

# Table of Contents

## Contents

1	Intro to Budgets .....	2
1.1	Budget Process .....	2
1.2	Budget Basics .....	2
1.2.1	What are Direct Costs?.....	2
1.2.2	What are Indirect Costs (IDC)? .....	2
1.2.3	What is UNT’s Indirect Cost rate? .....	3
1.2.4	What do MTDC & TDC mean? .....	3
1.2.5	What about Employee Fringe Benefits? .....	3
2	How to Create a Budget .....	3
2.1	Budget SmartForms.....	3
2.1.1	General Budget Information – SmartForm .....	5
2.1.2	Personnel Cost Definition – SmartForm.....	7
2.1.3	Personnel Costs – SmartForm .....	9
2.1.4	Animal Cost Definition & Animal Ordering Costs – SmartForm.....	12
2.1.5	Travel Cost Definition – SmartForm .....	12
2.1.6	Travel Costs – SmartForm .....	13
2.1.7	Trainee Cost Definition & Trainee Cost – SmartForms .....	14
2.1.8	General Cost Definition – SmartForm .....	14
2.1.9	General Costs – SmartForm .....	16
2.1.10	F&A Cost Overrides – SmartForm .....	17
2.1.11	Attachments – SmartForm .....	17
2.2	Creating Additional Budgets .....	19
3	How to Create Cost Share Budget.....	22
3.1	Cost Share Budget – SmartForm.....	22
3.1.1	Cost Share Information - SmartForm .....	23
3.1.2	General Budget Information – SmartForm .....	24
3.1.3	Personnel Costs-Cost Share – SmartForm .....	25
3.2	Viewing the completed Cost Share Budget .....	25
4	How to Create Subaward Budgets .....	26
4.1	Subaward Budget – SmartForm.....	26
4.1.1	Subaward Budget Information – SmartForm.....	28
4.1.2	All Personnel – SmartForm .....	29
4.1.3	Per Period Cost Totals – SmartForm .....	29
4.1.4	SF424 Subaward Import – SmartForm.....	30

4.1.5	Attachments – SmartForm.....	31
4.2	Create and Edit Additional Subawards .....	33
5	Budget Workspace and Reviewing Budgets .....	34
5.1	Budget Workspace.....	34
5.2	Subaward Budget Workspace.....	37

## 1 Intro to Budgets

This section outlines Budget Basics and the process for creating a budget within GRAMS.

### 1.1 Budget Process

During the proposal development process, the Principal Investigator (PI) and/or departmental administrator will create the proposal budget in GRAMS. The budget is associated with the Funding Proposal (FP) and will be routed and reviewed along with the Funding Proposal.

The PI and/or department admin will navigate to the budget, complete the budget SmartForm, and upload the budget justification. If needed, multiple budgets can be created for the proposal.

### 1.2 Budget Basics

This section provides a brief overview of budgeting terms and rates that will be helpful for budget development.

#### 1.2.1 What are Direct Costs?

Direct costs are items that can be directly charged to the grant, including:

- Salaries & Wages
- Fringe Benefits
- Consultants
- Travel
- Equipment
- Materials & Supplies
- Subrecipients

#### 1.2.2 What are Indirect Costs (IDC)?

Indirect costs are items that “include those things essential to support sponsored activities that cannot be specifically identified and directly charged or attributable to a particular research grant or contract”. Examples include heating and cooling the building where the research is done and building maintenance.

Indirect costs have a few names and abbreviations; they all mean the same thing:

- Indirect Costs (IDC)
- Overhead (OH)
- Facilities & Administration (F&A)

### 1.2.3 What is UNT's Indirect Cost rate?

- 48.5% Research - On campus
- 48% Instruction – On campus
- 31.5% Other Sponsored Activities – On Campus
- 26% Off campus

Sponsor may have published IDC limitation that may need to be followed (i.e.: 0%, 10%) instead of using UNT's negotiated rates listed above.

### 1.2.4 What do MTDC & TDC mean?

MTDC stands for Modified Total Direct Costs

- Some items are excluded from IDC base calculation - i.e.: tuition, equipment over \$5k, subcontract amounts over the first \$25k.

TDC stands for Total Direct Cost

- All items are included in the IDC base calculation. IDC is calculated on every cost element, including tuition and equipment over \$5k.

### 1.2.5 What about Employee Fringe Benefits?

Most personnel items have associated fringe benefits costs which are known by a few different names and abbreviations; they mean the same thing:

- Employee Benefits (EB)
- Fringe Benefits (FB)

UNT's FB rates changes every year. UNT has established an average Fringe Benefit rate to use for proposal budget development. An average fringe benefit rate is set for the below 3 categories of employees. Current Fringe Benefit Rates to use for proposal budgets can be found on the VPRI Website [here](#).

- Faculty
- Staff
- Students

## 2 How to Create a Budget

This section provides instructions on developing a proposal budget in GRAMS and adding additional budgets to the proposal.

### 2.1 Budget SmartForms

When the Funding Proposal is created, the system automatically creates a budget with the name of the primary sponsor. This budget should be completed as part of the proposal development process. This type of budget is called a sponsor budget or project budget.

To locate the budget, you will need to navigate to the Funding Proposal workspace. You can locate your Funding Proposal by searching in My Inbox from the Dashboard tab or by searching in UNT Proposals from the Grants tab.

The screenshot shows the top navigation bar with tabs: Dashboard, Admin, Agreements, Grants, IACUC, and SF424 Center. Under the Grants tab, there are sub-tabs: Funding Proposal, Complex Projects, Awards, Reports, and Help Center. Below the navigation is a breadcrumb trail: Root > Grants > Funding Proposal. A search bar is visible on the right. The main content area is titled 'Funding Proposal' and contains a 'Create Funding Proposal' button. Below this is a filter section with tabs for 'UNT Proposals', 'Dallas Proposals', 'HSC Proposals', 'Draft', 'Internal Review', and 'Sponsor Review'. A 'Filter by' dropdown is set to 'ID', and a search input field contains 'Enter text to search'. Below the search bar is a table with columns: ID, Name, SmartForm, State, PI, Primary Sponsor, Submission Type, and Application I. One row is visible with ID 'FP00000010', Name 'Example Proposal' (highlighted with a red box), SmartForm 'Draft', State 'National Science Foundation', Submission Type 'Funding Submission', and Application I '7/30/2021'. At the bottom, it shows '1 items' and 'page 1 of 1'.

The budget will appear under the Budgets tab on the workspace. Click the budget name to display the budget workspace. Alternatively, you can select the Edit button and directly jump to a budget SmartForm page to edit it.

The screenshot shows the 'Example Proposal' workspace. At the top left is a 'Draft' status indicator. The title 'Example Proposal' is centered, and 'FP00000010 Funding Proposal' is on the right. On the left side, there is a 'Next Steps' section with buttons for 'Edit Funding Proposal' and 'Printer Version', and a list of actions: COI Disclosure Status, Submit For Department Review, Withdraw Proposal, Manage Ancillary Reviews, Manage Relationships, Manage Tags, Create Agreement, Add Attachments, Copy, Create Additional Budget, Export Budget, and Send Email. The main content area is divided into 'Proposal Information' and 'Budget Information'. The 'Proposal Information' section includes fields for PD/PI, Department (Physics), Specialist, Sponsors (National Science Foundation), and Sponsor Submission Deadline (7/30/2021). The 'Budget Information' section includes Starting Date (1/1/2022), Number of Periods (3), Total Direct (\$0), Total Indirect (\$0), and Total (\$0). Below this is an 'SF424 Link' diagram showing a workflow from Draft to Department Review, Specialist Review, Sponsor Review, and Complete, with loops for Clarification Requested and Changes Required. At the bottom, there is a 'Working Budgets' section with a 'Budgets' tab selected (highlighted with a red box). The 'Working Budgets' table has columns: Name, SmartForm, Date Modified, State, Funding Source, Total, and In Financials?. One row is visible with Name 'National Science Foundation' (highlighted with a red box), SmartForm '[Edit]', Date Modified '7/20/2021 3:14 PM', State 'Draft', Funding Source 'Federal', Total '\$0', and In Financials? 'yes'. At the bottom, it shows '1 items' and 'page 1 of 1'.

On the budget workspace, select the **Edit Budget** button to open the budget SmartForm.

**Draft**

# National Science Foundation

BU0000014 Project Budget

**Next Steps**

- Edit Budget
- Printer Version
- Create Subaward
- Create Cost Share

**Sponsor:** National Science Foundation **Grand Total:** \$0

**PI:** [Redacted] **Budget Type:** Federal

**Funding Proposal:** Example Proposal **Subaward Count:** 0

Financials | Subaward | Documents | Snapshots | History

Current All-Period Totals	Period 1	Period 2	Period 3	Cumulative
Personnel:	\$0	\$0	\$0	\$0

You will enter information on the SmartForm pages to complete the budget. The sections below will walk you through each page of the SmartForm. As you finish each page, click Continue to advance to the next page. You can always save the budget and return later.

### 2.1.1 General Budget Information – SmartForm

The Budget SmartForms will open. Follow the guidance below for completing the Budget SmartForm pages.

The screenshot shows the GRAMS (Grants & Research Administration Management Suite) interface. The breadcrumb trail is: You Are Here: Wonderful Test Proposal - Suba... > University of North Texas. The current page is titled "Editing: BU00000107" and "General Budget Information". The left sidebar shows a navigation menu with "General Budget Information" selected. The main content area shows a form field for "Budget title:" with a question mark icon.

- Budget Title:** Defaults as primary sponsor name. If you have a single budget, you don't need to update the name.

**1. \* Budget title:** ?

- Principal Investigator for this budget:** Defaults to the proposal's Lead PI.

**2. \* Principal Investigator for this budget:**

- Standard F&A Cost Base and Rates:** Defaults to Yes. UNT's standard IDC rate and base will be used in most instances.

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

Yes  No [Clear](#)

**Standard F&A cost base and rates**

	Period 1	Period 2	Period 3
<b>F&amp;A Cost Base</b>	Start: 1/1/2022 End: 12/31/2022	Start: 1/1/2023 End: 12/31/2023	Start: 1/1/2024 End: 12/31/2024
<b>MTDC</b>	Rate: 48.5%	Rate: 48.5%	Rate: 48.5%

If it is required that the Budget include an IDC rate or base that differs from UNT's negotiated rate agreement, or if UNT's off-campus IDC rate needs to be used, select No.

- If you notice on this screen that the period dates or number of periods are incorrect, exit the budget SmartForm and return to the Funding Proposal. The budget period dates and duration are set on the Funding Proposal Budget Periods and Key Dates SmartForm page.

