

HOW TO: CREATE A FUNDING PROPOSAL BUDGET

Follow these step-by-step instructions for how to develop a proposal budget in CARA and add additional budgets to the proposal.

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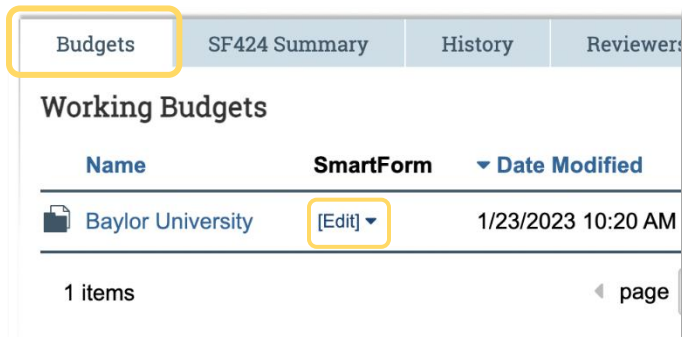
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1. Create a Proposal Budget

Once you save a funding proposal, Grants automatically creates an associated budget based on the selected sponsor. You can then fill out the budget and create any additional budgets as needed. See the ‘How to Create a Subaward Budget’ and ‘How to Create a Cost Share Budget’ sections for more information.

1.1 Fill out the funding proposal budget

On the funding proposal’s or component’s ‘Budgets’ tab, click the name of the sponsor budget.



Click **Edit Budget**.

On the ‘General Budget Information’ page, complete the general information, which includes:

- Budget Title
- PI for the budget
- Option to enter non-standard F&A cost base and rates
- Salary caps
- Inflation rates

Click continue at the bottom of the SmartForm page to advance.

On the ‘Personnel Cost Definition page’, add internal personnel:



To view or add personnel on the funding proposal, click the ‘Go to additional personnel on funding proposal’ link.

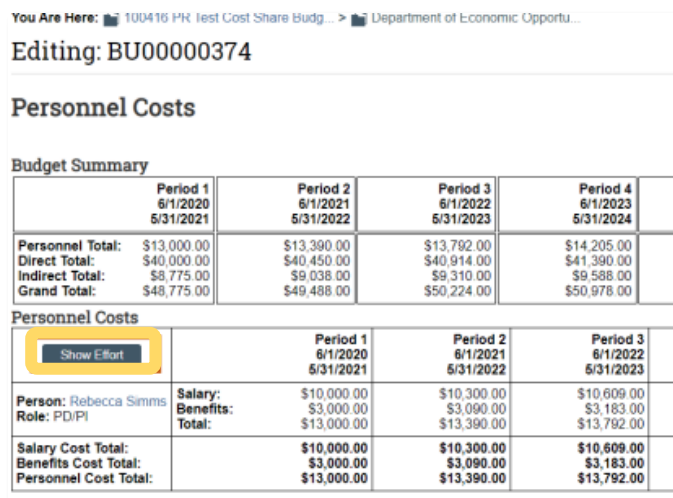
To add all personnel from the funding proposal SmartForm to the budget, click ‘Import Proposal Personnel’. The import function is only available to be used once. If additional project personnel are added after the Import button is clicked, they will need to be added manually (by clicking the ‘Add’ button).

To add personnel individually, click ‘Add’, and complete the form. Key personnel must be included in the Project Personnel section of the funding proposal SmartForm in order to be manually added to the budget.

Click continue at the bottom of the SmartForm page to advance.

On the ‘Personnel’ Costs page, add effort and the amount of requested salary, by clicking ‘Show Effort’.

Note: The effort metric (months vs. %) populated to the budget is derived from the selection on the funding proposal ‘Personnel’ page.



In each personnel cost row, type the planned percentages of effort and salary on the project.

Note: If more effort is committed than salary requested or salary exceeds a sponsor’s salary cap, then CARA will prompt you to create a separate cost share budget for the unfunded effort upon returning to the sponsor budget workspace (refer to cost share budget section for more information).

Personnel Costs		Period 1	Period 2
Edit Show Totals	Period: Start: End: Duration:	Period 1 6/1/2023 5/31/2024 12.00	Period 2 6/1/2024 5/31/2025 12.00
	Person: Jason Aimone Role: PD/PI	Effort Mos.: 2 Sal Req Mos.: 1 Effort%: 16.6667% Sal Req%: 8.3333% FB Rate: 29.5% Annualized Sal.: \$132,899.00 Monthly Rate: \$11,074.92	2 1 16.6667% 8.3333% 29.5% \$132,899.00 \$11,074.92

Draft

National Institutes of Health

BU00000161 Project Budget

Next Steps

[Edit Budget](#)

[Printer Version](#)

[Create Subaward](#)

[Create Cost Share](#)

Sponsor: National Institutes of Health **Grand Total:** \$1,116,735

PI: Jason Aimone **Budget Type:** Federal

Funding Proposal: SF424 PI Aimone Test **Subaward Count:** 0

This budget has a salary overage of \$105,375.00. Use the Create Cost Share creator to properly capture these costs.

