

RESEARCH ADMINISTRATION MANAGEMENT PORTAL

RAMP GRANTS: HOW TO 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 that are needed. See the How to Create a Subaward Budget and How to Create a Cost Share Budget for more information.

To fill out budgets for a proposal

1. On the funding proposal's or component's Budgets tab, click the name of the Sponsor budget.

	Judanta			
Working I	suagets			
Name	SmartForm	✓ Date Modified 6/26/2019 10:15 AM		
ABC in	[Edit] -			

- 2. Click Edit Budget.
- 3. On the General Budget Information page, complete the general information, which includes:
 - Option to enter non-standard F&A cost base and rates
 - Salary cap
 - Inflation rates

Tip: The RAMP budget form allows you the option to automatically inflate general costs (nonpersonnel costs). See the Facts Sheet on the SRA website for more information about Escalation Factors for Proposal Budgets.

4. When done, click **Continue**.

5. On the **Personnel Cost Definition** page, add internal personnel:



- a. To view or add personnel on the funding proposal, click the **Go to additional personnel on funding proposal** link.
- b. 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)
- c. 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.
- d. When done, click Continue

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

Editing: BU	J00(000374	ł			
Personnel	Cos	ts				
Budget Summa	ry					
	6/1	riod 1 /2020 //2021	Period 2 6/1/2021 5/31/2022	Period 3 6/1/2022 5/31/2023	Period 4 6/1/2023 5/31/2024	
Personnel Total: \$13,000.00 Direct Total: \$40,000.00 Indirect Total: \$8,775.00 Grand Total: \$48,775.00		00.00 75.00	\$13,390.00 \$40,450.00 \$9,038.00 \$49,488.00	\$13,792.00 \$40,914.00 \$9,310.00 \$50,224.00	\$14,205.00 \$41,390.00 \$9,588.00 \$50,978.00	
Show Effort	s		Period 1 6/1/2020 5/31/2021	Period 2 6/1/2021 5/31/2022	Period 3 6/1/2022 5/31/2023	
Person: Rebecca S Role: PD/PI	erson: Rebecca Simms ole: PD/PI Total:		\$10,000.00 \$3,000.00 \$13,000.00	\$10,300.00 \$3,090.00 \$13,390.00	\$10,609.00 \$3,183.00 \$13,792.00	
Salary Cost Total: Benefits Cost Tota Personnel Cost To	d:		\$10,000.00 \$3,000.00 \$13,000.00	\$10,300.00 \$3,090.00 \$13,390.00	\$10,609.00 \$3,183.00 \$13.792.00	

- 7. In each personnel cost row, type the planned percentages of effort and salary on the project.
- 8. If more effort is committed than salary requested, RAMP will automatically create a cost share budget for the unfunded effort.

Perio 7/1/2/ 6/30/2/	020	Period 2 7/1/2021 6/30/2022		Period 3 7/1/2022 6/30/2023		Period 4 7/1/2023 6/30/2024		Period 5 7/1/2024 6/30/2025	Budget Totals	
Direct Total: \$0 Indirect Total: \$0	000 000 000 000	\$0.00 \$0.00 \$0.00 \$0.00		\$0.00 \$0.00 \$0.00 \$0.00		\$0.00 \$0.00 \$0.00 \$0.00		\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	
Personnel Costs										
Show Totals		Perio 7/1/2/ 6/30/2/	020		od 2 2021 2022		od 3 2022 2023	Perio 7/1/2 6/30/2	023	Period 7/1/202 6/30/202
	Effort:	60 9	0-	→ 60	% 🖻	60	% ▶	60 9	6 P	60
Person: Rebecca Simms (pi)	Sal Req:	60 9	6 🖻	60	% 🖻	60	% ▶	60 9	6 🕨	60
Role: PD/PI	FB Rate:	30 9	6 🖻	30	% 🖻	30	% ▶	30 9	6 1	30
	Base:	so	0.00		0.00	5	60.00	SI	0.00	\$0.0
	Effort:	40 9	6 🖻	40	% 🕨	40	% ▶	40 9	6 🖻	40
Person: Alex Adesina	Sal Req:	40 9	6 🕨	40	% 🖻	40	% ▶	40 9	6 🖻	40
Role: Co-Investigator	FB Rate:	30 9	6 🖻	30	% 🖻	30	% 🕨	30 9	6 🕨	30
	Base:	so	00.00		0.00		60.00	S	0.00	\$0.0
Salary Cost Total: Benefits Cost Total: Personnel Cost Total:		\$0).00).00).00		0.00 0.00 0.00	4	0.00 0.00 0.00	S	0.00 0.00 0.00	\$0.0 \$0.0 \$0.0

- 9. 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.)
- 10. Click the small arrows at the right of a budget period column to replicate values in successive periods.
- 11. Click Show Totals to update the figures in the budget tables. When done, click Continue.
- 12. Add line items for general costs
 - a. 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"

General costs: + Add Cost Type Description There are no items to display	Cost			
Add General Cost	ADP/Computer Services			
1. * General cost type: Consultant Services	Animal Consultant Services			
2. Cost: \$25000.00 3. Description: Spectrographix Consulting Services	Equipment Equipment or Facility Rental/User Fees Materials and Supplies Other Patient Care Publication Costs Trainee: Other Trainee: Stipend Trainee: Subsistence Trainee: Travel			
 4. Apply inflation? Yes O No <u>Clear</u> 5. Include in indirect calculations? 	Trainee: Tuition Travel: Domestic Travel: Foreign			

When done, click Continue.

- 13. On the last page of the budget, click **Add** to attach the budget justification and any supporting documents.
- 14. When satisfied with all your budget entries and attachments, click **Finish**.