- If you have a TBD sponsor listed on the Funding Proposal and you change the Standard F&A Cost Base and Rate, the information you enter will be overwritten by the standard F&A info when the sponsor is updated. Its best to add the actual sponsor to the FP prior to changing the F&A rate so this step does not need to be repeated.

- If no is selected, a Non-standard F&A Cost base and rates table will appear so you may enter the appropriate F&A Cost Base and F&A Rate.

**F&A Cost Base:** Select from the drop down.

Base	Description
None	Do not use. If rate is 0%, use TDC base.
TDC	Total Direct Costs
MTDC	Modified Total Direct Costs
S&W	Do not use.
S&B	Salary and Benefits
S&S	Do not use.
FEL	Do not use.
NIH Training Grant	NIH Training Grants only

**Rate:** Enter the rate. If the F&A Rate is the same for all periods, click the blue copy arrow to fill in all additional periods.

- If there is no F&A is allowed on the proposal, enter the rate as 0% and the base as TDC.

#### Non-standard F&A cost base and rates

F&A Cost Base	Period	1	2	3	Clear
	Start:	1/1/2022	1/1/2023	1/1/2024	
End:	12/31/2022	12/31/2023	12/31/2024		
Rate:	10%				

- Detailed Budget Tables:** Select No for requiring a detailed budget table for Animal Costs and for Trainee Costs. UNT will not use detailed budget tables for these cost categories. These costs can be entered in the General Cost Definition section instead.

#### 4. Will you require detailed budget tables for this budget submission?

\* **Animals:** [?](#)  
 Yes  No [Clear](#)

\* **Trainee:** [?](#)  
 Yes  No [Clear](#)

- Consolidated Budgets:** Defaults to Yes. This should be Yes for all sponsor budgets that are being submitted to the sponsor. Only select No for budgets created in error or cost share budgets. If you are creating multiple budget versions, the "final" budget version should have Yes selected, and the rest should have No selected. Selecting Yes means this budget will be included in the Financials tab. If submitting via S2S, this budget will be included in the SF424 budget. If the proposal is awarded, this budget will be sent to PeopleSoft for award

setup.

*Note: If you update a budget to No after subaward budgets are added, you must update any associated subaward budgets to No as well to have them excluded.*

**5. Include in consolidated budgets?**

Yes  No [Clear](#)

**6. Salary Cap:** GRAMS will automatically populate salary cap rates for NIH and CPRIT. Please note, for NIH submissions, your GCA specialist will have removed the NIH salary cap since it is standard practice to budget at actual rates at proposal stage, not salary cap rates, per NIH guidance. Consult with your GCA Specialist prior to updating this field.

**6. Salary cap:**

**7. Apply Inflation Rates:** Defaults to Yes. Update to No if needed.

**7. Apply inflation rate to personnel costs?**

Yes  No [Clear](#)

**8. Enter inflation rates:** Defaults to 3%. Update as needed if inflation is not allowed or needed. Check the box if you want to Inflate Period 1.

**8. Enter inflation rates:**

	Inflation Rate	Inflate Period 1
Personnel Cost:	<input type="text" value="3"/> %	<input type="checkbox"/>
Travel:	<input type="text" value="3"/> %	<input type="checkbox"/>
General Cost:	<input type="text" value="3"/> %	<input type="checkbox"/>

**9. Off-Campus Projects:** If a majority of the project will be conducted off-campus based on the “Off-Campus” definition below, select Yes and return to Question 3 to ensure No is selected and the Off-Campus IDC rate is entered.

Off-Campus: If the majority (more than 50%) of the submitting institution’s scope of work is being conducted in a location that is not owned by the institution. This does not include work performed by collaborators.

**9. \* Will the majority of the project be conducted off-campus?**

Yes  No [Clear](#)

Click Continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.

## 2.1.2 Personnel Cost Definition – SmartForm

This page is for listing all UNT personnel that will be included on this budget. When this page is saved, rows will be created for each person on the Personnel Costs page to incorporate their salary and benefits in the budget.

**1. Complete the Personnel Costs table by adding all personnel to be funded in the budget.**

Click the Import Proposal Personnel button to import the PI and all other institutional personnel listed in the Funding Proposal (on the Personnel SmartForm – Question 3a).

*Note: This action can only be completed once, so if you would like to confirm the personnel included in 3a you can select the “Go to additional personnel on Funding Proposal” link. Review and add any personnel if needed, prior to Importing Personnel.*

## Personnel Cost Definition

[Go to additional personnel on funding proposal](#)

1

[Import Proposal Personnel](#)

### Personnel costs:

<a href="#">+ Add</a>			
Staff Member	Appointment	Role	Is Key
There are no items to display			

**Update Personnel:** For individuals that are Imported from the Funding Proposal, Roles and Base Salary Amounts will auto-fill from PeopleSoft Data. However, if information needs to be reviewed or edited, you may select the update button to open the person's information. **If a person listed on the proposal is not being budgeted, you can use the "x" button next to their name to remove them from the budget.**

## Personnel Cost Definition

[Go to additional personnel on funding proposal](#)

### 1. Personnel costs:

<a href="#">+ Add</a>			
Staff Member	Appointment	Role	Is Key
<a href="#">Update</a> [Redacted]	12 months	PD/PI	yes <a href="#">✕</a>
<a href="#">Update</a> [Redacted]	12 months	Co-PD/PI	yes <a href="#">✕</a> [Red]

**Add Personnel:** Additional TBD personnel may be needed, such as post docs or graduate students who were not named in the Funding Proposal. Click the **Add** button to add additional personnel.

## Personnel Cost Definition

[Go to additional personnel on funding proposal](#)

### 1. Personnel costs:

<a href="#">+ Add</a> [Red]			
Staff Member	Appointment	Role	Is Key
<a href="#">Update</a> [Redacted]	12 months	PD/PI	yes <a href="#">✕</a>
<a href="#">Update</a> [Redacted]	12 months	Co-PD/PI	yes <a href="#">✕</a>

1. **Staff member:** Defaults to Staff Member to Be Determined for additional personnel. All proposal personnel are also available in the drop-down.

#### 1. Staff member:

Staff Member To Be Determined 

2. **Role:** Select the appropriate role.

2. \* Role:

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

3. **Appointment:** Select 12 months. 12 months should be used for all Personnel, even if on 9-month appointment. Annualized Salary and Appointment Types are used for budgeting purposes.

3. \* **Appointment:**

4. **Base Salary applied:** Enter their Annualized Base Salary rate. For help with calculating Annualized Base Salary rates, refer to the GRAMS Salary Tool available [here](#).

4. **Base salary applied:**

5. **Apply inflation rate:** Defaults to yes. UNT's standard practice is to budget for a 3% salary inflation each year. Update if needed.

5. **Apply inflation rate:**

Yes  No [Clear](#)

**Click OK. Add additional personnel until all personnel that will be budgeted for are added.**

Click Continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.

### 2.1.3 Personnel Costs – SmartForm

The Personnel Costs page consists of a Budget Summary and a Personnel Costs table. The Personnel Cost table shows a row for each individual listed on the prior page, and will be used to budget their salary, benefits, and total compensation.

Click the **Show Effort** button to display the additional fields that will be used to enter budgeted effort and calculate Salary and Benefits.

## Personnel Costs

### Budget Summary

	Period 1 1/1/2022 12/31/2022	Period 2 1/1/2023 12/31/2023	Period 3 1/1/2024 12/31/2024	Budget Totals
Personnel Total:	\$0.00	\$0.00	\$0.00	\$0.00
Direct Total:	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Total:	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:	\$0.00	\$0.00	\$0.00	\$0.00

### Personnel Costs

	Period 1 1/1/2022 12/31/2022	Period 2 1/1/2023 12/31/2023	Period 3 1/1/2024 12/31/2024
Person: ██████████ Role: PD/PI	Salary: \$0.00 Benefits: \$0.00 Total: \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
Person: Staff Member To Be Determined Role: Graduate Student	Salary: \$0.00 Benefits: \$0.00 Total: \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
Salary Cost Total:	\$0.00	\$0.00	\$0.00
Benefits Cost Total:	\$0.00	\$0.00	\$0.00
Personnel Cost Total:	\$0.00	\$0.00	\$0.00

### Budgeting Salary

Salary will be budgeted based on the personnel’s annualized base salary and their annual effort percentage. Proposed effort will also be recorded and used to calculate personnel cost share in scenarios where the effort percentage exceeds the salary requested percentage.

Enter the annual effort in the Effort section as well as the amount of that effort which will be requested from the sponsor in the Salary Requested section. In most instances these will be the same. A Cost Share scenario will be created when the Effort listed is larger than the Effort/Salary Requested.

If Effort is the same for each period, you can select the forward arrow to autofill the effort into all periods. You can also manually enter effort percentages for each period if effort varies from year to year.

### Budget Summary

	Period 1 1/1/2022 12/31/2022	Period 2 1/1/2023 12/31/2023	Period 3 1/1/2024 12/31/2024	Budget Totals
Personnel Total:	\$45,474.00	\$31,710.00	\$32,661.00	\$109,845.00
Direct Total:	\$45,474.00	\$31,710.00	\$32,661.00	\$109,845.00
Indirect Total:	\$4,547.00	\$0.00	\$0.00	\$4,547.00
Grand Total:	\$50,021.00	\$31,710.00	\$32,661.00	\$114,392.00

### Personnel Costs

	Period 1 1/1/2022 12/31/2022	Period 2 1/1/2023 12/31/2023	Period 3 1/1/2024 12/31/2024
Person: ██████████ Role: PD/PI	Effort: 12.5 % Sal Req: 12.5 % FB Rate: 28.8 % Base: \$100,000.00	12.5 % 12.5 % 28.8 % \$103,000.00	12.5 % 12.5 % 28.8 % \$106,090.00
Person: Staff Member To Be Determined Role: Graduate Student	Effort: 50 % Sal Req: 50 % FB Rate: 30 % Base: \$45,189.00	25 % 25 % 30 % \$46,545.00	25 % 25 % 30 % \$47,941.00
Salary Cost Total:	\$35,095.00	\$24,511.00	\$25,246.00
Benefits Cost Total:	\$10,379.00	\$7,199.00	\$7,415.00
Personnel Cost Total:	\$45,474.00	\$31,710.00	\$32,661.00

If you need assistance calculating an annualized percent effort, please use the [Effort Calculation Tool](#) available on the GCA website to calculate the correct effort percentages to enter into GRAMS. The tool will help calculate the proper annualized percentage effort based on Person Months committed to the project.

