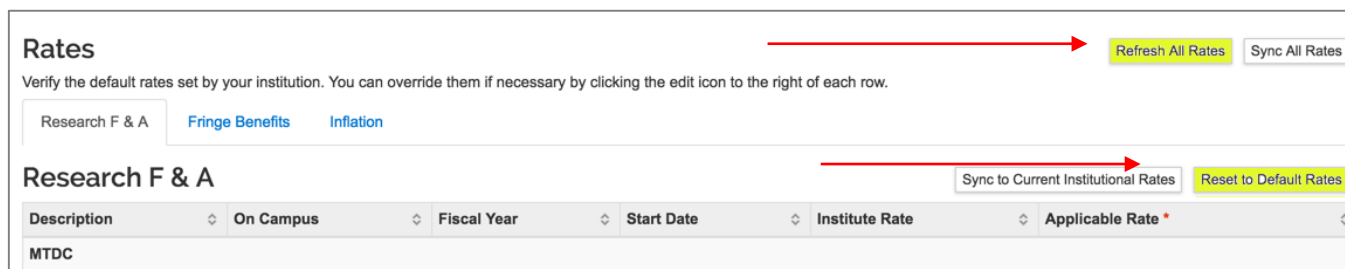


Figure 15 – Resetting Rates

- To modify the pre-populated rates, click the tab for the rates the user wants to modify (e.g. Organized Research F&A) and then click on the rate the user wants to modify in the **Applicable Rate** column. The **Rate** field will become editable. In the example below, the applicable rate for MTDC for the 3 years can be changed in the far right-hand column. Then, save the changes. The changes will be applied to the budget.

The screenshot shows the 'Research F & A' section with a table of rates. The table has columns for 'Description', 'On Campus', 'Fiscal Year', 'Start Date', 'Institute Rate', and 'Applicable Rate *'. The 'Applicable Rate' column is highlighted in yellow for the first three rows. The 'Institute Rate' column is also highlighted in yellow for the first three rows. The 'Applicable Rate' column is highlighted in yellow for the first three rows. The 'Institute Rate' column is also highlighted in yellow for the first three rows.

Description	On Campus	Fiscal Year	Start Date	Institute Rate	Applicable Rate *
MTDC	No	2018	07/01/2017	26.00	26.00
MTDC	Yes	2018	07/01/2017	52.50	52.50
MTDC	No	2019	07/01/2018	26.00	26.00
MTDC	Yes	2019	07/01/2018	53.00	53.00
MTDC	No	2020	07/01/2019	26.00	26.00
MTDC	Yes	2020	07/01/2019	53.00	53.00
MTDC	No	2021	07/01/2020	26.00	26.00

Figure 16 – Modifying Rates

- Enter the rate to be applied to the Proposal in the **Applicable Rate** field.
- Repeat these steps to modify all the needed rates.
- Click the **Save** button.

Modifying Proposal Rates – Exercise 2

In this scenario, modify the MTDC rate to 0% (both On- and Off-Campus) for 2018 and modify the Inflation rate for Faculty Salaries for all FYs to 2% (both On- and Off-Campus). Enter the information, as exemplified below:

Step No.	Instructions
1	While in the Budget, click the Rates panel.
2	<p>In the Rates screen → Organized Research F&A tab:</p> <p>In the MTDC rate rows: Change the On Campus MTDC Rate (FY 2018) to 0% Change the Off Campus MTDC Rate (FY 2018) to 0% Click the Save button</p>
	<p>In the Rates screen → Inflation tab:</p> <p>In the Faculty Salaries for all years: Change the On-Campus Inflation for Faculty Salaries (6/1) (all FYs) to 2% Change the Off-Campus Inflation for Faculty Salaries (6/1) (all FYs) to 2% Click the Save button.</p>

Adding Budget Costs

Personnel Costs

Personnel Cost Elements within a budget describe the salaries for individuals that will be directly funded out of the proposal award. Quali allows the user to add and budget for named persons (Investigators, Key Persons) as well as persons to be named at a later date (Postdocs, research assistants).

Entering Personnel Budget Costs is a two-part process.

- Update the **Project Personnel** list for your budget
- **Add Budget Persons** to personnel cost elements within the budget

Adding TBN(s) to Project Personnel

Quali at UMBC has been pre-loaded with a variety of **To Be Named** (TBN) positions, such as Research Assistants, Administrative/Clerical, Post Docs, etc. Additionally, TBN positions have also been pre-loaded to the **Employee** search option to allow for **Base Salary** and **Appointment Type** information for these TBNs to automatically populate based upon the current Institute rate.

With that said, there are two ways to add TBNs to your budget, via:

- **Employee Search** automatically populates the **Base Salary** and **Appointment Type** fields with pre-defined information.
- **To Be Named Search** (for all TBNs – including the ones available in the Employee Search; all Salary and Appointment Type information must be manually updated in the budget).

To add TBN to Project Personnel via Employee Search:

1. While in the Budget, click the **Personnel Cost** → **Project Personnel** in the **Navigation** panel. The **Project Personnel** screen will open.


The screenshot shows the 'Project Personnel' subpanel. At the top, there are several utility buttons: 'Data Validation (off)', 'Budget Settings', 'Hierarchy', 'Summary', 'Budget Versions', 'Autocalculate Periods', and 'Help'. Below these is the subpanel title 'Project Personnel' and two buttons: '+ Add Personnel' and 'Sync from Proposal'. A red arrow points to the '+ Add Personnel' button. Below the buttons is a table with the following data:

Person	Job Code	Appointment Type	Base Salary	Actions
From Proposal Development				
Lee Blaney (PI)	DEFAULT (AA000)	9M DURATION	108,747.08	Details

Figure 17 – Project Personnel Add personnel

While in the **Project Personnel** subpanel, click the **Add Personnel** button.

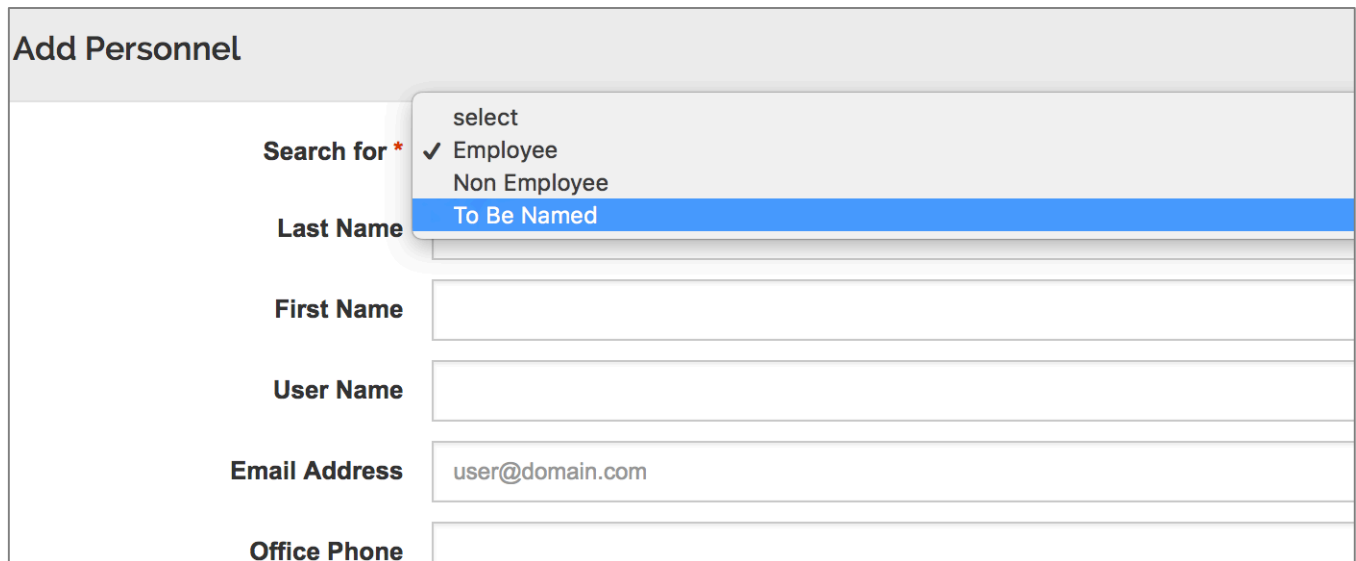
The **Add Personnel** window will open.