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Current All-Period Totals	Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
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Modify the defaults for the Fringe Benefit rate and the base salary if appropriate. To edit the base salary for a person, click their name at the left, and edit the ‘Base salary applied’ field. Base salary is based on HR salary imports and should only be modified in cases with a sponsor mandates salary cap.

Click the small arrows at the right of a budget period column to replicate values in successive periods.

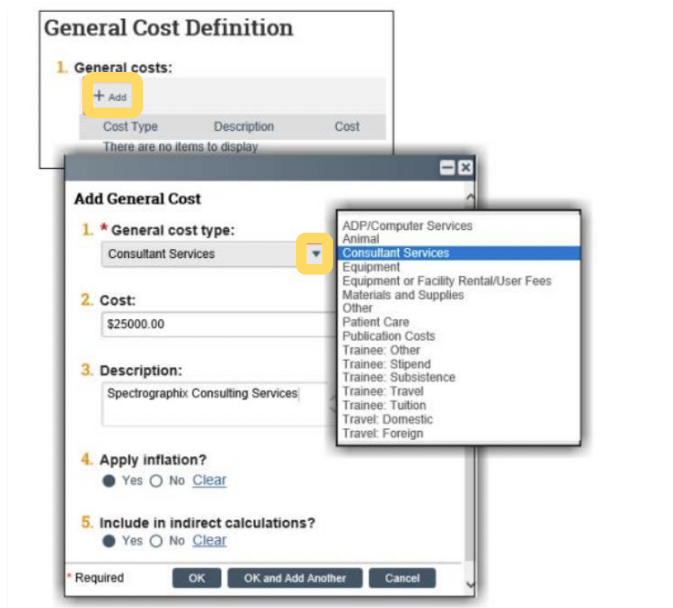
Click ‘Show Totals’ to update the figures in the budget tables.

When finished, click ‘Continue’.

Add line items for general costs.

Applying inflation to general costs will remove your ability to manually enter these amounts in out years. To change whether inflation is automatically applied, click on the general cost category name in the ‘General Costs’ section and change Item 4 to ‘No’. To change whether indirect costs are applied, change Item 5 to ‘No’, *Note:* this field should only be modified if required to comply with sponsor specific requirements.

For additional guidance on budget category mapping, refer to this document: _____.



When finished, click ‘Continue’.

Note: For budgets including equipment, please refer to the [Procedure for the Inclusion of Equipment](#) section.

On the last page of the budget, click ‘Add’ to attach the budget justification and any supporting documents. The budget justification subtotals and totals *must* match the values on the final budget in CARA.

When satisfied with all your budget entries and attachments, click ‘Finish’.

2. Create a Subaward Budget

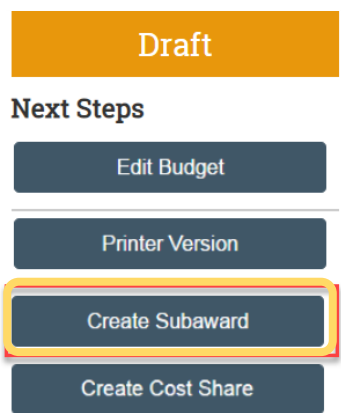
If a subrecipient is proposed to collaborate on your project, you can document the subaward funds budgeted for the subrecipient in Grants. The subaward budget is added separately from the prime award (Sponsor) budget, and then automatically adds to the total funding proposal budget.

2.1 Fill out a subaward budget

From the Budgets tab on the proposal's workspace, click the name of the Sponsor budget.



From the Sponsor budget workspace, click 'Create Subaward'.



Complete the 'Subaward Budget Information' page.

1. Title: Enter a title (include the name of the subrecipient).

2. Organization: Start typing the subawardee organization’s name and pick from the matches, or click the ellipsis to select from the full subrecipient list.

If you add a TBD subawardee, please complete the following:

- If you add a subawardee this way, please email postaward@baylor.edu to request that the subawardee be added. Put “New Subawardee set-up” in the subject line, and include the sponsor’s name, type, address, phone/email info.
- After the CARA support team informs you that the subawardee has been added, return to this page, change “TBD” in box 2 to the name of the subawardee. This should be updated prior to submitting for review.