Below is a basic example for how annualized effort is calculated.

If a PI will be committing 50% effort of 3 Summer Months, this would equate to 1.5 Summer Person Months. For an annualized effort, the below calculation would be used for this scenario to determine an Annual Effort.

$$50\% \times 3 \text{ Summer Months} = 1.5 \text{ Person Months}$$

$$(1.5 \text{ Person Months} / 12 \text{ Calendar Months}) \times 100 = \underline{12.5\% \text{ Annual Effort}}$$

Note that the salary totals generated will include the default 3% personnel inflation rate unless you have selected that inflation should not be applied to personnel costs or that specific personnel. It is UNT's standard practice to include a 3% inflation for personnel costs.

### Budgeting for Fringe Benefits

Fringe Benefits are budgeted based on UNT's current average fringe benefit rate. These rates should auto-populate based on the individual chosen (Faculty, Staff, Student), but can be overridden if needed. UNT's current average Fringe Benefit rate information can be found on the GCA website [here](#).

#### Personnel Costs

<input type="button" value="Show Totals"/>		Period 1 9/1/2022 8/31/2023	Period 2 9/1/2023 8/31/2024	Period 3 9/1/2024 8/31/2025
<b>Person:</b> ██████████ <b>Role:</b> PD/PI	<b>Effort:</b>	0.0833 % ▾	0.0833 % ▾	0.0833 % ▾
	<b>Sal Req:</b>	0.0833 % ▾	0.0833 % ▾	0.0833 % ▾
	<b>FB Rate:</b>	24 % ▾	24 % ▾	24 % ▾
	<b>Base:</b>	\$162,391.00	\$167,263.00	\$172,281.00
<b>Person:</b> Staff Member To Be Determined <b>Role:</b> Technician	<b>Effort:</b>	100 % ▾	100 % ▾	100 % ▾
	<b>Sal Req:</b>	100 % ▾	100 % ▾	100 % ▾
	<b>FB Rate:</b>	28 % ▾	28 % ▾	28 % ▾
	<b>Base:</b>	\$55,000.00	\$56,650.00	\$58,349.00
<b>Person:</b> Staff Member To Be Determined <b>Role:</b> Graduate Student	<b>Effort:</b>	50 % ▾	50 % ▾	50 % ▾
	<b>Sal Req:</b>	50 % ▾	50 % ▾	50 % ▾
	<b>FB Rate:</b>	8 % ▾	8 % ▾	8 % ▾
	<b>Base:</b>	\$50,000.00	\$51,500.00	\$53,045.00
<b>Salary Cost Total:</b>		<b>\$80,135.00</b>	<b>\$82,539.00</b>	<b>\$85,016.00</b>
<b>Benefits Cost Total:</b>		<b>\$18,181.00</b>	<b>\$18,727.00</b>	<b>\$19,289.00</b>
<b>Personnel Cost Total:</b>		<b>\$98,316.00</b>	<b>\$101,266.00</b>	<b>\$104,305.00</b>

If needed, add Personnel Costs notes to your department/college reviewers and GCA.

1. Personnel costs notes:

After personnel budgeting is complete, click Continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.

### 2.1.4 Animal Cost Definition & Animal Ordering Costs – SmartForm

UNT does not use the Animal Costs SmartForms. If these Forms are available in your budget, return to the **General Budget Information** page and update question 4 to select **No** for a detailed Animals budget table. *Animal Costs can be entered in the General Cost Definition section.*

### 2.1.5 Travel Cost Definition – SmartForm

The travel cost definition page is used to enter travel costs that will be used on your budget. This includes all travel costs for UNT employees/personnel.

Click the **Add** button to add a Travel Cost.

## Travel Cost Definition

1. Travel costs:

+ Add	Description of Travel	Is Foreign Travel	Base Cost
There are no items to display			

1. **Description:** Enter a description of the Travel Cost you are adding.

1. \* Description:

2. **Is foreign travel?:** Select Yes or No to indicated if the added travel is intended to be foreign travel.

2. Is foreign travel?

Yes  No [Clear](#)

3. **Base Cost:** Enter the estimated cost of the listed trip/travel.

3. Base cost:

Enter the information to identify each Travel cost type for all years of the project. **Click OK and Add Another** to stay in

this screen and add additional travel cost item. When all travel items have been added, click **OK** to return to the Travel Cost Definition page.

Click Continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.

## 2.1.6 Travel Costs – SmartForm

The travel costs page consists of a Budget Summary and a Travel Costs table. The Travel Cost table shows a row for each item listed in the Travel Costs Definition Page.

Click the **Show Quantity** button to display the additional fields and to specify the # of trips and # of individuals traveling each year for each item entered.

### Budget Summary

	Period 1 1/1/2022 12/31/2022	Period 2 1/1/2023 12/31/2023	Period 3 1/1/2024 12/31/2024	Budget Totals
Travel Total:	\$0.00	\$0.00	\$0.00	\$0.00
Direct Total:	\$45,474.00	\$31,710.00	\$32,661.00	\$109,845.00
Indirect Total:	\$4,547.00	\$0.00	\$0.00	\$4,547.00
Grand Total:	\$50,021.00	\$31,710.00	\$32,661.00	\$114,392.00

### Travel Costs

	Period 1 1/1/2022 12/31/2022	Period 2 1/1/2023 12/31/2023	Period 3 1/1/2024 12/31/2024
<b>Show Quantity</b>			
Description: Field Travel - Mileage to site...	Total Units: 0 Unit Cost w/Inf: \$43.68 Total: \$0.00	0 \$44.99 \$0.00	0 \$46.34 \$0.00
Description: NCURA Conference - Washington, D.C.	Total Units: 0 Unit Cost w/Inf: \$1,500.00 Total: \$0.00	0 \$1,545.00 \$0.00	0 \$1,591.35 \$0.00
Description: PI Meeting	Total Units: 0 Unit Cost w/Inf: \$2,000.00 Total: \$0.00	0 \$2,060.00 \$0.00	0 \$2,121.80 \$0.00
Domestic Travel Total:	\$0.00	\$0.00	\$0.00
Foreign Travel Total:	\$0.00	\$0.00	\$0.00
Travel Cost Total:	\$0.00	\$0.00	\$0.00

If expected travel is the same for each period, you can select the forward arrow to autofill the same information into all periods. You can also manually update the # of trips and # of people if planned travel is different for each period.

### Budget Summary

	Period 1 1/1/2022 12/31/2022	Period 2 1/1/2023 12/31/2023	Period 3 1/1/2024 12/31/2024	Budget Totals
Travel Total:	\$0.00	\$0.00	\$0.00	\$0.00
Direct Total:	\$45,474.00	\$31,710.00	\$32,661.00	\$109,845.00
Indirect Total:	\$4,547.00	\$0.00	\$0.00	\$4,547.00
Grand Total:	\$50,021.00	\$31,710.00	\$32,661.00	\$114,392.00

### Travel Costs

	Period 1 1/1/2022 12/31/2022	Period 2 1/1/2023 12/31/2023	Period 3 1/1/2024 12/31/2024
<b>Show Totals</b>			
Description: Field Travel - Mileage to site...	# Trips: 4 # People per Trip: 1	4 1	4 1
Description: NCURA Conference - Washington, D.C.	# Trips: 1 # People per Trip: 1	1 2	1 1
Description: PI Meeting	# Trips: 0 # People per Trip: 0	0 0	1 1
Domestic Travel Total:	\$0.00	\$0.00	\$0.00
Foreign Travel Total:	\$0.00	\$0.00	\$0.00
Travel Cost Total:	\$0.00	\$0.00	\$0.00

Select **Show Totals** to generate the travel budget totals for each period. If the inflation rate is listed as 3% on the General Budget Information page, travel costs will be automatically inflated by 3% in future years. If you do not want

travel costs inflated in future years, 0% must be entered for the travel inflation amount.

**Travel Costs**

<input type="button" value="Show Totals"/>	Period 1 1/1/2022 12/31/2022	Period 2 1/1/2023 12/31/2023	Period 3 1/1/2024 12/31/2024
Description: Field Travel - Mileage to site...	# Trips: <input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="4"/>
	# People per Trip: <input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Description: NCURA Conference - Washington, D.C.	# Trips: <input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
	# People per Trip: <input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="1"/>
Description: PI Meeting	# Trips: <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>
	# People per Trip: <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>
Domestic Travel Total:	\$0.00	\$0.00	\$0.00
Foreign Travel Total:	\$0.00	\$0.00	\$0.00
Travel Cost Total:	\$0.00	\$0.00	\$0.00

If needed, add Travel Costs notes to your department/college reviewers and GCA.

**1. Travel costs notes:**

After travel budgeting is complete, click Continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.

**2.1.7 Trainee Cost Definition & Trainee Cost – SmartForms**

UNT does not use the Trainee Costs SmartForms. If these Forms are available in your budget, return to the **General Budget Information** page and update question 4 to select **No** for a detailed Trainee budget table. *Trainee Costs can be entered in the General Cost Definition section using the following categories: Trainee Stipends; Trainee: Travel; Trainee: Subsistence; Trainee: Tuition; Trainee: Other.*

**2.1.8 General Cost Definition – SmartForm**

The general cost definition page is used to select all of the cost types (or budget items) that will be used on your budget.

**Click the Add button** to add a general cost.

# General Cost Definition

## 1. General costs:

Cost Type	Description	Cost
<div style="border: 1px solid red; display: inline-block; padding: 2px;">+ Add</div>		

1. **General Cost Type:** Select from the drop-down.

### 1. \* General cost type:

2. **Cost:** Enter the budgeted amount for the selected item for the first budget period.

### 2. Cost:

3. **Description:** Enter a brief description of the cost being requested.

### 3. Description:

4. **Inflation:** Select 'Yes' if you want this cost escalated in future budget periods. If Inflation is set to Yes, the value will inflate every period, but you cannot update the values in the out years. If you set inflation to No, the value will not inflate in every period, but you can manually update the values in the out years on the General Costs screen. ***If you want to budget varying amounts for each period, select No so that you can edit the amounts on the General Costs page.***

### 4. Apply inflation?

Yes  No [Clear](#)

5. **Include in Indirects:** Leave this as the default. This field may not appear based on the F&A Base selected. This selection should default to the appropriate select based on the General Cost Type selected. However, this may need to be adjusted when selecting the 'Other' General Cost Type and including an item that should be excluded from the Indirect calculation.

### 5. Include in indirect calculations?

Yes  No [Clear](#)

Enter the information for each cost type. **Click OK and Add Another** to stay in this screen and add additional costs. Click **OK** to return to the General Cost Definition page, when all items have been added.