The screenshot shows a window titled "Add Personnel" with a close button (X) in the top right corner. Below the title bar, there is a "Search for *" dropdown menu currently displaying "Employee". Below this are several input fields: "Last Name", "First Name", "User Name", "Email Address" (containing "user@domain.com"), and "Office Phone".

Figure 18 – Adding TBN

2. In the **Add Personnel** window:
From the **Search** use the dropdown and select **To Be Named**



The screenshot shows the "Add Personnel" window with the "Search for *" dropdown menu open. The menu options are: "select", "✓ Employee", "Non Employee", and "To Be Named". The "To Be Named" option is highlighted in blue. The other input fields ("Last Name", "First Name", "User Name", "Email Address" with "user@domain.com", and "Office Phone") are visible below the dropdown.

Figure 19 – Adding TBN

3. Select the TBN(s)

TBN's will be added to the **Project Personnel** section where the user will need to update the details for each of them, if applicable, per the instructions described in the next section (**Updating Project Personnel Details**).

Add Personnel

Search for *

Select the quantity of each 'to be named' person category to be returned to your budget.

Person Category	Quantity
Peer Mentor	<input style="width: 50px;" type="text" value="0"/>
TBN	<input style="width: 50px;" type="text" value="0"/>
TBN, Administrative Assistant	<input style="width: 50px;" type="text" value="0"/>
TBN, Administrative Manager	<input style="width: 50px;" type="text" value="0"/>
TBN, Administrator	<input style="width: 50px;" type="text" value="0"/>
TBN, Bioinformatic Analyst	<input style="width: 50px;" type="text" value="0"/>
TBN, Bioinformatic Scientist	<input style="width: 50px;" type="text" value="0"/>
TBN, Biostatistician	<input style="width: 50px;" type="text" value="0"/>

Figure 20 – Added TBN

Base Salary and Appointment Type for TBN will automatically populate based upon current UMBC Institute rate (Yearly Salary Amount with 12M Employee Appointment Type). This Base Salary and Appointment Type may be edited in proposal to meet individual DLC rates for these categories.

4. If needed, repeat these steps to add more TBNs via the Employee search option.

If adding multiple TBNs of the **same type**, Quali will behave as if all those TBNs are the same person. In order to distinguish the TBNs and prevent system errors when budgeting for them, the user will need to change the Job Code of the TBN(s), so no two TBNs have the same Job Code. The steps to change the Job Code are reviewed in **Updating Project Personnel Details** section of this guide.

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TBN, Technical Writer	<input type="text" value="0"/>
TBN, Technician	<input type="text" value="1"/>
TBN, Video Editor	<input type="text" value="0"/>
TBN, Web Designer	<input type="text" value="0"/>
TBN, Web Maintenance Specialist	<input type="text" value="0"/>

Add TBN Personnel to Budget
Cancel

Figure 21 – Add TBN to the budget

Project Personnel					+ Add Personnel	Sync from Proc
Personnel added to the proposal are shown below. Review, configure, and add additional personnel to the budget.						
Person	Job Code	Appointment Type	Base Salary	Actions		
From Proposal Development						
Lee Blaney (PI)	DEFAULT (AA000)	9M DURATION	108,747.08	Details	🗑️	
Other Personnel						
TBN, Data Analyst - 1	DEFAULT (AA000)	12M DURATION	0.00	Details	🗑️	
TBN, Technician - 1	DEFAULT (AA000)	12M DURATION	0.00	Details	🗑️	

Figure 22 TBN Project Personnel in the budget

Updating Project Personnel

The next step in the Personnel budgeting process is to update the **Project Personnel** screen with the salaries and details as needed.

To update the Project Personnel information:

1. While in the Budget, click the **Personnel Cost** panel → **Project Personnel** subpanel in the **Navigation** panel. The **Project Personnel** screen will open.

From Proposal Development				
Lee Blaney (PI)	DEFAULT (AA000)	9M DURATION	108,747.08	Details
Other Personnel				
TBN, Data Analyst - 1	DEFAULT (AA000)	12M DURATION	0.00	Details
TBN, Technician - 1	DEFAULT (AA000)	12M DURATION	0.00	Details

Figure 23 – Project Personnel details

2. For each individual that will be included in the Proposal Budget, click the **Details** button to update the following fields/information in the **Edit Personnel** window → **Details** tab (as needed):

✕
Edit Personnel

Lee Blaney

Details

Salary by Period

Details

Role: Principal Investigator

Job Code: * AA000

Job Title: DEFAULT

Appointment Type: 9M DURATION

Salary Effective Date: 01/01/2018

Salary Anniversary Date:

Base Salary: 108,747.08

Figure 24 – Edit Personnel Window

Here are details that can be changes as needed:

Field Name	Description
Job Code	When multiple TBNs of the same type are included via the Employee search option in the Project Personnel section of the Budget, the user must change the Job Code for the TBN(s), so that no two TBNs (of the same type – e.g. 2 TBN, Post-Docs) have the same Job Code.
Appointment Type	Select the appropriate Appointment Type for the individual
Salary Effective Date	<p>The Salary Effective Date is the date of the employee's last annual salary increase. The System uses the Effective Date to calculate salary inflation and it will automatically default the Salary Effective Date field to the start date of the proposal.</p> <p>Users should modify this date to match the date of the employee’s last annual salary increase.</p>
Base Salary	<p>The Base Salary is the individual's current base salary as of the Effective Date entered in the Salary Effective Date field. (This is the annual salary as of the date of the last salary increase based on Appointment Type selected).</p> <p>For example, if the user enters a base salary of \$90,000 for an individual with a 9M Duration (i.e. 9-month appointment), salary calculations will be based on \$10,000 per month.</p>

Table 7 – Edit Personnel Fields

3. Click the **Save Changes** button to capture the changes the user made to the individual’s information and to close out of the **Edit Personnel** window.
4. Click the **Save** button at the bottom of the **Project Personnel** screen.
5. Repeat these steps to update the information for the other Project Personnel.

Adding Personnel Cost Elements

Once the Project Personnel information has been set-up, the user is now able to budget for your personnel.

To add Personnel Cost Elements:

1. While in the Budget, click the **Personnel Cost** → **Assign Personnel to Periods** in the **Navigation** panel. The **Assign Personnel to Periods** screen will open with Period tabs displayed at the top (Period 1 is the default display).

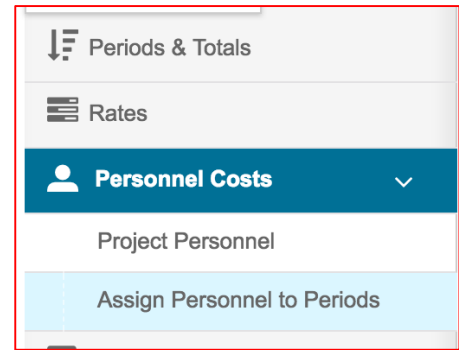


Figure 25 – Assign Personnel to Periods

2. In the **Assign Personnel to Periods** screen, click the **Assign Personnel...** button.

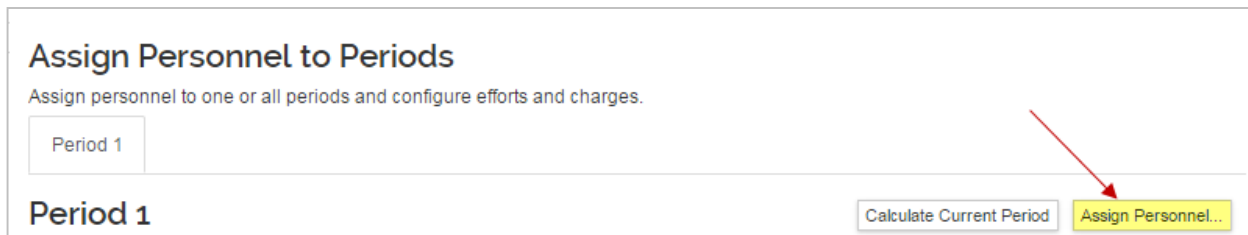


Figure 26 – Assign Personnel... Button

The **Add Personnel to Period** window will appear. Use the dropdown to select the person:

Figure 27 – Assign Personnel to Period Window

3. Complete the fields as described below:

Field Name	Description
Person	Displays the eligible Project Personnel. Select one of the named persons to apply to the budget period.
Object Code	Displays the available cost elements. Select the appropriate cost element to the project person selected in the Person column. Click the lookup icon to open the full list of potential cost elements in a separate window.
Group	Groups are useful if the user will have multiple persons with similar special charges, such as off-campus F&A rate, no inflation, or submit/do not submit cost sharing details.