3. Principal Investigator: Defaults to the Principal Investigator listed on the funding proposal. This is a read-only field.

4. Subawardee PI: Click the ellipsis and supply the Subawardee PI information in the resulting form, and click ‘OK’.

5. Subaward budget detail level: Choose how to supply financial information.

- If you select *Per Period Direct and Indirect Totals*, a subsequent page for financial input becomes available. (See below.)
- If you select *Subaward Import*, a subsequent page for Subaward Import becomes available with a field to upload a SF424 Detailed R&R budget form.

6. Include in consolidated budgets?: Selecting yes will add the subaward amount to the primary budget.

7. Subaward indirect contribution limit: Enter the amount of the subaward that will have indirect costs applied in the primary budget.

Click ‘Continue’ when finished.

All Personnel

1. Subaward Key Personnel, Graduate Students, Post Grads, etc.

Last Name	Key	Role
There are no items to display		

If ‘Per Period Direct and Indirect Totals’ is selected on the ‘Subaward Budget Information’ form, the ‘All Personnel’ SmartForm will become available:

Click ‘Add’ to add personnel.

First name, last name and email address fields for each individual are required. *Note:* If you choose a non-key project role, you may enter ‘TBD’ for the names and email address.

On the slide-in form, click ‘OK’ or ‘OK and Add Another’ to save your changes to the All Personnel page.

When all relevant personnel have been added, click ‘Continue’.

Per Period Total Costs - Add the direct and indirect costs per year.

Per Period Cost Totals

Total Direct:						\$400,000
Total Indirect:						\$220,000
Total Project:						\$620,000

	Period 1	Period 2	Period 3	Period 4	Period 5	Total
Cost Totals	Start: 7/1/2020	7/1/2021	7/1/2022	7/1/2023	7/1/2024	7/1/2025
	End: 6/30/2021	6/30/2022	6/30/2023	6/30/2024	6/30/2025	
Direct:	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
Indirect:	\$44,000	\$44,000	\$44,000	\$44,000	\$44,000	\$220,000
Grand Total:	\$124,000	\$124,000	\$124,000	\$124,000	\$124,000	\$620,000

1. Budget notes:

Click the small arrows at the right of a Period column to replicate values in all subsequent periods.

When finished, click ‘Continue’.

On the ‘Attachments’ form, click ‘Add’ to upload a scope of work, letter of intent, budget documents, the subrecipient/vendor determination form and any other applicable information and attachments.

When satisfied with your budget, click Finish.

3. Create a Cost Share Budget

If a funding proposal’s primary budget includes salaries exceeding the sponsor salary cap OR the salary to be paid by the sponsor is less than the projected effort percentages (unfunded effort), the budget workspace alerts you that the “Create Cost Share” activity should be used to capture the cost share budget.

If cost share is to be committed to the sponsor, a separate cost share budget should be created. If one cost share budget is used, any difference in what is tracked internally and what is committed to the sponsor will be reconciled on the Cost Share Commitment form and can also be adjusted on the SF424 if the proposal is being submitted system-to-system.

3.1 Add a cost share budget

If there are no salaries exceeding the salary cap or unfunded effort, a new cost share budget must be added to detail funds committed to the sponsor as cost share.

From the Budgets tab on the Funding Proposal workspace, click the name of the primary budget that will include cost share.

The screenshot shows the 'Test Document' workspace for funding proposal FP00000261. On the left, there is a 'Draft' status bar and a 'Next Steps' sidebar with buttons for 'View Funding Proposal', 'Printer Version', and 'Create Document Review'. The main content area is divided into 'Proposal Information' and 'Budget Information' sections. Below these is a navigation bar with tabs for 'Budgets', 'SF424 Summary', 'History', 'Reviewers', 'Attachments', 'Financials', and 'Reviewer Notes'. The 'Budgets' tab is active, displaying a 'Working Budgets' table with the following data:

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
A&S Dean's Office FSUF	[Edit]	4/15/2020 9:39 AM	Draft	Institution (Internal)	\$0	yes

At the bottom of the table, it indicates '1 items' and 'page 1 of 1'.

Current All-Period Totals	Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
Personnel:	\$197,228	\$210,270	\$0	\$0	\$0	\$407,498
Salaries:	\$157,035	\$161,746	\$0	\$0	\$0	\$318,781
Benefits:	\$40,193	\$48,524	\$0	\$0	\$0	\$88,717
General:	\$0	\$0	\$0	\$0	\$0	\$0
Travel:	\$0	\$0	\$0	\$0	\$0	\$0
Animal Costs:	\$0	\$0	\$0	\$0	\$0	\$0

On the Project Budget workspace, click ‘Create Cost Share’.