Confirm that all cost types are added. Next, you will budget each of these types per period on the General Costs

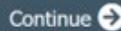
SmartForm page and review the summary.

Click Continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.

## General Cost Definition

### 1. General costs:

+ Add			
Cost Type	Description	Cost	
 Update	Equipment	Electron Microscope	\$7,250.00 
 Update	Materials and Supplies	Consumable Lab Supplies	\$5,000.00 
 Update	Other	Tuition - Full time GRA	\$10,283.00 
 Update	Other	Tuition - Half-time GRA	\$5,142.00 
 Update	Publication Costs		\$1,500.00 

 Exit
  Save
  Continue 

## 2.1.9 General Costs – SmartForm

The General Costs SmartForm consists of the Budget Summary table and General Costs table. The General Costs table lists each cost type from the prior SmartForm page. Notice that the costs with inflation factored in cannot be edited. The cost types that were set to not include inflation can be updated.

### Budget Summary

	Period 1 1/1/2022 12/31/2022	Period 2 1/1/2023 12/31/2023	Period 3 1/1/2024 12/31/2024	Budget Totals
<b>General Total:</b>	\$29,175.00	\$29,370.00	\$29,570.00	\$88,115.00
<b>Direct Total:</b>	\$170,224.00	\$160,884.00	\$165,556.00	\$496,664.00
<b>Indirect Total:</b>	\$8,455.00	\$0.00	\$0.00	\$8,455.00
<b>Grand Total:</b>	\$178,679.00	\$160,884.00	\$165,556.00	\$505,119.00

### General Costs

	Period 1 1/1/2022 12/31/2022	Period 2 1/1/2023 12/31/2023	Period 3 1/1/2024 12/31/2024
 Save			
<b>Cost Type:</b> Equipment <b>Description:</b> Electron Microscope	\$7,250.00 	\$7,250.00 	\$7,250.00
<b>Cost Type:</b> Materials and Supplies <b>Description:</b> Consumable Lab Supplies	\$5,000.00	\$5,150.00	\$5,304.00
<b>Cost Type:</b> Other <b>Description:</b> Tuition - Full time GRA	\$10,283.00 	\$10,283.00 	\$10,283.00
<b>Cost Type:</b> Other <b>Description:</b> Tuition - Half-time GRA	\$5,142.00 	\$5,142.00 	\$5,142.00
<b>Cost Type:</b> Publication Costs <b>Description:</b>	\$1,500.00	\$1,545.00	\$1,591.00
<b>General Cost Total:</b>	<b>\$29,175.00</b>	<b>\$29,370.00</b>	<b>\$29,570.00</b>

The Smart Form will auto-populate the amounts in each year, but you may update the budget amounts per period as needed. The amount budgeted per period may vary based on a variety of factors, such as equipment being purchased only in the first year of the award or graduate RAs only being active in certain budget periods. Click **Save** to save your updates.

### General Costs

	<b>Period 1</b> 1/1/2022 12/31/2022	<b>Period 2</b> 1/1/2023 12/31/2023	<b>Period 3</b> 1/1/2024 12/31/2024
<b>Cost Type:</b> Equipment <b>Description:</b> Electron Microscope	\$7,250.00 ▶	\$0.00 ▶	\$0.00
<b>Cost Type:</b> Materials and Supplies <b>Description:</b> Consumable Lab Supplies	\$5,000.00	\$5,150.00	\$5,304.00
<b>Cost Type:</b> Other <b>Description:</b> Tuition - Full time GRA	\$10,283.00 ▶	\$0.00 ▶	\$0.00
<b>Cost Type:</b> Other <b>Description:</b> Tuition - Half-time GRA	\$0.00 ▶	\$5,142.00 ▶	\$5,142.00
<b>Cost Type:</b> Publication Costs <b>Description:</b>	\$1,500.00	\$1,545.00	\$1,591.00
<b>General Cost Total:</b>	<b>\$24,033.00</b>	<b>\$11,837.00</b>	<b>\$12,037.00</b>

If needed, enter general cost notes to your department reviewer or GCA.

**1. General costs other notes:**

Once all the general costs have been budgeted, click Continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.

### 2.1.10 F&A Cost Overrides – SmartForm

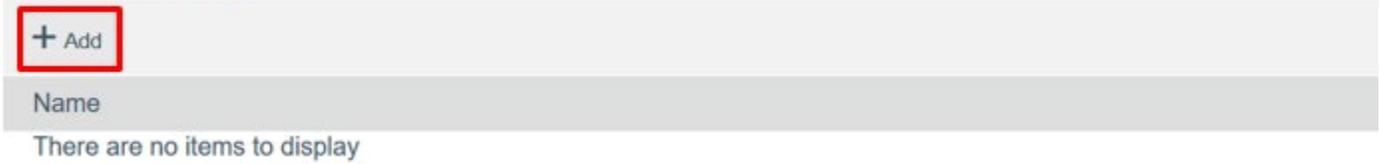
This SmartForm page lets you override the F&A cost base, if needed. Typically, no changes should be needed to this page. Consult with your GCA Specialist prior to making any updates on this SmartForm page.

Click continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.

### 2.1.11 Attachments – SmartForm

Budget attachments should be uploaded to the Attachment SmartForm. Drag and drop a file or select **Add** to add attachments.

## 1. Attachments: ?



+ Add

Name

There are no items to display

Add the **Budget Justification**, including any ancillary documents required by the sponsor such as vendor quotes for equipment or any other supporting documentation.

### Submit a Document

Title:   
If not provided, the name of the file will be used

\* File:  Choose File

Show Advanced Options

If submitting system-to-system, the budget justification will need to be added directly to the SF424 application in addition to this location. Documents added here will not propagate to the SF424 application.

If needed, click the **ellipsis** to upload a revision. You will be able to see previous versions and track document history using this feature.

## 1. Attachments: ?



+ Add

Name

 Budget Justification(0.01)	
 Vendor Quote - Microscope(0.01)	...

Once finished with uploading the documents, click “Validate” on the top left corner to check the SmartForm. This will check the whole SmartForm to confirm if any required information is missing.



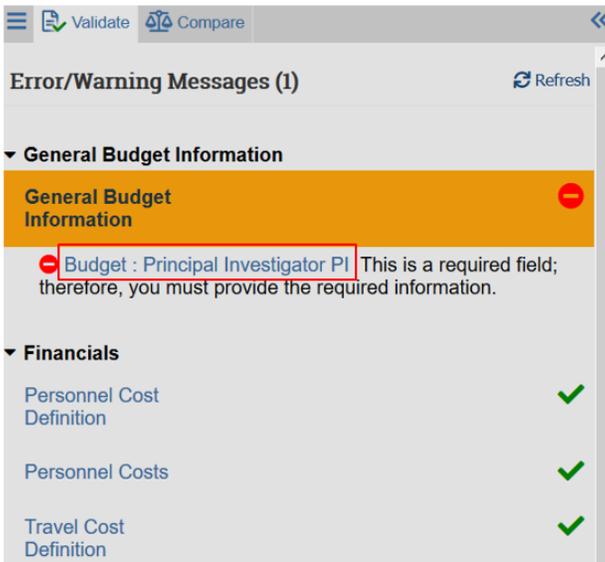
≡  Validate  Compare <<

▼ General Budget Information

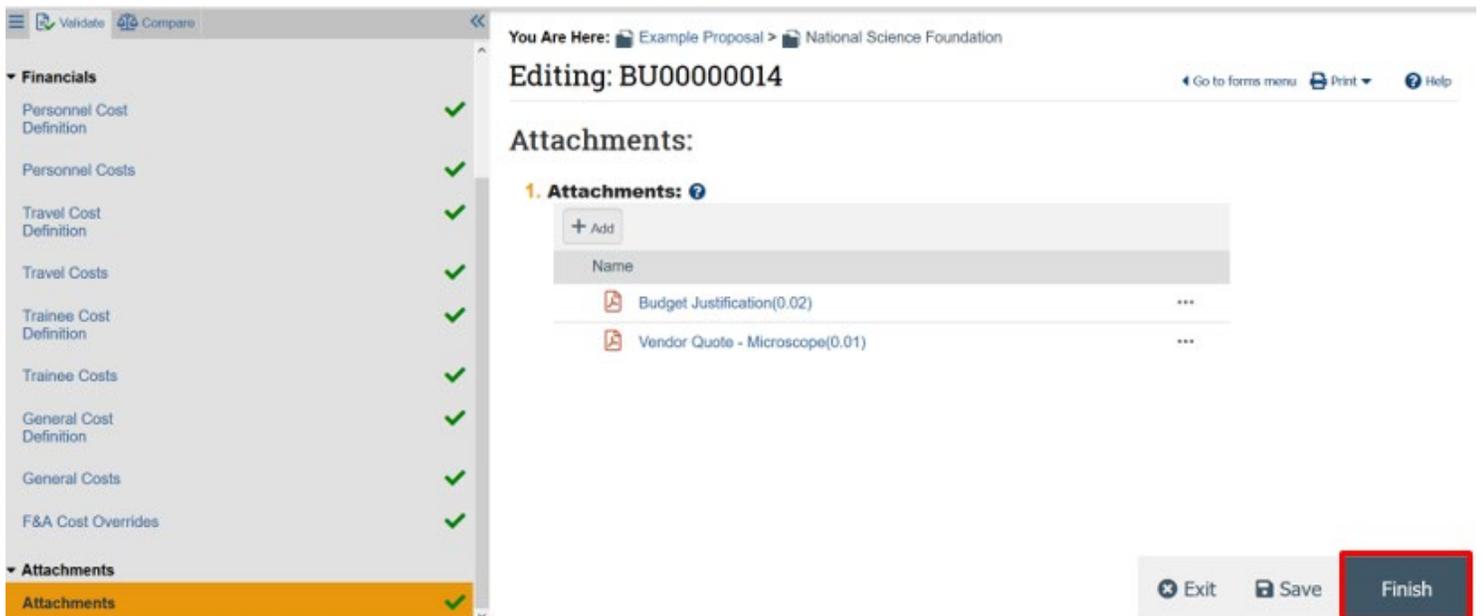
General Budget Information

▼ Financials

If you receive a red circle icon, click the link on the left side bar to return to the field and add the information as required.



Once any updates have been made, click the **Finish** button in the right bottom corner to complete the SmartForm. You will be brought to the Budget Workspace. The budget is complete and the summary can be reviewed on the Financials tab.



## 2.2 Creating Additional Budgets

In rare instances, your Funding Proposal can have multiple budgets associated with it. You can create an additional budget and complete the SmartForm following the Budget SmartForm instructions above.