Field Name	Description
Start Date	If the Start Date is not the same as the budget period start, enter the appropriate date or use the calendar tool to select a date. It may be appropriate to change one of these dates to compensate for such occurrences as academic appointments, vacation eligible time, or a late start on the project.
End Date	If the End Date is not the same as the budget period end, enter the appropriate date or use the calendar tool to select a date.
Effort %	Click in the Effort % field to enter the percentage effort this person will charge to the project.
Charged %	Click in the Charged % field to enter the percentage of the person's salary to be charged to the project. (This field cannot be greater than % Effort . Amounts less than Effort % will result in Cost Sharing.)
Period Type	Select a Period Type . Available types will be Academic, Summer, and Calendar. (The type will appear on certain budget forms but does not impact the calculation.) Note: The Period Type will be determined by that person's appointment type. For example, faculty with academic appointments should not be listed with a Calendar period type.

Table 8 – Add Personnel to Period Fields

- After completing the **Add Personnel to Period** window, click the **Assign to Period 1** button.
- Assign Personnel to Periods** screen will now appear and see the added individual.

Period 1								Calculate Current Period	Assign Personnel...
Person	Start	End	Effort	Charged	Period Type	Requested Salary	Calculated Fringe	Actions	
Regular Faculty								Details & Rates	
Lee Blaney	01/01/2018	12/31/2018	10.00	10.00	Academic	14,717.10	5,003.82	<input type="button" value="Details"/> <input type="button" value="🗑️"/>	

Figure 28 – Added Personnel

- Click the **Save** button at the bottom of the **Assign Personnel to Periods** screen.
- Repeat these steps to budget for additional Personnel.

Adding Personnel Budget Costs – Exercise 3

In this scenario, update the Project Personnel section of your Budget and then budget for Proposal Personnel. Enter the information, as exemplified below:

Step No.	Instructions
1	While in the Budget, click the Personnel Costs panel → Project Personnel subpanel.
2	In the Project Personnel screen: Click the Add Personnel button In the Add Personnel window: Search for: To Be Named In the displayed Person Categories, enter 1 in the Quantity field for TBN Technician – 1 Click the Add TBN Personnel to Budget button.
3	In the Project Personnel screen: Click the Details button for TBN – Technician - 1 In the Edit Personnel window: Appointment Type: 12M Employee Salary Effective Date: 06/01/2017 Base Salary: 50,000 Click the Save Changes button
4	Click the Save button at the bottom of the Project Personnel screen
5	Click the Assign Personnel to Periods subpanel Click the Assign Personnel... button In the Add Personnel to Period window: Person: TBN – Technician – 1 (AA000) Object Code: Regular Exempt Start Date: 01/01/2018 10 End Date: 05/31/2018 Effort %: 100

Step No.	Instructions
	<p>Charged %: 100 Period Type: Calendar from the drop-down Click the Assign to Period 1 button</p>
7	<p>Click the Save button at the bottom of the Assign Personnel to Periods screen.</p>

Adding Non-Personnel Budget Costs – Detailed Instructions

Non-Personnel line items are those items within your budget that do not pay salaries or benefits to people working on the project. Non-Personnel Line Items include travel costs, supplies (such as consumables and reagents), equipment, subawards, and other operating expenses.

1. While in the Budget, click the **Non-Personnel Costs** panel in the **Navigation** panel. The **Non-Personnel Costs** screen will open with the **Period** tabs displayed at the top (Period 1 is the default display).

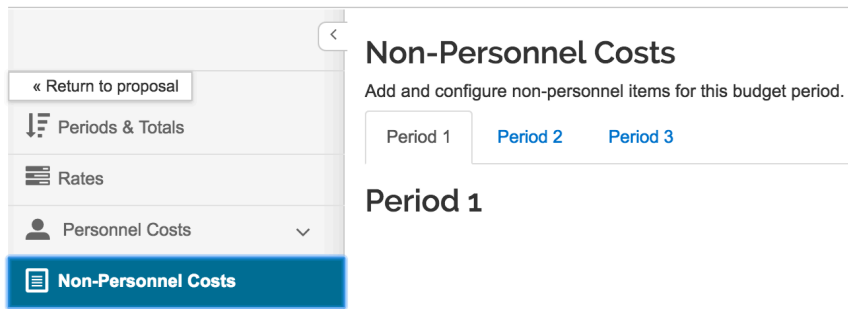


Figure 29 – Non-Personnel Cost Panel

2. In the **Non-Personnel Costs** screen, click the **Assign Non-Personnel** button. The **Add Assigned Non-Personnel** window will appear.

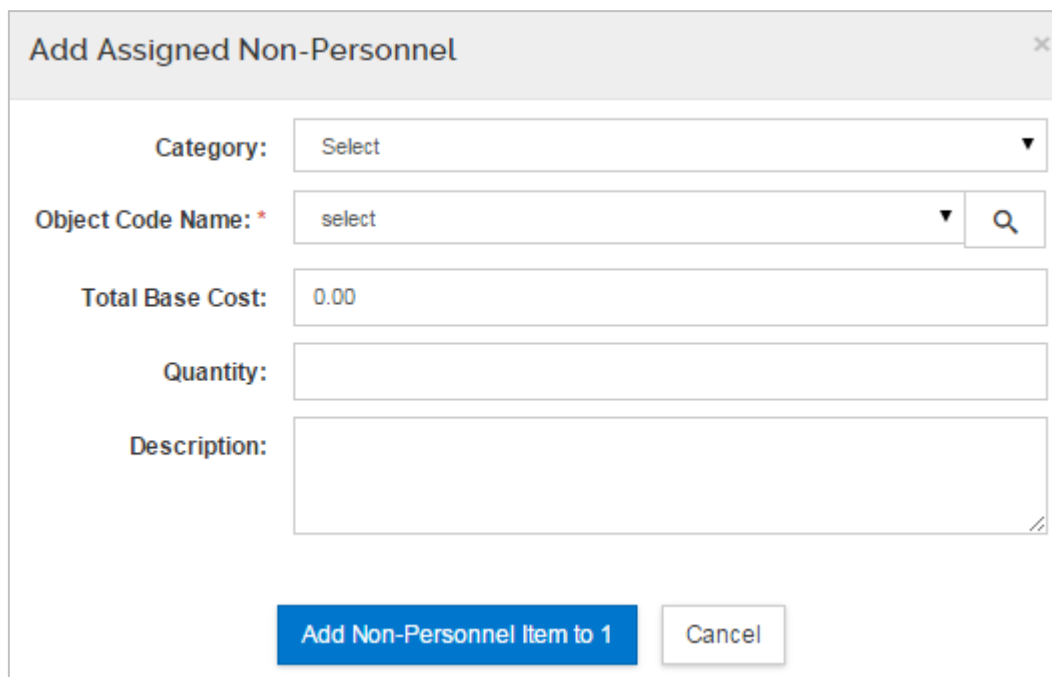


Figure 30 – Add Assigned Non-Personnel Window

3. Complete the fields as described below:

Field Name	Description
Category	Displays available Non-Personnel Budget Categories (e.g. Equipment, Travel, Participant Support, Other Direct, etc.). Select the Category for the Non-Personnel Line Item the user want to add.
Object Code Name	Displays the potential cost elements appropriate to the Category selected in the Category field. Alternatively, click the lookup icon to open the full list of potential cost elements in a separate window. Locate the appropriate cost elements and click on return value to select the item.
Total Base Cost	Specify the total amount for the item entered.
Quantity	Specify the number of the particular item being purchased (e.g. 1). This field can be left blank and does not have any calculating logic.
Description	Enter text in the Description window if needed. Descriptions are required for the System-to-System (S2S) budget forms for Equipment Objects Cost.