Note: This does not apply to uncommitted cost share.

Enter the cost share type and funding sources (both internal and external) on the ‘Cost Share Information’ form and click ‘Continue’ or ‘Save’. Grants creates a cost sharing budget and lists it on the Budgets tab of the Funding Proposal workspace.

1. Cost share type:

Mandatory

Voluntary Committed

Third Party In Kind

[Clear](#)

2. Cost share entity:

Fill out the other pages of the cost sharing budget as you would a primary budget.

Note: The ‘Personnel Costs – Cost Share’ form pulls in the automatically tracked salary over the cap and unfunded effort. Additional personnel cost share can be added under the ‘General Cost Definition’ form using the cost type ‘Personnel Cost Share Only’.

If unrecovered overhead is being used to meet cost share requirements, select the ‘Other’ cost type and specify “unrecovered overhead.”

Add General Cost

- * General cost type:**
- Cost:**
- Description:**
- Apply inflation?**
 Yes No [Clear](#)
- Include in indirect calculations?**
 Yes No [Clear](#)

On the 'Attachments' form upload the Cost Share Commitment form.



To export the cost share budget to Excel, click the cost share budget within the Funding Proposal, and then click 'Export Budget' within the cost share budget workspace. The budget will then be available in Excel format under the History tab within the cost share budget workspace.

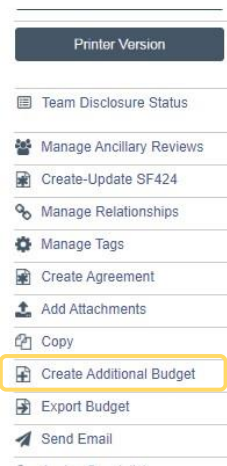


3.2 Add an Additional Cost Share Budget

CARA can accommodate one cost share budget per sponsor budget. Sometimes it will be useful to differentiate between cost share that is only being internally tracked (i.e. uncommitted), such as salary over the cap and unfunded effort, and cost share that is being committed to the sponsor (i.e. committed).

To create additional cost share budgets, simply create a second sponsor budget that does not contain any funds.

From the Funding Proposal workspace, click ‘Create Additional Budget’ from the actions on the left.



Title the budget in a way that will identify it as being used to create a cost share budget. Complete the SmartForms, filling in required fields, but not adding any additional funds and click ‘Finish’.

Once you finish creating your new sponsor budget, CARA will take you to the Budget workspace for the newly created budget. From the new Budget workspace, click ‘Create Cost Share Budget’ and repeat the steps above for the separate cost share budget.

Draft

National Science Foundation

BU00000360
Project Budget

Sponsor:	National Science Foundation	Grand Total:	\$627,547
PI:	Pamela Ray	Budget Type:	Federal
Funding Proposal:	PR Proposal in Advance	Subaward Count:	0

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General:	\$0	\$0	\$0	\$0	\$0	\$0
Travel:	\$0	\$0	\$0	\$0	\$0	\$0
Animal Costs:	\$0	\$0	\$0	\$0	\$0	\$0

- Draft
- Next Steps**
- Edit Budget
 - Printer Version
 - Create Subaward
 - Create Cost Share
 - Make A Copy
 - Log General Comments
 - Export Budget
 - Manage Tags

4. Procedure for Inclusion of Equipment

If equipment is being requested on a proposal, quote(s) should be included as best practice. Equipment quote(s) are *required* at proposal for the any of the following conditions:

- When sponsor specifically requests a quote(s) with proposal
- The cost of the requested equipment is \$25,000 or greater
- The supplier of the equipment is anticipated to be foreign

Refer to procurement policy for additional information: <https://www.baylor.edu/risk/doc.php/341973.pdf>

Add quote(s) to FP using “Add Attachments” activity

From the Funding Proposal dashboard, initiate the “Add Attachments” activity. Upload the quote(s) related to requested equipment.

The screenshot displays the 'Job aid proposal' dashboard. At the top, it shows 'Draft' status and the proposal ID 'FP00000091'. The 'Next Steps' section includes 'Edit Funding Proposal' and 'Printer Version'. A 'Workflow' diagram shows the process from 'Draft' through 'Department Review', 'Specialist Review', and 'Sponsor Review' to 'Complete', with 'Clarification Requested' and 'Changes Required' loops. Below the workflow is a 'Working Budgets' table:

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
Baylor University	[Edit]	12/8/2022 10:15 AM	Draft	Institution (Internal)	\$0	yes