There are a variety of reasons to create an additional budget, such as:

- Separate Budget needed to identify budget by Tasks (i.e.: DARPA proposals)
- Draft Budgets - Drafting separate Budgets for comparison of different scenarios

- Needing to create a Revised Budget

Additional budgets will be included on the Financials tab of the Funding Proposal *if they are marked as Include in Consolidated Budgets = Yes on the General Budget Information SmartForm page. All project budgets that are being submitted to the sponsor should be marked as Yes.*

Additional budgets may also be created if there was an error in the first budget, and you would like to start over with a new budget, or if you are creating additional budgets as draft budgets (e.g., to compare different scenarios) before determining the final version. In this scenario, it is very important to ensure only the final budget(s) are marked as Include in Consolidated Budgets = Yes on the General Budget Information SmartForm page. All drafts or budgets created in error should be marked as No so that they are not included in your proposal totals or included on the award when funded.

### 2.2.1 How to Create Additional Budgets

Navigate to the Funding Proposal workspace by searching in My Inbox on the Dashboard tab or by searching in UNT Proposals from the Grants tab. Alternatively, if you are already on the original budget you can select the link in the middle of the workspace to return to the Funding Proposal.

<b>Sponsor:</b> National Science Foundation		<b>Grand Total:</b>	\$569,905
<b>PI:</b>	[Redacted]	<b>Budget Type:</b>	Federal
<b>Funding Proposal:</b>	<span style="border: 1px solid red; padding: 2px;">Example Proposal</span>	<b>Subaward Count:</b>	0

From the Funding Proposal workspace, select the **Create Additional Budget** activity.

Proposal Information		Budget Information	
PDI/PI:	[Redacted]	Starting Date:	1/1/2022
Department:	Physics	Number of Periods:	3
Specialist:	[Redacted]	Total Direct:	\$456,456
Sponsors:	National Science Foundation	Total Indirect:	\$113,449
Sponsor Submission Deadline:	7/30/2021	Total:	\$569,905

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
National Science Foundation	[Edit]	8/2/2021 4:35 PM	Draft	Federal	\$569,905	yes

In the **Create Additional Budget** window, enter the Budget title (such as “Task 1 Budget” or “Scenario 2 Budget”) and select the PI responsible for the budget. Click **OK**.

## Create an Additional Budget

To create an additional budget for this funding proposal, complete the fields below, then click **OK**. You will be redirected to the new budget's SmartForm.

**IMPORTANT NOTE:** A primary sponsor budget is automatically created when the sponsor information is **completed** in the funding proposal. It is accessible under the budget tab on the funding proposal workspace.

1. \* **Budget title:** (81 characters & spaces max. for NIH) ?

2. \* **Principal investigator for this budget:** ?

3. **Budget count:**

1

OK Cancel

You will automatically be brought to the new budgets SmartForm. The new budget's SmartForm can now be completed. Follow the detailed instructions in the Budget SmartForm section for detailed instructions on completing the pages.

▼ **General Budget Information**

General Budget Information

▼ **Financials**

Personnel Cost Definition

## Editing: BU00000043

### General Budget Information

1. \* **Budget title:** ?

NSF Budget: Scenario 2

The new budget will now be listed on the Budgets tab of the Funding Proposal. It is very important that the correct budget(s) are selected 'yes' to the "In consolidated budget?" question in the Budget SmartForm.

Draft

# Example Proposal

FP00000010 Funding Proposal

## Next Steps

Edit Funding Proposal

Printer Version

COI Disclosure Status

Submit For Department Review

Withdraw Proposal

Manage Ancillary Reviews

Manage Relationships

Manage Tags

Create Agreement

Add Attachments

Copy

Create Additional Budget

Export Budget

Send Email

## Proposal Information

PD/PI: ██████████  
 Department: Physics  
 Specialist: ██████████  
 Sponsors: National Science Foundation  
 Sponsor Submission Deadline: 7/30/2021

## Budget Information

Starting Date: 1/1/2022  
 Number of Periods: 3  
 Total Direct: \$456,456  
 Total Indirect: \$113,449  
 Total: \$569,905

## SF424 Link:



Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	...
<b>Working Budgets</b>							
Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?	
NSF Budget: Scenario 2	[Edit]	8/3/2021 11:42 AM	Draft	Federal	\$446,986	no	
National Science Foundation	[Edit]	8/2/2021 4:35 PM	Draft	Federal	\$569,905	yes	

## 3 How to Create Cost Share Budget

This section provides instructions for how to create a cost share budget in GRAMS.

### 3.1 Cost Share Budget – SmartForm

Cost Share budgets are required to account for funds when cost share is being committed for a particular project. Cost Share budgets will be created from within the associated project budget.

Navigate to the Funding Proposal workspace. You can locate your Funding Proposal by searching in My Inbox on the Dashboard tab or by searching in UNT Proposals from the Grants tab.

On the proposal workspace Budgets tab, click the budget name to display the budget workspace.

*Note: If you have multiple budgets on your proposal, ensure you select the budget you would like the cost share associated with.*

**Draft**

**Next Steps**

- Edit Funding Proposal
- Printer Version
- COI Disclosure Status
- Submit For Department Review
- Withdraw Proposal
- Manage Ancillary Reviews
- Manage Relationships
- Manage Tags
- Create Agreement
- Add Attachments
- Copy
- Create Additional Budget
- Export Budget
- Send Email

# Example Proposal

FP00000010 Funding Proposal

## Proposal Information

PD/PI: ██████████  
 Department: Physics  
 Specialist: ██████████  
 Sponsors: National Science Foundation  
 Sponsor Submission Deadline: 7/30/2021

## Budget Information

Starting Date: 1/1/2022  
 Number of Periods: 3  
 Total Direct: \$456,456  
 Total Indirect: \$113,449  
 Total: \$569,905

### SF424 Link:



Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	...
<b>Working Budgets</b>							
Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?	
NSF Budget: Scenario 2	[Edit]	8/3/2021 11:42 AM	Draft	Federal	\$446,986	no	
<b>National Science Foundation</b>	[Edit]	8/2/2021 4:35 PM	Draft	Federal	\$569,905	yes	

On the budget workspace, click the **Create Cost Share** button to create a new cost share budget.

**Draft**

**Next Steps**

- Edit Budget
- Printer Version
- Create Subaward
- Create Cost Share**

## National Science Foundation

BU00000014 Project Budget

Sponsor: National Science Foundation      Grand Total: \$1,035,155  
 PI: ██████████      Budget Type: Federal  
 Funding Proposal: Example Proposal      Subaward Count: 2

Financials	Subaward	Documents	Snapshots	History			
Current All-Period Totals				Period 1	Period 2	Period 3	Cumulative
Personnel:				\$45,474	\$31,710	\$32,661	\$109,845

### 3.1.1 Cost Share Information - SmartForm

The new Cost Share Budget SmartForm will open. Select on the **Add** button to add information regarding the department, college, or other units committing to the cost share.

You Are Here: Example Proposal > National Science Foundation > \_Budget

## Creating New: Budget

### Cost Share Information

1. Cost share entities:

**+ Add**

Unit	Type	Chartstring	Amount
<input type="text"/>			

1. The Cost Share unit will need to be added by selecting the ellipsis icon and searching for the appropriate department/unit.

1. \* Unit who will provide funding:

2. Select whether the Cost Share is Mandatory, Voluntary Committed, or Third Party.

2. \* Cost share type: ?

- Mandatory
- Voluntary Committed
- Third Party In Kind

[Clear](#)

3. Enter the Chartstring account information for the unit committing cost share. If you do not know the appropriate chartstring to include, consult with the department committing the cost share or your administrative contact to determine the correct chartstring information to include. If it is third-party cost share, enter the external party name instead of chartstring information.

3. \* Cost share chartstring: ?

390020-202-850000-220

4. Enter the dollar amount of the Cost Share being committed by this unit, if known at this time. Otherwise, enter \$0 for the amount, complete the Cost Sharing Budget, and then return to this page to correctly enter the dollar amount once the Cost Sharing Budget is complete.

4. \* Amount: ?

\$0

Select **OK** or **OK and Add Another** if multiple different units or chartstrings need to be entered.

Select **Continue** at the bottom left, once Cost Share entities have all been added.

Cost Share Information

1. Cost share entities:

+ Add				
	Unit	Type	Chartstring	Amount
<a href="#">Update</a>	Biological Sciences	Mandatory	390020-202-850000-220	\$0.00

[Exit](#) [Save](#) [Continue](#)

## 3.1.2 General Budget Information – SmartForm

The Budget Title will auto-populate as “Cost Sharing for....[Parent Budget Name]”, but can be updated.

You Are Here: Example Proposal > Cost Sharing for National Science...

Editing: BU00000128

### General Budget Information

- \* Budget title: ?
- \* Principal Investigator for this budget:
- \* Does this budget use the standard F&A cost base and rates? ?  
 Yes  No [Clear](#)

Standard F&A cost base and rates

	Period 1	Period 2	Period 3
F&A Cost Base	Start: 1/1/2022 End: 12/31/2022	Start: 1/1/2023 End: 12/31/2023	Start: 1/1/2024 End: 12/31/2024
MTDC	Rate: 48.5%	48.5%	48.5%

The Cost Share budget SmartForms will be completed in the same fashion as the Parent Budget, with the exception of Personnel Costs. All costs being cost shared should be included when completing the cost share budget SmartForms. Follow the detailed instructions in section 2.1.1 – 2.1.12 of this guide for creating your Cost Share budget, with the following additional guidance relating to the Personnel Costs – Cost Share SmartForm page.

### 3.1.3 Personnel Costs-Cost Share – SmartForm

Personnel Costs that are to be cost shared cannot be entered directly into the Personnel Costs-Cost Share SmartForm. Instead, GRAMS automatically calculates cost shared Personnel Costs based on the values entered into the “Effort” and “Salary Requested” fields in the Personnel Costs section of the Parent Budget. If more Effort is listed than is Requested from the sponsor, GRAMS will automatically populate this difference into the Personnel Costs-Cost Share section of the Cost Share Budget. If these vales need to be updated, return to the Personnel Costs section of the *Parent Budget* and adjust the “Effort” and “Salary Requested” effort values as needed.