Table 9 - Add Assigned Non-Personnel Fields

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

The system returns to the **Non-Personnel Costs** screen where the User sees the added line item.

Period 1				
Description	Description	Quantity	Total Base Cost	Actions
Equipment				
Equipment <\$5k	water testing kits	12	4,800.00	Details

Figure 31 – Added Non-Personnel Cost

5. Click the **Save** button at the bottom of the **Non-Personnel Costs** screen.

6. Repeat these steps to budget for additional Non-Personnel budget costs.

Viewing/Modifying Line Item Details

In the case where there is **Cost Sharing, Under-recovery,** or to modify the **On/Off Campus** status for a non-personnel line item in your budget, navigate to the Non-Personnel Line Item Details section to make the necessary adjustments.

To review and modify the Line Item Details for the Non-Personnel Line Item:

1. While in the **Non-Personnel Costs** screen, click on the **Details** button in the **Actions** column for the **Line Item** where the user wants to modify the details.

Period 1 Assign Non-P


Description	Description	Quantity	Total Base Cost	Actions
Equipment				
Equipment <\$5k	water testing kits	12	4,800.00	Details 


Figure 32 – Line Item Details


2. The **Edit Assigned Non-Personnel** window will open, with tabs (**Details, Cost Sharing,** and **Rates**) displayed at the top (Details tab is the default display).


Edit Assigned Non-Personnel ✕



water testing kits

Details

Start Date: * 

End Date: * 

Category Type: 

Category:  

Object Code Name: Equipment <\$5k

Total Base Cost:

Quantity:

Description:

Inflation Rates

Description	Start Date	Institution Rate	Applicable Rate
Materials and Services	07/01/2017	3.00	3.00
Materials and Services	07/01/2018	3.00	3.00

Apply Inflation:

Submit cost sharing:

On Campus:

Figure 33 – Edit Assigned Non-Personnel Window

Details Tab:

Field Name	Description
Start Date	If appropriate, modify the Start Date if it is not the same as the budget period start. Enter the appropriate date or use the calendar tool to select a date.
End Date	If appropriate, modify the End Date if it is not the same as the budget period end. Enter the appropriate date or use the calendar tool to select a date.
Budget Category	If applicable, click the down-arrow to change the category from the default for this cost element.
Apply Inflation	If eligible, check/uncheck the Apply Inflation check box for the cost element. The default setting is 'checked' so inflation applies.
Submit Cost Sharing	Uncheck the Submit Cost Sharing so this line item's cost share expense won't appear on S2S forms. (This does not eliminate the need to track cost sharing commitments.)
On Campus	Defaults to the centrally maintained status for this cost element. Check or uncheck the box to change the status. Unchecking this checkbox will apply the 'off' campus rate for this cost element.

Table 10 – Edit Assigned Non-Personnel → Details Tab

Cost Sharing Tab:

Figure 34 – Edit Assigned Non-Personnel → Cost Sharing Tab

Field Name	Description
Cost Sharing	If appropriate, enter the contributed amount designated as cost shared.
Unrecovered F&A	(Display only). Will populate with the calculated under-recovery, if any.
Justification Notes	(Optional). Use this box to enter notes about this cost element. All the notes can be consolidated to provide the user with a text document that can aid in preparing your complete budget justification narrative.

Table 11 – Edit Assigned Non-Personnel → Cost Sharing Tab

Rates Tab:

The **Rates** tab is used to view and adjust indirect and fringe rate application to the selected cost element. The columns list the rate class, type, the default application, the calculated rate, and calculated cost sharing, if applicable.

Edit Assigned Non-Personnel

water testing kits

Details
Cost Sharing
Rates

Rates

Class	Type	Rate Cost	Rate Cost Sharing	Apply Rate?
MTDC	MTDC	2,532.10	0.00	<input checked="" type="checkbox"/>

Save Changes
Save And Apply To Other Periods
Sync To Period Direct Cost Limit

Sync To Period Cost Limit
Cancel

Figure 35 - Edit Assigned Non-Personnel → Rates Tab

Uncheck the box in the “**Apply Rate?**” Column to un-apply – which may only be relevant for special submissions – **Caution: This will become under-recovery.**

In addition, users can:

Save Changes
Save And Apply To Other Periods
Sync To Period Cost Direct Limit

Sync To Period Cost Limit
Cancel

Figure 36 – Additional Line Items Functions

Sync to Period Cost Limit: Click this button to recalculate the budget using this line item expense to goal-seek the value to meet the period cost limit entered in the Parameters tab for this budget period. The value may be increased or decreased, depending on the current budget total. The user will be presented with an option to cancel this transaction.

Sync to Period Direct Cost Limit: Click this button to recalculate the budget using this line item expense to goal-seek the value to meet the period direct cost limit entered in the Parameters tab for this budget period. The value may be increased or decreased, depending on the current budget total. The user will be presented with an option to cancel this transaction.

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1. Click the **Save Changes** button or **Save and Apply to Other Periods** button (as appropriate) to save all the information that the user entered in the **Edit Assigned Non-Personnel** window.

Adding Non-Personnel Budget Costs – Exercise 4

In this scenario, budget for your Non-Personnel Budget Costs. Enter the information, as exemplified below:

Step No.	Instructions
1	While in the Budget, click the Non-Personnel Costs panel.
2	<p>In the Non-Personnel Costs screen:</p> <p style="padding-left: 40px;">Click the Assign Non-Personnel... button In the Add Assigned Non-Personnel window: Category: Equipment Object Code Name: Equipment – Not MTDC Total Base Cost: 1000 Quantity: 1 Description: Microscope Click the Add Non-Personnel Item to 1 button</p> <p style="padding-left: 40px;">Click the Assign Non-Personnel... button In the Add Assigned Non-Personnel window: Category: Travel Object Code Name: Travel Expenses Total Base Cost: 2000 Description: Conference Click the Add Non-Personnel Item to 1 button</p> <p style="padding-left: 40px;">Click the Assign Non-Personnel... button In the Add Assigned Non-Personnel window: Category: Other Direct Object Code Name: Materials and Services Total Base Cost: 1000 Click the Add Non-Personnel Item to 1 button</p>
3	<p>In the Non-Personnel Costs screen:</p> <p style="padding-left: 40px;">Click the Details button for Equipment – Not MTDC In the Edit Assigned Non-Personnel window: Click the Cost Sharing tab</p>

Step No.	Instructions
	<p>Cost Sharing: 5000 Click the Save Changes button</p> <p>Click the Details button for Travel Expenses. In the Edit Assigned Non-Personnel window: Click the Details tab Uncheck the Apply Inflation checkbox Click the Save Changes button</p>
4	Click the Save button at the bottom of the Non-Personnel Costs screen.

Autocalculate All Budget Periods

After completing Period 1 of the budget, use the system to generate the remaining budget periods with details. The **Autocalculate Periods** function can be performed **only once per budget version** (if the user copy, create a new budget version, the user can use Autocalculate Periods for that version). The rates for MTDC and Inflation that the user adjusted in previous exercises will be applied when Kuali generates the remaining periods.

