

Budget Development Quick Guide

Step 1: Navigate to the Budget Tab from your Funding Proposal Workspace

A budget is automatically created for each proposal. Navigate and select the budget on the Budget tab on the Funding Proposal.

Proposal Information

PD/PI:	
Department:	Physics
Specialist:	
Sponsors:	National Institutes of Health
Sponsor Submission Deadline:	10/25/2021
SF424 Link:	

Budget Information

Starting Date:	1/1/2022
Number of Periods:	3
Total Direct:	\$0
Total Indirect:	\$0
Total:	\$0

Working Budgets

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
National Institutes of Health	[Edit]	7/9/2021 12:45 PM	Draft	Federal	\$0	yes

Step 2: Click Edit Budget to open the Budget SmartForm.

Next Steps

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

Sponsor: National Institutes of Health

PI: [Redacted]

Funding Proposal: A Great Project

Grand Total: \$0

Budget Type: Federal

Subaward Count: 0

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

Step 3: Enter General Budget Information

Complete the General Budget Information page. For budgets that will be submitted to the sponsor, confirm “Include in Consolidated Budgets” is marked Yes. Select “Continue”.

Note: UNT does not use Detailed Budget Tables for Animal Costs, so this selection should always be ‘No’.

Step 4: Budget Personnel Costs

You can “Import Proposal Personnel” from your Funding Proposal and salary amounts will automatically populate for these individuals. Add all UNT personnel that will be included in the budget on the Personnel Cost Definition SmartForm page. Add any unnamed/TBD individuals and add annual salary rate and appointment type. All personnel should be included at an annualized appointment term (12 months) and an annualized salary rate.

On the Personnel Costs page, enter the Effort and Salary Requested percentage for each person to calculate the salary. UNT’s average Fringe Benefit (FB) Rate should auto-populate based on individual chosen (Faculty, Staff, Student). For assistance with calculations, use the Effort Calculation Tool available on the UNT GRAMS website.

	1/1/2022 12/31/2022	1/1/2023 12/31/2023	1/1/2024 12/31/2024	Budget Totals
Personnel Total:	\$51,437.00	\$52,980.00	\$54,569.00	\$158,986.00
Direct Total:	\$51,437.00	\$52,980.00	\$54,569.00	\$158,986.00
Indirect Total:	\$24,947.00	\$25,695.00	\$26,466.00	\$77,108.00
Grand Total:	\$76,384.00	\$78,675.00	\$81,035.00	\$236,094.00

		Period 1 1/1/2022 12/31/2022	Period 2 1/1/2023 12/31/2023	Period 3 1/1/2024 12/31/2024
Personnel Costs				
Person: ██████████ Role: PD/PI		Effort: 16.667 %	16.667 %	16.667 %
		Sal Req: 16.667 %	16.667 %	16.667 %
		FB Rate: 28 %	28 %	28 %
		Base: \$100,000.00	\$103,000.00	\$106,090.00
Person: ██████████ Role: Co-Investigator		Effort: 8.33 %	8.33 %	8.33 %
		Sal Req: 8.33 %	8.33 %	8.33 %
		FB Rate: 28 %	28 %	28 %
		Base: \$0.00	\$0.00	\$0.00
Person: Staff Member To Be Determined Role: Graduate Student		Effort: 50 %	50 %	50 %
		Sal Req: 50 %	50 %	50 %
		FB Rate: 30 %	30 %	30 %
		Base: \$46,312.00	\$47,701.00	\$49,132.00

Step 4: Budget Travel Costs

Add all UNT employee travel costs for all years on the Travel Cost Definition page. If you selected the 3% escalation rate on the General Budget Information page, GRAMS will escalate each travel cost item entered in future years.

On the Travel Cost page, review the costs table and specify the # of Trips and # People per trip for each Travel Cost identified.

Step 5: Budget General Costs

Add all non-personnel costs as general cost types on the General Cost Definition page. Set the first period amount and select if inflation should be applied. If inflation is not applied, the amount per period will be editable so you can have differing amounts per period.

On the General Cost page, review the costs table. Update the amount per period as needed. Amounts can be updated for items where the inflation rate is not applied.

		Period 1 1/1/2022 12/31/2022	Period 2 1/1/2023 12/31/2023	Period 3 1/1/2024 12/31/2024
General Costs				
Cost Type: Equipment Description: Some Large Equipment		\$7,000.00	\$0.00	\$0.00
Cost Type: Materials and Supplies Description: General Lab Supplies - Consumables		\$5,000.00	\$5,150.00	\$5,304.00
Cost Type: Other Description: Tuition Support for GRA		\$10,524.00	\$10,840.00	\$11,165.00
General Cost Total:		\$22,524.00	\$15,990.00	\$16,469.00

Step 6: Upload Budget Attachments

Upload the budget justification. If this is an S2S submission the budget justification also needs to be uploaded directly to the SF424 application. Upload ancillary budget documents required by the sponsor, such as vendor quotes or other supporting documentation.

Step 7: Select Finish!

You'll then be able to review a summary of your budget on the Financials tab. If needed, add additional project budgets from the Funding Proposal workspace using the "Create Additional Budget" feature. Add cost share budgets or subaward budgets to an existing project budget from the budget workspace using the "Create Subaward" or "Create Cost Share" buttons.