Editing: BU00000128 Go to forms menu Print Help

### Personnel Costs - Cost Share

Budget Summary

	Period 1	Period 2	Period 3	Budget Totals
	1/1/2022 12/31/2022	1/1/2023 12/31/2023	1/1/2024 12/31/2024	
<b>Personnel Total:</b>	\$3,220.00	\$3,317.00	\$3,416.00	\$9,953.00
<b>Direct Total:</b>	\$3,220.00	\$3,317.00	\$3,416.00	\$9,953.00
<b>Indirect Total:</b>	\$1,562.00	\$1,609.00	\$1,657.00	\$4,828.00
<b>Grand Total:</b>	\$4,782.00	\$4,926.00	\$5,073.00	\$14,781.00

Personnel Costs

	Period 1	Period 2	Period 3
	1/1/2022 12/31/2022	1/1/2023 12/31/2023	1/1/2024 12/31/2024
<b>Person: Jingbiao Cui</b> Role: PD/PI	Sal Req: 2.5% Base: \$100,000.00 Salary: \$2,500.00 Benefits: \$720.00 Total: \$3,220.00	Sal Req: 2.5% Base: \$103,000.00 Salary: \$2,575.00 Benefits: \$742.00 Total: \$3,317.00	Sal Req: 2.5% Base: \$106,090.00 Salary: \$2,652.00 Benefits: \$764.00 Total: \$3,416.00
<b>Person: Staff Member To Be Determined</b> Role: Graduate Student	Sal Req: 0% Base: \$45,189.00 Salary: \$0.00 Benefits: \$0.00 Total: \$0.00	Sal Req: 0% Base: \$46,545.00 Salary: \$0.00 Benefits: \$0.00 Total: \$0.00	Sal Req: 0% Base: \$47,941.00 Salary: \$0.00 Benefits: \$0.00 Total: \$0.00
<b>Salary Cost Total:</b>	\$2,500.00	\$2,575.00	\$2,652.00
<b>Benefits Cost Total:</b>	\$720.00	\$742.00	\$764.00
<b>Personnel Cost Total:</b>	\$3,220.00	\$3,317.00	\$3,416.00

1. Personnel costs notes:

Exit Save Continue

### 3.2 Viewing the completed Cost Share Budget

Once the Cost Share budget is finalized, you can view a summary of the budget on the Financials tab of the Cost Share

Budget workspace. To navigate back to the Parent Budget or Funding Proposal, select on the links in the workspace.

Current All-Period Totals	Period 1	Period 2	Period 3	Cumulative
Personnel:	\$3,220	\$3,317	\$3,416	\$9,953
Salaries:	\$2,500	\$2,575	\$2,652	\$7,727
Benefits:	\$720	\$742	\$764	\$2,226
General:	\$0	\$0	\$0	\$0
Travel:	\$0	\$0	\$0	\$0
Animal Costs:	\$0	\$0	\$0	\$0
Animal Ordering:	\$0	\$0	\$0	\$0
Animal Maintenance:	\$0	\$0	\$0	\$0
Trainees:	\$0	\$0	\$0	\$0
Patient Care:	\$0	\$0	\$0	\$0
Inpatient:	\$0	\$0	\$0	\$0
Outpatient:	\$0	\$0	\$0	\$0
Subaward:	\$0	\$0	\$0	\$0
Subaward Direct:	\$0	\$0	\$0	\$0
Subaward F&A:	\$0	\$0	\$0	\$0
Total Direct less Subaward F&A:	\$3,220	\$3,317	\$3,416	\$9,953
Total Direct:	\$3,220	\$3,317	\$3,416	\$9,953
Total F&A:	\$1,562	\$1,609	\$1,657	\$4,828
Project Total:	\$4,782	\$4,926	\$5,073	\$14,781

The Cost Share budget can be accessed from the Budgets tab of the Funding Proposal workspace.

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
Cost Sharing for National Science Foundation	[Edit]	8/31/2021 1:19 PM	Draft	Institution (Internal)	\$14,781	no
National Science Foundation	[Edit]	8/31/2021 12:05 PM	Draft	Federal	\$1,020,375	yes
NSF Budget Scenario 2	[Edit]	8/3/2021 11:42 AM	Draft	Federal	\$446,986	no

## 4 How to Create Subaward Budgets

This section provides instructions for how to create a subaward budget in GRAMS.

### 4.1 Subaward Budget – SmartForm

Subaward budgets are required to account for funds when contracting with an external institution for a portion of the work as part of the research project. Subaward budgets will be created from within the associated project budget.

Navigate to the Funding Proposal workspace. You can locate your Funding Proposal by searching in My Inbox on the Dashboard tab or by searching in UNT Proposals from the Grants tab.

On the proposal workspace Budgets tab, click the budget name to display the budget workspace.

*Note: If you have multiple budgets on your proposal, ensure you select the budget you would like the subaward associated with.*

Draft

Example Proposal

FP00000010 Funding Proposal

**Next Steps**

Edit Funding Proposal

Printer Version

---

COI Disclosure Status

Submit For Department Review

Withdraw Proposal

Manage Ancillary Reviews

Manage Relationships

Manage Tags

Create Agreement

Add Attachments

Copy

Create Additional Budget

Export Budget

Send Email

**Proposal Information**

PD/PI: [REDACTED]

Department: Physics

Specialist: [REDACTED]

Sponsors: National Science Foundation

Sponsor Submission Deadline: 7/30/2021

SF424 Link:

**Budget Information**

Starting Date: 1/1/2022

Number of Periods: 3

Total Direct: \$456,456

Total Indirect: \$113,449

Total: \$569,905

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	...
<b>Working Budgets</b>							
Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?	
NSF Budget: Scenario 2	[Edit] v	8/3/2021 11:42 AM	Draft	Federal	\$446,986	no	
<span style="border: 2px solid red; padding: 2px;">National Science Foundation</span>	[Edit] v	8/2/2021 4:35 PM	Draft	Federal	\$569,905	yes	

On the budget workspace, click the **Create Subaward** button to create a new subaward budget.

Draft

National Science Foundation

BU00000014 Project Budget

**Next Steps**

Edit Budget

Printer Version

**Create Subaward**

Create Cost Share

---

Make A Copy

Log General Comments

Export Budget

Sponsor: National Science Foundation

PI: [REDACTED]

Funding Proposal: Example Proposal

Grand Total: \$569,905

Budget Type: Federal

Subaward Count: 0

Financials	Subaward	Documents	Snapshots	History
<b>Current All-Period Totals</b>				
<b>Personnel:</b>	Period 1	Period 2	Period 3	Cumulative
Salaries:	\$45,474	\$31,710	\$32,661	\$109,845
Benefits:	\$35,095	\$24,511	\$25,246	\$84,852
General:	\$10,379	\$7,199	\$7,415	\$24,993
Travel:	\$24,033	\$11,837	\$12,037	\$47,907
	\$1,675	\$3,090	\$3,713	\$8,478

The new Subaward Budget SmartForm will open.



Follow the detailed instructions below to complete each page of the Subaward Budget SmartForm. Please note that if needed, multiple subaward budgets can be created from your budget using the **Create Subaward Budget** button.

## 4.1.1 Subaward Budget Information – SmartForm

- Title:** Enter a title for the budget. Include the subrecipient organization name within the title.

**1. \* Title: ?**

- Organization:** Select the subrecipient. To search for an organization, you may use the % symbol as a wildcard before and/or after your search criteria to broaden your search.

**2. \* Organization:**

Select Organization

Filter by

Total Selected: 1 1-1 of 1

ID	Name	Parent Organization	Institution
NTS000565	University of North Texas Health Science	University of North Texas	University of North Texas

Total Selected: 1 1-1 of 1

*Note: If the subawardee is not available for selection in the system, select “TBD” and email your GCA Specialist to request the organization is added. Include the organization name, type, address, phone/email info. After the GCA team notifies you that the organization is added, return to this screen, and change the organization from TBD to the newly added organization.*

- Principal Investigator:** Budget PI defaults.

**3. Principal Investigator: ?**

- Subawardee PI:** Leave blank. UNT does not currently use this field.

**4. Subawardee PI:**

- Subaward Budget Detail Level:** Select how to capture budget data for this subaward.

- Per Period Direct and Indirect Totals:** All costs are captured in a single budget table as direct and indirect costs per budget period.
- SF424 Subaward Import:** Subawardee’s budget totals are imported to the system using their completed

R&R subaward Budget PDF Form.

*Note: This option should be selected when submitting the proposal system-to-system via 424 if you have an R&R Budget Form to import for the subaward. This can optionally be used when not submitting system-to-system.*

**5. \* Subaward budget detail level:** ?

Per Period Direct and Indirect Totals ▼

**6. Include in Consolidated Budgets:** Select Yes or No on whether to include in the consolidated budget. Only select “No” for subaward budgets created in error.

**6. Include in consolidated budgets?** ?

Yes  No [Clear](#)

**7. Subaward Indirect Contribution Limit:** For budgets using the MTDC cost base standard, the system automatically includes the first \$25,000 of subaward budgets in the cost base for calculating indirect costs for the primary budget. Update only if necessary, per sponsor limitation.

*Note: This question only displays if MTDC was selected as the cost base on the sponsor budget that this subaward was created on.*

**7. Subaward indirect contribution limit:** ?

\$25,000

Click Continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.

## 4.1.2 All Personnel – SmartForm

This SmartForm page can be skipped. The page will only appear when the Per Period Cost Totals budget detail level is selected.

The subaward PIs can be listed on the Funding Proposal Personnel SmartForm in question 3B, instead of on this page. Subaward personnel do not need to be added here.

Click Continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.

## 4.1.3 Per Period Cost Totals – SmartForm

This SmartForm page will only appear if “Per Period Cost Totals” was the budget detail level selected on question 5 of the Subaward Budget Information SmartForm. If you are entering the subaward budget by importing the Subaward R&R Budget Form, this SmartForm page will not appear.

Enter the Direct and Indirect totals for the Subaward. If they are the same for all periods, enter in the period one box and then use the copy arrow to the right of the Direct and Indirect boxes in period 1 to populate all periods with that value. If the totals are different for each period, enter the total amounts for each period.

The system will calculate the overall Totals and Grand Total per period based on your entry of the per period totals.

### Per Period Cost Totals

<b>Total Direct:</b>				\$114,000
<b>Total Indirect:</b>				\$51,000
<b>Total Project:</b>				\$165,000
	<b>Period</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Cost Totals</b>	<b>Start:</b>	1/1/2022	1/1/2023	1/1/2024
	<b>End:</b>	12/31/2022	12/31/2023	12/31/2024
				<b>Total</b>
<b>Direct:</b>		\$38,000	\$38,000	\$38,000
<b>Indirect:</b>		\$17,000	\$17,000	\$17,000
<b>Grand Total:</b>		\$55,000	\$55,000	\$55,000
				\$114,000
				\$51,000
				\$165,000

If needed, add budget notes to your department reviewer and GCA.