To generate all Budget Periods:

1. While in the Budget, click the **Autocalculate Periods** link at the top of the **Budget** screen.

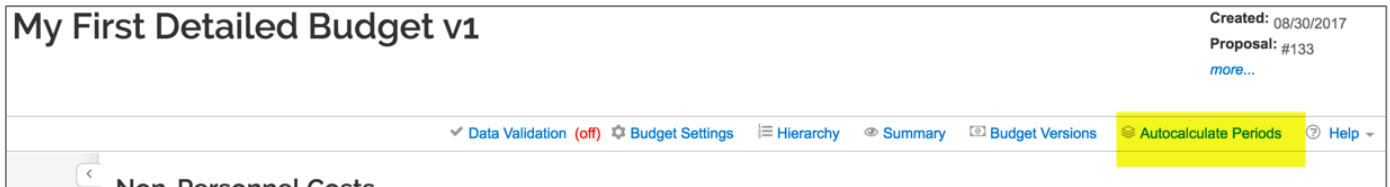


Figure 37 – Autocalculate Periods

The remaining **Budget Periods** will be updated with the costs entered in Year 1 of your budget.

In the example below, **Autocalculate** has populated all 3 years of the budget. To check your work, navigate to either Periods and Totals,

Periods & Totals										
Period Start Date *	Period End Date *	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit	Actions
01/01/2018	12/31/2018	12.0	82,134.01	53,814.58	28,319.43	0.00	0.00	0.00	0.00	
01/01/2019	12/31/2019	12.0	84,806.41	55,429.02	29,377.39	0.00	0.00	0.00	0.00	
01/01/2020	12/31/2020	12.0	86,996.64	57,091.90	29,904.74	0.00	0.00	0.00	0.00	
		Total: 36.00	Total: 253,937.06	Total: 166,335.50	Total: 87,601.56	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00	

Figure 38 periods and totals after "Autocalculate"

or view Budget Summary via link



Figure 39 Budget Summary Quick Link

Summary				
Here's a summary of your current budget.				
	P1 (01/01/2018 - 12/31/2018)	P2 (01/01/2019 - 12/31/2019)	P3 (01/01/2020 - 12/31/2020)	Totals
Personnel				
➤ Salary	\$36,825.43	\$37,930.20	\$39,068.11	\$113,823.74
➤ Fringe	\$12,189.15	\$12,554.82	\$12,931.47	\$37,675.44
Calculated Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00
Personnel Subtotal	\$49,014.58	\$50,485.02	\$51,999.58	\$151,499.18
Non-personnel				
➤ Equipment	\$4,800.00	\$4,944.00	\$5,092.32	\$14,836.32
Calculated Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00
Non-personnel Subtotal	\$4,800.00	\$4,944.00	\$5,092.32	\$14,836.32
Totals				
Total Direct Cost	\$53,814.58	\$55,429.02	\$57,091.90	\$166,335.50
Total F&A Costs	\$28,319.43	\$29,377.39	\$29,904.74	\$87,601.56
Totals Subtotal	\$82,134.01	\$84,806.41	\$86,996.64	\$253,937.06

Figure 40 Budget Summary Results



Note: Make sure the user has completed all required information for Period 1. The **Autocalculate Periods** functionality only works once per budget version.

Once the periods have been generated, the user may return to each budget section to review and make adjustments to individual line items. For example, the user may:

- Add and remove line items
- Adjust Personnel effort or period of performance
- Add Subaward Budget

Autocalculate All Budget Periods – Exercise 5

In this scenario, generate the remaining budget periods based on the expenses entered in Period 1 of the Budget. Enter the information, as exemplified below:

Step No.	Instructions
1	While in the Budget, click the Autocalculate Periods link
2	Click the Save button.

Adding Subaward Budget Costs

Most subawards are subject to Facilities and Administration (F&A) costs for only the first \$25,000 spent.

Kuali includes a budget tool for the Subaward Budgets Costs, which is a user-friendly process that reads the direct and indirect subaward budget costs entered and inserts system-generated cost elements for subaward funding values for each project period into the proposal budget. The system will parse the funding data into the appropriate cost elements in each budget period, including determining first \$25K, F&A exempt of F&A, etc.

To add Subaward Line Items:

1. While in the Budget, click the **Subawards** panel in the **Navigation** panel. The **Subawards** screen will open.

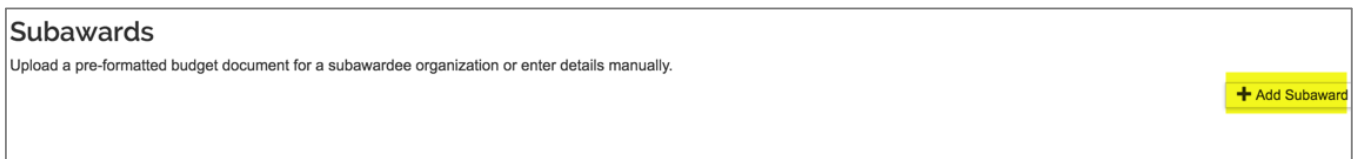


Figure 41 – Subawards Panel

2. In the **Subawards** screen click the **Add Subaward** button. The **Add Subaward** window will appear.

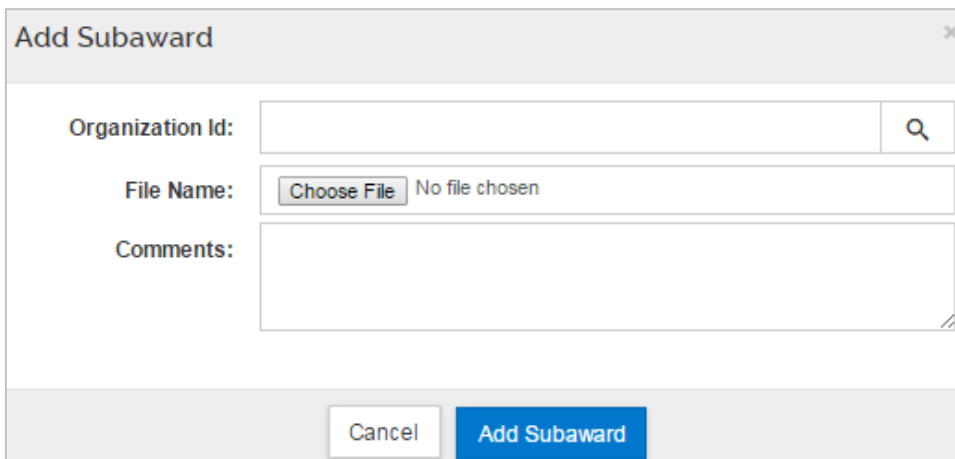


Figure 42 – Add Subaward Window

3. In the **Organization Id** field, click the **lookup icon** to search for and return the Subaward Organization.



Note: For Non-S2S Proposals, **DO NOT** click the Choose File button since this will be handled with S2S functionality and form.


Organization Id	File Name	Actions
Johns Hopkins Center for Global Health (102981)		 Details

Figure 43 Sub-Contractor Johns Hopkins

4. Use the **Comments** field to insert notes about the uploaded files.
5. Click the **Add Subaward** button.

The user will be brought back to the **Subawards** screen where the user will see the added Subaward Organization.

6. Click the **Details** button to display the **Subaward Details**.

Organization Id	File Name	Actions
Johns Hopkins Center for Global Health (102981)		 Details

Figure 44 Add Details

7. Enter the **Subaward Direct**, **F&A**, and **Cost Sharing** Costs (if applicable) for each **Budget Period** in the applicable fields and then click the **Save Changes** button.
8. Repeat these steps to add other Subaward Budget Costs.
9. Navigate to the **Non-Personnel Costs** panel to view the Subawards Cost Elements automatically added by the system for under and over \$25,000.00 reportable Subaward amounts.

Period 1			
Description	Description	Quantity	Total Base Cost
Equipment			
Equipment <\$5k	water testing kits	12	4,800.00
Other Direct			
GNT Sub Contr \$25000 and under	Johns Hopkins Center for Global Health		25,000.00
GNT Sub Contr over \$25000	Johns Hopkins Center for Global Health		3,900.00

Figure 45 – Subaward Cost Elements Automatically Added to Non-Personnel Costs

Adding Subaward Budget Costs – Exercise 6

In this scenario, since the Co-Investigator is located at another institution, budget for the Subaward Costs. Enter the information, as exemplified below:

Step No.	Instructions
1	While in the Budget, click the Subawards panel.
2	<p>In the Subawards screen:</p> <p>Click the Add Subaward button In the Add Subaward window select/enter: Organization Id: 102981 Comments: Johns Hopkins Center of Global Health Click the Add Subaward button</p> <p>Click the Save button.</p>
3	<p>Click Details button to open the Subaward Details.</p> <p>In Budget Period 1, enter: Direct Cost: 20,000 Indirect Cost: 8900</p> <p>Click the Save Changes button.</p>
4	Click Non-Personnel Panel and review the Subaward Cost Elements added to budget periods.

