

GRAMS Budget FAQs

1. Will there still be an excel budgeting tool available? There is a new excel “Budget Tool” that can be available if your budget is needing to be drafted outside of the GRAMS system. This excel tool closely mirrors the GRAMS budget but does not replace the budget needing to be created/entered into GRAMS. The GRAMS budget will be the final budget of record.
2. Should the appointment type always be listed as 12-months, even for faculty that are on 9-month appointment or students that are on a 3-month summer appointment? Yes. The GRAMS budget generates salary amounts based off annualized salary and an annualized effort. Therefore, the appointment type should always be listed as 12 months.
3. Where do I include Tuition support for my salaried graduate research assistant? Tuition Support can be added to the “General Cost Definition” section of your GRAMS Budget using the “GRA Tuition” Cost Type.
4. If I am needing to include effort as Cost Share, do I include that effort as a portion of my effort listed in the “Personnel Costs” section? Yes, that is correct. If you are needing to include cost shared effort for your proposal submission, your Cost Share Effort and your Sponsor Funded Effort, will both need to be included in the “Effort” section of the “Personnel Costs”. Only the portion of effort that is “Sponsor Funded” will be listed in the “Sal Req” field.

For example: If you are including 3% of your effort as Cost Share and requesting 7% of your effort be supported by the sponsor, the total effort listed in the “Effort” field will be 10%. However, only 7% will be listed in the “Sal Req” field since this is what is being requested from the sponsor. GRAMS will be able to automatically generate a Cost Share budget for the 3% Cost Shared effort, by using the “Create Cost Share” activity.
5. If a sponsor has a salary cap, how do I address this in the GRAMS Budget? In most instances, your GCA Specialist will have already adjusted your GRAMS budget for any sponsor limitations for salary support. If there is a salary cap required at proposal submission, this information will be entered into Question 6 on the “General Budget Information” page of your GRAMS Budget.
6. Is there a way to turn off the 3% escalations if not allowed by the sponsor? Yes. If the 3% inflation rate needs to be removed, this can be done on Question 7 and 8 on the “General Budget Information” page of your GRAMS Budget.
7. Is GRA Tuition support automatically inflated by 3%? Yes, tuition can be automatically inflated by 3%. The 3% escalation rate should be entered for General Costs for Question 8 on the “General Budget Information” page and “yes” should be answered to the “Apply Inflation?” question when adding the GRA Tuition cost type to the “General Cost Definition” page. These options should default to the correct settings.
8. How do I separate out Domestic and Foreign Travel? When adding Travel to the “Travel Cost Definition” page, there will be a question that needs to be answered to indicate if the travel cost is for domestic travel or foreign travel.
9. How do I manually update amounts for General Costs for future years? To manually edit the General Costs in future years, ensure you select “no” to the “Apply Inflation?” question when adding the cost type to the “General Cost Definition” page. This will enable you to manually edit the cost in the future years instead of automatically inflating these costs for the out-years.
10. If I need to add or remove budget years, can I do that? Yes, budget periods can be edited to adjust to your specific needs. Your GCA Specialist will have setup your budget periods based on the information your provided in your GCS Request. However, if additional periods need to be

added or periods removed, your Budget Period can be adjusted up or down in the “Budget Periods” section of your GRAMS Funding Proposal.

11. My sponsor has a particular budget form/template that must be completed. Do I still need to use the GRAMS budget? Yes. The GRAMS budget must be used and is the budget of record for proposal submissions and awards. The GRAMS budget helps ensure appropriate rates are being used when developing your budget. Once your GRAMS budget is finalized, the figures can then be transposed to any needed sponsor budget form/template. Contact your GCA Specialist or Proposal Manager for assistance with this. They will help ensure it is transposed appropriately.