#### 1. Budget notes:

Click Continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.

### 4.1.4 SF424 Subaward Import – SmartForm

This SmartForm page will only appear if on the Subaward Budget Information SmartForm you selected “SF424 Subaward Import” on question 5 of the Subaward Budget Information SmartForm. This option should be selected when submitting the proposal system-to-system via 424 and have a R&R Budget Form to import from the Subawardee organization.

If you are manually adding the per period Directs and Indirects instead, this SmartForm page will not appear.

**SF424 Subaward Import**

1. To import, select your SF424 Subaward PDF click Save. The totals from the form will be loaded in the system.

The page will appear as above. The Subaward R&R Budget PDF must be completed and returned by the subawardee for uploading in the fillable format.

When the file is received, select Choose File to select the file and then select **Save** to upload.

## SF424 Subaward Import

1. To import, select your SF424 Subaward PDF click Save. The totals from the form will be loaded in the system.

 RR\_Budget\_UNTHSC.pdf(0.02) ...

 Choose File

If there is an issue with the Subaward R&R budget form, you will receive an error message when importing. The most common error is that the period dates entered in the Subaward R&R Budget PDF form do not match the budget periods of the primary budget OR that the R&R Budget is not in the editable/fillable format. Correct any errors on the form and retry the import.

Editing: BU00000044

[Go to forms menu](#) [Print](#) [Help](#)

*Could not update the Budget due to one or more errors:  
Validation Failed: Could not find a budget period matching the provided start date (1/1/2022)and end date (12/31/2023).*

## SF424 Subaward Import

1. To import, select your SF424 Subaward PDF click Save. The totals from the form will be loaded in the system.

 RR\_Budget\_1\_4-V1.4-v3.pdf(0.03) ...

 Choose File

Click Save or Continue. The form has been imported and you can confirm the totals by reviewing the Financial tab on the Subaward Budget Workspace.

## 4.1.5 Attachments – SmartForm

Subaward attachments should be uploaded to the attachment SmartForm. If submitting system-to-system, these files will not propagate to the SF424.

Drag and drop a file or select the **Add** button to choose a file.

Editing: BU00000044

[Go to forms menu](#) [Print](#) [Help](#)

### Attachments:

1. Attachments: [?](#)

+ Add

Name

There are no items to display

**For all subawards, below are the standard required documents that should be included from the organization:**

- Subrecipient Letter of Commitment (LOC), signed by the organization’s Authorized Official
- Detailed budget (Should be in R&R Budget Form if 424 submission)
- Budget Justification
- Statement of Work (SOW) outlining the subaward organization’s work to be performed and any deliverables
- F&A Rate Agreement or documentation as appropriate
- Any other documents, as required by sponsor.

If needed, click the ellipsis to upload a revision.

Attachments:

1. Attachments: ?

+ Add		
Name		
	UNTHSC Budget Justification(0.01)	...
	UNTHSC Detailed Budget(0.01)	...
	UNTHSC F&A Rate Agreement(0.01)	...
	UNTHSC Letter of Commitment(0.01)	...
	UNTHSC Scope of Work(0.01)	...

Once complete, click Finish to complete the SmartForm and return to the subaward budget workspace, where you can view a summary of the subaward budget totals.

## Subaward #1 - UNTHSC

BU00000044 Subaward Budget

<b>Organization:</b>	University of North Texas Health Science	<b>Funding Proposal:</b>	Example Proposal
<b>Budget Detail Level:</b>	Per Period Direct and Indirect Totals	<b>Parent Budget:</b>	National Science Foundation

Financial	Personnel	Snapshots	History				
Current All-Period Totals				Period 1	Period 2	Period 3	Cumulative
<b>Total Direct:</b>				\$28,000	\$28,000	\$28,000	\$84,000
<b>Total Indirect:</b>				\$14,000	\$14,000	\$14,000	\$42,000
<b>Project Total:</b>				\$42,000	\$42,000	\$42,000	\$126,000

Note that the subaward budget is linked to the sponsor budget, so you can view your subaward budget from the sponsor budget by selecting the Subawards tab.

Financials	Subaward	Documents	Snapshots	History				
<b>Subaward</b>								
ID	Name	SmartForm	Date Created	Date Modified	State	Include in Totals	Total	
BU00000044	Subaward #1 - UNTHSC	[Edit] ▾	8/3/2021 4:13 PM	8/10/2021 9:27 AM	Draft	yes	\$126,000	

The subaward per period totals will be included in the sponsor budget Financials tab and the Funding Proposal Financialstab.

**Draft**

**Next Steps**

- Edit Budget
- Printer Version
- Create Subaward
- Create Cost Share

[Make A Copy](#)  
[Log General Comments](#)  
[Export Budget](#)  
[Manage Tags](#)

Federal

# National Science Foundation

BU00000014 Project Budget

<b>Sponsor:</b>	National Science Foundation	<b>Grand Total:</b>	\$708,030
<b>PI:</b>	[REDACTED]	<b>Budget Type:</b>	Federal
<b>Funding Proposal:</b>	Example Proposal	<b>Subaward Count:</b>	1

Financials	Subaward	Documents	Snapshots	History	
<b>Current All-Period Totals</b>					
		Period 1	Period 2	Period 3	Cumulative
<b>Personnel:</b>		\$45,474	\$31,710	\$32,661	\$109,845
Salaries:		\$35,095	\$24,511	\$25,246	\$84,852
Benefits:		\$10,379	\$7,199	\$7,415	\$24,993
<b>General:</b>		\$24,033	\$11,837	\$12,037	\$47,907
<b>Travel:</b>		\$1,675	\$3,090	\$3,713	\$8,478
<b>Animal Costs:</b>		\$0	\$0	\$0	\$0
Animal Ordering:		\$0	\$0	\$0	\$0
Animal Maintenance:		\$0	\$0	\$0	\$0
<b>Trainee:</b>		\$93,900	\$96,714	\$99,612	\$290,226
<b>Patient Care:</b>		\$0	\$0	\$0	\$0
Inpatient:		\$0	\$0	\$0	\$0
Outpatient:		\$0	\$0	\$0	\$0
<b>Subaward:</b>		\$42,000	\$42,000	\$42,000	\$126,000
Subaward Direct:		\$28,000	\$28,000	\$28,000	\$84,000
Subaward F&A:		\$14,000	\$14,000	\$14,000	\$42,000

## 4.2 Create and Edit Additional Subawards

Create additional subawards for the same budget by navigating to the budget workspace and clicking on the Create Subaward button again.

View and edit all subawards associated with a budget by navigating to the budget workspace and clicking on the Subaward tab, then click on the Name of the subaward.

**Draft**

**Next Steps**

- Edit Budget
- Printer Version
- Create Subaward**
- Create Cost Share

[Make A Copy](#)  
[Log General Comments](#)

# National Science Foundation

BU00000014 Project Budget

<b>Sponsor:</b>	National Science Foundation	<b>Grand Total:</b>	\$1,035,155
<b>PI:</b>	[REDACTED]	<b>Budget Type:</b>	Federal
<b>Funding Proposal:</b>	Example Proposal	<b>Subaward Count:</b>	2

Financials	Subaward	Documents	Snapshots	History			
<b>Subaward</b>							
ID	Name	SmartForm	Date Created	Date Modified	State	Include in Totals	Total
BU00000058	Subaward #2 - University of Texas	[Edit] ▾	8/10/2021 9:35 AM	8/10/2021 9:36 AM	Draft	yes	\$315,000
BU00000044	Subaward #1 - UNTHSC	[Edit] ▾	8/3/2021 4:13 PM	8/10/2021 9:27 AM	Draft	yes	\$126,000

## 5 Budget Workspace and Reviewing Budgets

This section outlines an overview of the budget and subaward budget workspaces. It also includes information on how to view budget information via the Funding Proposal Financials tab.

### 5.1 Budget Workspace

Once a budget has been created, it will have its own workspace. The workspace contains a summary of the financials, activities, and other relevant information regarding the budget.

*Note “workspace” is the term for this page within GRAMS and has nothing to do with Grants.gov Workspace.*

Draft

National Science Foundation

BU00000014

Project Budget

<b>Sponsor:</b>	National Science Foundation	<b>Grand Total:</b>	\$1,035,155
<b>PI:</b>	██████████	<b>Budget Type:</b>	Federal
<b>Funding Proposal:</b>	Example Proposal	<b>Subaward Count:</b>	2

Financials	Subaward	Documents	Snapshots	History		Period 1	Period 2	Period 3	Cumulative
Current All-Period Totals									
<b>Personnel:</b>						<b>\$45,474</b>	<b>\$31,710</b>	<b>\$32,661</b>	<b>\$109,845</b>
Salaries:						\$35,095	\$24,511	\$25,246	\$84,852
Benefits:						\$10,379	\$7,199	\$7,415	\$24,993
<b>General:</b>						<b>\$24,033</b>	<b>\$11,837</b>	<b>\$12,037</b>	<b>\$47,907</b>
Travel:						\$1,675	\$3,090	\$3,713	\$8,478
<b>Animal Costs:</b>						<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Animal Ordering:						\$0	\$0	\$0	\$0
Animal Maintenance:						\$0	\$0	\$0	\$0
<b>Trainee:</b>						<b>\$93,900</b>	<b>\$96,714</b>	<b>\$99,612</b>	<b>\$290,226</b>
<b>Patient Care:</b>						<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Inpatient:						\$0	\$0	\$0	\$0
Outpatient:						\$0	\$0	\$0	\$0
<b>Subaward:</b>						<b>\$147,000</b>	<b>\$147,000</b>	<b>\$147,000</b>	<b>\$441,000</b>
Subaward Direct:						\$103,000	\$103,000	\$103,000	\$309,000
Subaward F&A:						\$44,000	\$44,000	\$44,000	\$132,000
<b>Total Direct less Subaward F&amp;A:</b>						<b>\$268,082</b>	<b>\$246,351</b>	<b>\$251,023</b>	<b>\$765,456</b>
<b>Total Direct:</b>						<b>\$312,082</b>	<b>\$290,351</b>	<b>\$295,023</b>	<b>\$897,456</b>
<b>Total F&amp;A:</b>						<b>\$65,256</b>	<b>\$35,560</b>	<b>\$36,883</b>	<b>\$137,699</b>
<b>Project Total:</b>						<b>\$377,338</b>	<b>\$325,911</b>	<b>\$331,906</b>	<b>\$1,035,155</b>
F&A Costs (Standard)						Period 1	Period 2	Period 3	Cumulative
<b>Start Date:</b>						1/1/2022	1/1/2023	1/1/2024	
<b>End Date:</b>						12/31/2022	12/31/2023	12/31/2024	
<b>Indirect Cost Rate:</b>						48.5%	48.5%	48.5%	
<b>Indirect Cost Type:</b>						MTDC	MTDC	MTDC	
<b>Indirect Cost Base:</b>						\$134,549	\$73,319	\$76,047	
<b>Indirect Funds Req.:</b>						\$65,256	\$35,560	\$36,883	

Across the top of the workspace are several important details about the workspace. We see it is in Draft state. We see the budget title, budget ID, and budget type.