Institutional Commitments

Cost Sharing

If Cost Sharing is included in your budget, it will need to be distributed accordingly *before* the proposal can be routed for review and approval.

To distribute cost sharing:

1. While in the Budget, click the **Institutional Commitments** panel → **Cost Sharing** subpanel on the **Navigation** panel. The **Cost Sharing** screen will open with default settings for each Project Period.

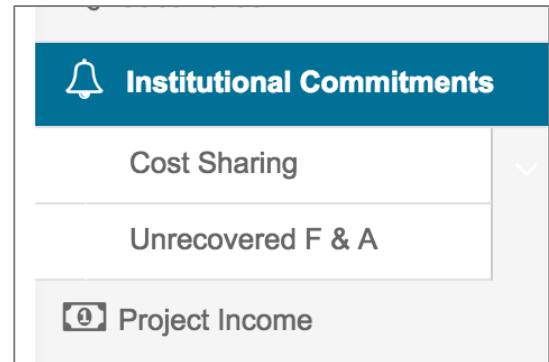



Figure 46 – Cost Sharing Subpanel

2. Click the **View Summary** button, to see the Cost Sharing amounts that must be distributed per project period. Click the **Close** button or  to close out of this window. In the example below, the department is going to pick up a portion of the costs of equipment for each project period.

Cost Sharing							View Summary	View Subaward Cost Share
Assign and distribute any additional unallocated expenses to stakeholders, institutions, or other individuals.								
+ Add Cost Sharing								
Period	Percentage	Source Account	Amount	Unit Details			Actions	
1: 01/01/2018 - 12/31/2018	0.00		3,055.04		Details	Q	🗑️	
2: 01/01/2019 - 12/31/2019	0.00		3,060.00		Details	Q	🗑️	
3: 01/01/2020 - 12/31/2020	0.00		3,034.87		Details	Q	🗑️	
			Total Allocated: 9,149.91					
			Total Unallocated: 0.00					

Figure 47 Cost sharing example

3. In the **Cost Sharing** screen, for each Project Period:
 - a. If known, click in the **Source Account** and enter the **UMBC Project Number** for the Cost Sharing Commitment.
 - b. Click on the field in the **Amount** column to enter the amount being distributed to the Source Account for the selected Budget Period. The field will become editable upon clicking on it. (Skip this step if amount displayed is correct.)
4. Repeat these steps to distribute all the Cost Sharing.

The Total Cost Sharing amount in the budget **must be** distributed. The Total Unallocated amount must be **0.00**.

Total Allocated:	9,149.91
Total Unallocated:	0.00

Figure 48 Unallocated Must be at 0.00

To add an additional line for a particular project period for cost sharing (e.g. in the cases where cost sharing is distributed among different accounts in each period), click the **Add Cost Sharing** button.



5. In the window, complete the fields as described below:

Field Name	Description
Period	Select the Project Period for which the user is distributing Cost Sharing.
Percentage	Leave as default.
Unit	Leave blank.
Source Account	If known, enter the Project Number for the Cost Sharing commitment. If not known, enter a comment, such as "TBD".
Amount	Enter the Amount being distributed to the Source Account for the selected Budget Period.

Table 12 – Add Line Window Fields

6. Click the **Add** button.

The system returns to the **Cost Sharing** screen to see the added Cost Sharing information.

 **Note:** If a line is listed on cost share then it **requires a source**. If the amount for a given period is 0 then the line can be deleted instead of adding a source. The Cost Sharing lines present can be deleted from the screen by clicking the  in the **Actions** column for those lines.

7. Click the **Save** button at the bottom of the **Cost Sharing** screen.

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Repeat these steps to distribute all the Cost Sharing that is present in your budget.

If the proposal is using cost share in the budget, refer to OSP guidelines for how to document cost share information, either on the Sponsor supplied form, within the proposal budget as an attachment, or using the form supplied by OSP.

See Forms for Grants: <http://research.umbc.edu/forms-for-grants-contracts/> and the **Cost Sharing and Approval form**.

Distributing Cost Sharing – Exercise 7

In this scenario, distribute the Cost Sharing entered in your budget. Enter the information, as exemplified below:

Step No.	Instructions
1	While in the Budget, click the Institutional Commitments panel → Cost Sharing subpanel
2	<p>In the Cost Sharing screen:</p> <p>Click the View Summary button to view the cost sharing information by period. Click the Close button</p> <p>In line 1 enter: Source Account: 1234567 Amount: 2500 Unit Details: 10145</p> <p>In line 2 enter: Source Account: 1234567 Amount 2500 Unit Details: 10145</p> <p>Click the Add Cost Sharing button In the Add Line window: Period: 1: 01/01/2018 – 12/31/2018 Source Account: 5671234 Amount: 2500 Click the Add button</p>
3	Click the Save button.

Note - If using different cost share amounts in your budget, adjust the totals accordingly so that your unallocated = 0.

Distributing Unrecovered F&A


What is under-recovery? F&A **under-recovery** is the difference between the current negotiated F&A rate that UMBC charges to a sponsored research project and the rate that the sponsor is willing to pay.

If your budget incurs Under-recovery, the user must identify the sources of funding that will support the expense and distribute it to those sources. Under-recovery (unrecovered F&A) is generated by indirect costs that are not paid by the Sponsor.


Instanced where this can occur include:

- The Sponsor will not pay the Institute's full F&A expenses.
- The Sponsor uses a different indirect cost base, such as Total Direct Cost (TDC).
- The Sponsor uses a different rate than the current Institute rates, such as a fixed-for-the-life award.

To distribute unrecovered F&A:

1. While in the Budget, click the **Institutional Commitments** → **Unrecovered F&A** on the **Navigation** panel. The **Unrecovered F&A** screen will open with default settings for each Project Period (Fiscal Years, On/Off Campus, etc.).
2. Click the **View Summary** button, to see the Unrecovered F&A amounts that must be distributed per project period. Click the **Close** button or  to close out of this window.
3. In the **Unrecovered F&A** screen, for each Fiscal Year/Project Period:
 - a. Click on the rate in the **Applicable Rate** column to enter the applicable F&A rate. The field will become editable upon clicking on it. (This rate will default from the rates entered in the **Rates** panel. Skip this step if the correct rate appears in the field.)
 - b. Click in the field in the **Source Account** column to enter the UMBC Project Number for Under-recovery. The field will become editable upon clicking on it.
 - c. Click on the field in the **Amount** column to enter the amount being distributed to the Source Account for the selected Fiscal Year/Budget Period. The field will become editable upon clicking on it.



Note: If the entire project is taking place On-Campus, then the Off-Campus lines can be deleted from the screen by clicking the  in the **Actions** column for those lines (and vice versa).

4. Repeat these steps to distribute all the Unrecovered F&A.



Note: The **Total Unallocated** field should be \$**0.00** once all the Under-recovery is distributed.

Distributing Unrecovered F&A – Exercise 8

In this scenario, distribute the Unrecovered F&A generated in the budget since the Sponsor does not allow any overhead. Enter the information, as exemplified below:

Step No.	Instructions
1	While in the Budget, click the Institutional Commitments panel → Unrecovered F&A subpanel.
2	In the Unrecovered F&A screen: In line 1: Enter 1234567 , in the Source Account field Enter ___ , in the Amount field (depending on your budget)
3	Click the Save button.

Budget Summary Information


The **Budget Summary** panel provides a means to review the entire budget in one screen. It displays the totals of each expense area (personnel and non-personnel) with the details displayed under them for each budget period.

