RESEARCH ADMINISTRATION MANAGEMENT PORTAL

R A M P

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.

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 (non-personnel 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.**

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.

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 Cost Definition

1. General costs:

   + Add

Cost Type	Description	Cost

   There are no items to display

Add General Cost

1. * General cost type:

   Consultant Services ▼

   | ADP/Computer Services |
   | Animal |
   | **Consultant Services** |
   | Equipment |
   | Equipment or Facility Rental/User Fees |
   | Materials and Supplies |
   | Other |
   | Patient Care |
   | Publication Costs |
   | Trainee: Other |
   | Trainee: Stipend |
   | Trainee: Subsistence |
   | Trainee: Travel |
   | Trainee: Tuition |
   | Travel: Domestic |
   | Travel: Foreign |

2. Cost:

   $25000.00

3. Description:

   Spectrographix Consulting Services

4. Apply inflation?
   ● Yes ○ No Clear

5. Include in indirect calculations?
   ● Yes ○ No Clear

* Required   OK   OK and Add Another   Cancel

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**.