- The budget will be in Draft state during proposal development. During review of the proposal, the state will be Under Review. If the proposal is awarded, the state will be updated to Active.
- The budget type tells us if this is a project budget, subaward budget, or cost share budget.

Draft

National Science Foundation

BU00000014

Project Budget

Basic budget information is captured in the center of the workspace.

**Sponsor:** Sponsor defaults based on the direct sponsor selected on the Funding Proposal.

**PI:** PI defaults based on the Principal Investigator listed on the General Budget Information SmartForm.

**Funding Proposal:** The blue link can be clicked to navigate back to the Funding Proposal record.

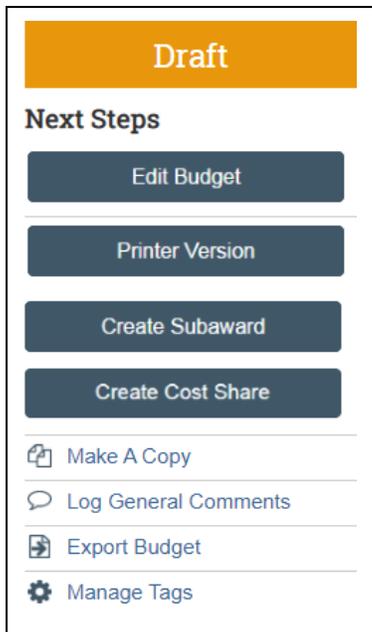
**Grand Total:** The budget total (including the direct and indirect totals).

**Budget Type:** Defaults based on the sponsor type or shows if this is a flow through award.

**Subaward Count:** Shows the number of subaward budgets associated with this project budget.

Sponsor:	National Science Foundation	Grand Total:	\$1,035,155
PI:	[REDACTED]	Budget Type:	Federal
Funding Proposal:	<a href="#">Example Proposal</a>	Subaward Count:	2

Under the State, there are several buttons and activities that can be used to take action on the budget.



The **Edit Budget** button is used to open the budget SmartForm and make updates as needed. When the budget is Under Review or Active (or depending on your security to the budget), this button will say **View Budget**.

The **Printer Version** button can be used to create a printable version of the Budget SmartForm. If you click this button, a read only printer view of the SmartForm will open in another tab and can be printed for paper review.

The **Create Subaward** button is used to add a subaward to this budget. Review the How to Create a Subaward Budget section for more details.

The **Create Cost Share** button is used to create a cost share budget for this budget. Review the Create Cost Share procedures in section 3 of this guide for more details on the cost sharing process.

The **Make a Copy** activity can be used to create a copy of an existing budget. This activity may be used if your creating multiple similar budgets. Click the activity, enter a new budget name, and click OK. The budget will then be accessible via the Budgets tab on the Funding Proposal.

The **Log General Comments** activity will not be used; Comments should instead be logged on the Funding Proposal as opposed to the budget.

The **Export Budget** activity will create an Excel export of the budget. You can click the activity and view the Excel export in the Budget History tab.

Financials	Subaward	Documents	Snapshots	History
Activity	Author	Activity Date		
Exported Budget	[REDACTED]	8/10/2021 9:53 AM		
Budget Spreadsheet_National Science Foundation				

The **Manage Tags** activity will be updated as needed by your GCA Specialist.

The bottom of the workspace contains helpful tabs with information about the budget.

The **Financials tab** includes a summary of the budget including direct and indirect totals.

Financials	Subaward	Documents	Snapshots	History					
Current All-Period Totals					Period 1	Period 2	Period 3	Cumulative	
<b>Personnel:</b>					\$45,474	\$31,710	\$32,661	\$109,845	
Salaries:					\$35,095	\$24,511	\$25,246	\$84,852	
Benefits:					\$10,379	\$7,199	\$7,415	\$24,993	
<b>General:</b>					\$24,033	\$11,837	\$12,037	\$47,907	
<b>Travel:</b>					\$1,675	\$3,090	\$3,713	\$8,478	
<b>Animal Costs:</b>					\$0	\$0	\$0	\$0	
Animal Ordering:					\$0	\$0	\$0	\$0	
Animal Maintenance:					\$0	\$0	\$0	\$0	
<b>Trainee:</b>					\$93,900	\$96,714	\$99,612	\$290,226	
<b>Patient Care:</b>					\$0	\$0	\$0	\$0	
Inpatient:					\$0	\$0	\$0	\$0	
Outpatient:					\$0	\$0	\$0	\$0	
<b>Subaward:</b>					\$147,000	\$147,000	\$147,000	\$441,000	
Subaward Direct:					\$103,000	\$103,000	\$103,000	\$309,000	
Subaward F&A:					\$44,000	\$44,000	\$44,000	\$132,000	
<b>Total Direct less Subaward F&amp;A:</b>					\$268,082	\$246,351	\$251,023	\$765,456	
<b>Total Direct:</b>					\$312,082	\$290,351	\$295,023	\$897,456	
<b>Total F&amp;A:</b>					\$65,256	\$35,560	\$36,883	\$137,699	
<b>Project Total:</b>					\$377,338	\$325,911	\$331,906	\$1,035,155	
F&A Costs (Standard)					Period 1	Period 2	Period 3	Cumulative	
<b>Start Date:</b>					1/1/2022	1/1/2023	1/1/2024		
<b>End Date:</b>					12/31/2022	12/31/2023	12/31/2024		
<b>Indirect Cost Rate:</b>					48.5%	48.5%	48.5%		
<b>Indirect Cost Type:</b>					MTDC	MTDC	MTDC		
<b>Indirect Cost Base:</b>					\$134,549	\$73,319	\$76,047		
<b>Indirect Funds Req.:</b>					\$65,256	\$35,560	\$36,883		

*Note: If the Funding Proposal has multiple budgets, the view on the budget workspace only shows a summary for that particular budget. A summarized view of multiple budgets can be seen on the Funding Proposal Financials tab.*

The **Subaward tab** shows a summary of all subaward budgets associated with this budget. You can navigate to the subaward budget by clicking on the active Name link.

Financials	Subaward	Documents	Snapshots	History					
<b>Subaward</b>									
ID	Name	SmartForm	Date Created	Date Modified	State	Include in Totals	Total		
BU00000058	Subaward #2 - University of Texas	[Edit]	8/10/2021 9:35 AM	8/10/2021 9:36 AM	Draft	yes	\$315,000		
BU00000044	Subaward #1 - UNTHSC	[Edit]	8/3/2021 4:13 PM	8/10/2021 9:27 AM	Draft	yes	\$126,000		

Financials	Subaward	Documents	Snapshots	History					
<b>Attachments:</b>									
Name								Version	
Budget Justification(0.02)								...	0.02
Vendor Quote - Microscope(0.01)								...	0.01

Financials	Subaward	Documents	Snapshots	History					
Date	Description	Direct	MTDC	Indirect	Total				
There are no items to display									

The **History tab** provides a record of activities executed on the budget. Since less activities will be performed on the

budget than on the Funding Proposal, there often will not be much history to review.

Financials	Subaward	Documents	Snapshots	History
<b>Activity</b>	<b>Author</b>	<b>Activity Date</b>		
Exported Budget		8/10/2021 9:53 AM		
Budget Spreadsheet_National Science Foundation				

## 5.2 Subaward Budget Workspace

The subaward budget workspace is very similar to the project budget workspace. Refer the Budget Workspace section for more details. This section will focus on the unique aspects of the subaward budget workspace.

Draft

**Next Steps**

Edit Budget

Printer Version

Log General Comments

Export Budget

Withdraw

Manage Tags

### Subaward #1 - UNTHSC

**Organization:** University of North Texas Health Science
**Funding Proposal:** Example Proposal

**Budget Detail Level:** Per Period Direct and Indirect Totals
**Parent Budget:** National Science Foundation

BU00000044

Subaward Budget

Financial	Personnel	Snapshots	History
Current All-Period Totals			
<b>Total Direct:</b>	Period 1	Period 2	Period 3
<b>Total Indirect:</b>	Cumulative		
<b>Project Total:</b>	\$28,000	\$28,000	\$28,000
	\$14,000	\$14,000	\$14,000
	\$42,000	\$42,000	\$42,000
	\$84,000		
	\$42,000	\$42,000	\$126,000

The subaward budget will move through the same states as a project budget from Draft, to Under Review, to Active. It will also show a Title and Budget ID. The type will be “Subaward Budget” instead of project budget.

**Organization:** Defaults based on the subawardee institution selected on the SmartForm.

**Budget Detail Level:** Defaults based on the level selected on the SmartForm.

**Funding Proposal:** Active link to the Funding Proposal.

**Parent Budget:** Active link to the parent budget for the subaward.

On the subaward budget, you can **Edit Budget** to view and update the SmartForm or create a **Printer Version**. Unlike on the project budget, you cannot Create Cost Share or Create a Subaward.

One key difference is that you cannot “Make a Copy” of the subaward budget like you can on the project budget. Another difference is that you can **Withdraw** a subaward budget if you determine it is not needed after creating it. To withdraw a subaward budget, click the **Withdraw** activity. Enter any comments and click **OK**.

## 1. Comments:

It was determined that the University of Texas at Austin would not be included as a subaward.

## 2. Supporting documents:

+ Add

Name

There are no items to display

OK

Cancel

The status of the subaward budget will update to “Archived” and it will no longer be linked to the project budget.

On the Subaward budget, the tabs are similar to on the project budget.

Financial	Personnel	Snapshots	History				
Current All-Period Totals				Period 1	Period 2	Period 3	Cumulative
<b>Total Direct:</b>				\$28,000	\$28,000	\$28,000	\$84,000
<b>Total Indirect:</b>				\$14,000	\$14,000	\$14,000	\$42,000
<b>Project Total:</b>				\$42,000	\$42,000	\$42,000	\$126,000

The **Financial tab** shows a summary of the per period Totals.

The **Personnel tab** will not be used at UNT.

The **Snapshots tab** will provide a summary of what the subaward budget was when it was awarded.

The **History tab** will record any activities executed on the subaward budget.