The totals expense of each line item for every budget period, the calculated expenses for each period, and the budget period total are all displayed as well.

Personnel: Display-only listing of personnel expenses by line item with period amounts and totals.

Non-Personnel: Display-only listing of non-personnel expenses by line item with period amounts and totals.

Totals: Display-only column totals by period and a grand total of expenses and calculated expenses.

 **Note:** Clicking the **Summary link** located at the top of the budget screen can access the similar **Budget Summary** screen.

Summary x				
Here's a summary of your current budget.				
	P1 (01/01/2018 - 12/31/2018)	P2 (01/01/2019 - 12/31/2019)	P3 (01/01/2020 - 12/31/2020)	Totals
Personnel				
› Salary	\$36,825.43	\$37,930.20	\$39,068.11	\$113,823.74
› Fringe	\$12,189.15	\$12,554.82	\$12,931.47	\$37,675.44
Calculated Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00
Personnel Subtotal	\$49,014.58	\$50,485.02	\$51,999.58	\$151,499.18
Non-personnel				
› Equipment	\$4,800.00	\$4,944.00	\$5,092.32	\$14,836.32
› Other Direct	\$28,900.00	\$0.00	\$0.00	\$28,900.00
Calculated Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00
Non-personnel Subtotal	\$33,700.00	\$4,944.00	\$5,092.32	\$43,736.32
Totals				
Total Direct Cost	\$82,714.58	\$55,429.02	\$57,091.90	\$195,235.50
Total F&A Costs	\$41,507.44	\$29,377.39	\$29,904.74	\$100,789.57
Totals Subtotal	\$124,222.02	\$84,806.41	\$86,996.64	\$296,025.07

Figure 49 budget summary from Quick Link Feature

Validating the Budget

To run the Proposal Validation checks:

1. While in the **Proposal** screen, click the **Data Validation** link located at the top of the screen.
2. The **Data Validation** window will open. If the user sees a message in the window that states, **"Data Validation is currently off"** click the **Turn On** button.



Figure 50 – Turning on Data Validation

3. If Errors and/or Warnings on the proposal, they will be displayed.

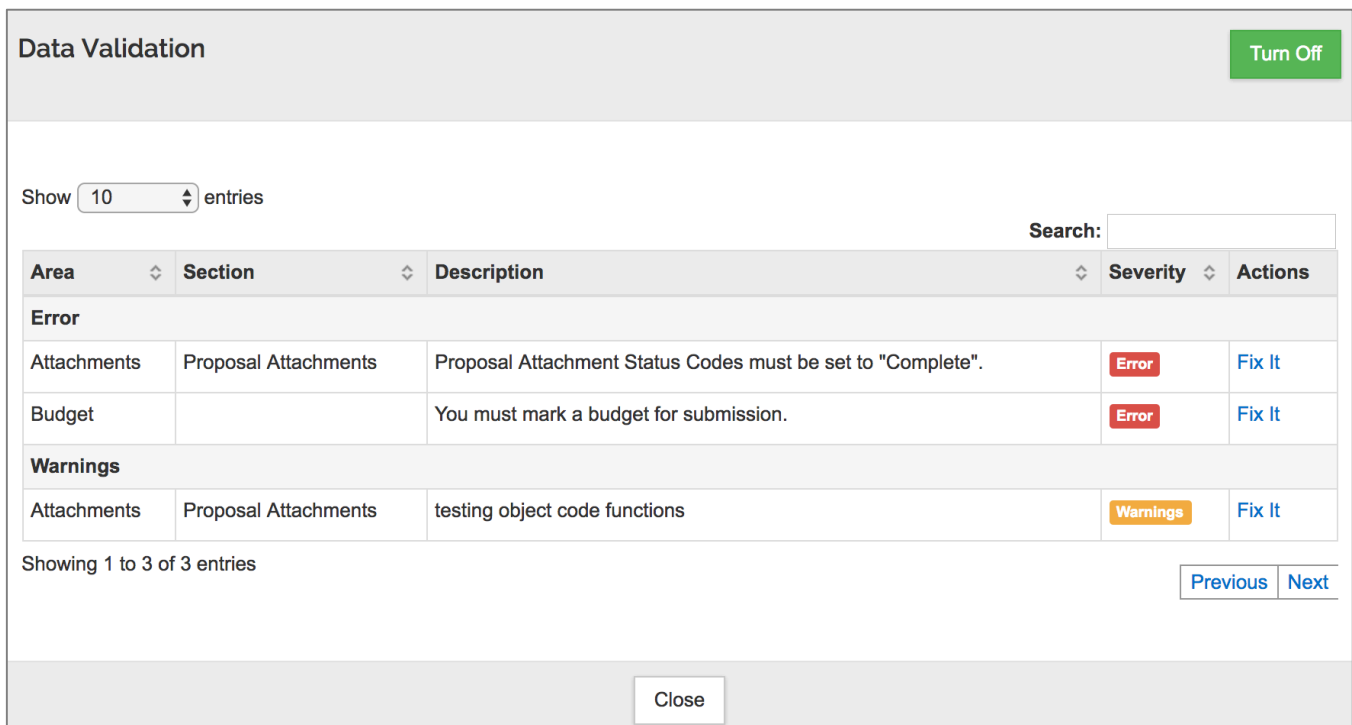


Figure 51 – Validation Errors/Warnings

Next to each Error/Warning the user will see a **Fix It** link that appears in the **Actions** column, when the user clicks **Fix It**, it will bring the user to the section of the Proposal where the error/warning is appearing.

If the user receives **Error(s)**, user **must make corrections** and validate again to confirm the error has been fixed. The user will not be allowed to submit a proposal with an error.

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If the user receives **Warning(s)**, review to see if there are corrections that can be made. Proposals can be submitted with warnings.



Note: Validations also take place when the user clicks the **Submit for Review** button.

Validating the Proposal and Budget – Exercise 9

In this scenario, set data validation to “on” for your proposal. Enter the information as show below:

Step No.	Instructions
1	While in the proposal , click Data Validation located on top of the screen in the menu bar
2	In the Data Validation link: Click the Turn On button
3	Review the displayed errors/warnings, if any.
4	Click the Fix It button link for one of the errors/warnings

Completing the Budget

Finalize your proposal before submitting it for approval routing. To finalize the proposal, do the following:

- If the proposal contains a budget, your budget as **Complete** and **'for submission'**
- Make sure Investigators and Key Personnel have completed **Certification** and **COI** (as needed)
- **Validate** for any issues and review for proposal completeness
- **Submit for Review.**

The user can work on as many different budget versions within a proposal in Kualu Research, but the final budget needs to be first marked as complete.

Budgets - 1 error + Add Budget

The following budgets are linked to this proposal.

• You must mark a budget for submission.

Name	Version	Direct Cost	F&A	Total	Start	End	Status	Comments	Actions
My First Detailed Budget v1	1	195,235.50	100,789.57	296,025.07	01/01/2018	12/31/2020	Incomplete		Action▼

Figure 52 Marking the budget complete

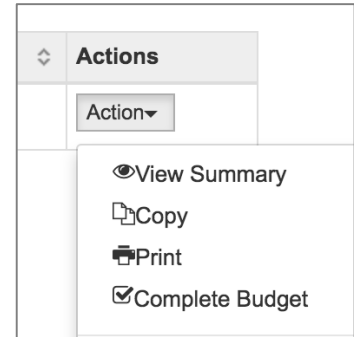
From the **Budget Settings** link in the **Budget** screen, Click **Complete Budget** button at the bottom of the **Budget** screen

12.0	86,996.64	57,091.90	29,904.74	
Total: 36.00	Total: 296,025.07	Total: 195,235.50	Total: 100,789.57	Total:

Or

Figure 53 Complete Budget Action

Use the **Complete Budget** selection from the **Action** drop-down in the **Proposal** → **Budget** panel



Is this budget complete?

Is this budget ready to be submitted to the sponsor?

See above message to prompt for completed budget. Click yes and return to proposal.

Your budget will not be ready (for submission) with the Proposal. No changes can be made to this budget.

Budgets

The following budgets are linked to this proposal.

Name	Version	Direct Cost	F&A	Total	Start	End	Status
My First Detailed Budget v1 (for submission)	1	195,235.50	100,789.57	296,025.07	01/01/2018	12/31/2020	Complete

Figure 54 Budget marked complete and ready for submission

Note: The **Budget Version** will now be display only. If the user need to make more modifications to this particular budget version, the user will need to navigate back to the **Budget Settings** screen and set the Budget Status back to **Incomplete** and remove for submission.

Marking Budget Version as 'Complete' – Exercise 10

In this scenario, mark budget version as '**Complete**'. Enter the information, as exemplified below:

Step No.	Instructions
1	Navigate to Proposal Screen/Budget Panel
2	In the Budget Version that will be attached with your proposal: Select Complete Budget button

Setting Budget Version to 'Submit with Proposal'

Once the budget version has been marked as '**Complete**' users can set that budget to be '**submitted**' with the proposal.

1. While in the **Proposal** screen, click the **Budget** panel on the **Navigation** panel. The Budget screen will display with the Budget Versions created for your proposal.
2. For the Budget Version that has a Status of '**Complete**', click the **Action** button in the **Actions** column and select **Include for Submission**.
3. The budget version that was marked for submission will now have **(for submission)** appear in the **Name** field and the Budget Version row will be highlighted in green.



Note: The **Budget Version** will now be display only. If the user need to make more modifications to this particular budget version, the user will need to navigate to the **Budget panel** and select '**Remove from Submission**' option from the Action drop-down list options.

Submit Budget with Proposal – Exercise 11

In this scenario, the user will set the **'Complete'** budget version for submission with your proposal. Enter the information, as described below:

Step No.	Instructions
1	While in the Proposal screen, click the Budget panel.
2	In the Budgets screen: For the Budget Version that has a Status of 'Complete' , click the Actions button in the Actions column and select Submit with Proposal .

Proposal Summary

The Proposal Summary is used by Approvers during the process for an overview review of essential proposal and budget data.

To review Proposal Summary:

1. Return to the proposal. Click on the **Summary/Submit** panel on the **Navigation** panel. The **Submit/Proposal Summary** screen will display with tabs at the top of the screen. Each tab stores a summary of information that was entered in the various parts of the KUALI Proposal.
2. Click tabs at the top of the screen to view the information.

The screenshot shows the 'Submit' screen with the 'Proposal Summary' tab selected. The navigation menu on the left includes: Basics, Key Personnel, Compliance, Attachments, Questionnaire, Budget, Access, Supplemental Information, and Summary/Submit (highlighted). The main content area shows a progress bar with 'Saved' and 'Routing' sections. Below the progress bar are tabs for Proposal Summary, Personnel, Compliance, Attachments, Questionnaire, Supplemental Info, and Keywords. The 'Proposal Summary' tab is active, displaying a table of proposal details:

Title	Important Environmental Analysis of Rural Water Systems in Costa Rica Multi-Year B
Principal Investigator	Lee Blaney
Lead Unit	10145 - Chem.Biochem & Enviro Eng-CBEE
Activity Type	Research
Proposal Number	133
Project Start Date	01/01/2018
Project End Date	12/31/2020
Include Subaward(s)?	Yes
Sponsor Name	National Center for Environmental Health
Sponsor Deadline Date	09/15/2017
Sponsor Deadline Type	Receipt

At the bottom of the screen, there are several buttons: Submit for Review (highlighted), Ad Hoc Recipients, View Route Log, Cancel proposal, More Actions (dropdown), and Close.

Figure 55 – Proposal Summary Screen

Submitting Proposal for Review

When the user is ready to submit the proposal with budget for approvals,

- Mark your budget as **Complete** and **'for submission'**
- Make sure the Investigators and Key Personnel have completed **Certification**
- Review Data Validation to insure issues have been resolved
- Click **Submit for Review**.



Note: DO NOT submit for review until one is sure that the proposal is complete and is **SUCCESSFULLY VALIDATED**. Once the proposal is submitted for review, the proposal is locked and no more edits, updates, or corrections are allowed. Proposals with validation errors in process of approval must be returned back to the aggregator before updates and corrections can be made.

To submit proposal for review:

1. Click on the **Summary/Submit** panel on the **Navigation** panel. The **Submit/Proposal Summary** screen will display with tabs at the top of the screen. Each tab stores a summary of information that was entered in the various parts of the Proposal. Other action buttons will also appear at bottom of the screen.
2. Click the **Submit for Review** button.

Submit

Document was successfully submitted.

Progress: Saved (green) | Routing (blue)

Navigation: Proposal Summary | Personnel | Compliance | Attachments | Questionnaire | Supplemental Info | Keywords

Proposal Summary

Title	Important Environmental Analysis of Rural Water Systems in Costa Rica Multi-Year B
Principal Investigator	Lee Blaney
Lead Unit	10145 - Chem.Biochem & Enviro Eng-CBEE
Activity Type	Research
Proposal Number	133
Project Start Date	01/01/2018
Project End Date	12/31/2020
Include Subaward(s)?	Yes
Sponsor Name	National Center for Environmental Health
Sponsor Deadline Date	09/15/2017
Sponsor Deadline Type	Receipt

Buttons: Send Adhoc | Ad Hoc Recipients | View Route Log | Recall | More Actions ▾ | Close

Figure 56 – Submitted

Note: When the user clicks the **Submit for Review** button, the validations will be performed on the proposal and if any errors or warnings are present, they will be displayed. Like mentioned preciously, all errors will need to be fixed before a proposal can be routed for approval. Warnings are allowed.

Additionally, the following action buttons are displayed in the Summary/Submit screen:

Action Button	Description
Submit for Review	Starts the proposal into workflow for review and approval.

Ad Hoc Recipients	Adding new routing for this proposal. Approvers, FYI, Acknowledge.
View Route Log	Displays the routing log/map.
Cancel Proposal	Deletes the Proposal in progress. Only works when the Proposal is 'In Progress' status. Proposal can still be viewed and copied, but no longer can be used for routing.
More Actions	Sends Notification, Reload Proposal
Close	Closes the proposal and brings the user back to the Home screen.

Table 13 – Summary Screen Action Buttons

Copying a Budget

In the proposal development process, the User may find the need to draft several versions of the budget in order to determine the best fiscal options for the proposal. Kualu Coeus allows the User to copy an entire proposal budget (with all periods within that particular budget) or copy the budget with only the period 1 budget period and its cost elements.

To copy a budget:

1. While in the Budget, click the **Budget Versions** link at the top of the budget screen. The **Budgets** window will open displaying all the Budget Versions.
2. Click the **Action** button in the **Actions** column for the Budget Version the user wants to copy.
3. From the **Action** drop-down that appears, select **Copy**.
4. **Copy this Budget Version** window will appear. Enter the **Budget Name**, select whether to copy **All Periods** or **First Period Only**, and click the **Copy Budget** button.

A new version of the budget will open.

Budgets									
+ Add Budget									
The following budgets are linked to this proposal.									
Name	Version	Direct Cost	F&A	Total	Start	End	Status	Comments	Actions
My First Detailed Budget v1	1	195,235.50	100,789.57	296,025.07	01/01/2018	12/31/2020	Incomplete		Action
Detailed Budget V2 (Copied from V1)	2	195,235.50	100,789.57	296,025.07	01/01/2018	12/31/2020	Incomplete		Action

Figure 57 Copied version now appears

Copying a Budget – Exercise 12

In this scenario, create a new budget version by copying a budget created in the previous exercises. Enter the information, as exemplified below:

Step No.	Instructions
1	While in the Budget, click the Budget Versions link.
2	<p>Click the Actions button for your Budget Version and select Copy.</p> <p>In the “Copy this Budget Version” window: Budget Name: Copying Budget Select the radio button for First Period Only Click the Copy Budget button</p>
3	Click the Save button to save the new budget version just created.

Congratulations!

The user has successfully completed the Kualu Proposal Budget Training.