**Complete a Budget (Grants.Gov)**



**Work Instructions:**

Follow these instructions to create a budget for a proposal that will be submitted via Grants.Gov.

1. Log into Click Portal.
2. From your Inbox, on the SPO Tasks tab, open the proposal whose budget you will complete.
3. From the proposal workspace, click the **Budgets** tab and then the budget name to open it.

Note: The system automatically created this budget and named it based on the sponsor selected in the proposal.

1. Click **Grid: Inflation and Indirect Rates** on the left of the workspace to review the inflation and indirect rates. To change indirect rates:

* The default cost base type is MTDC. To see the other cost base types available, click the down-arrow. Contact the Sponsored Programs Office to change the default.
* To change the indirect cost rates, click in the rate field and type a new value.
* To copy a rate to subsequent periods, click the blue arrow to the right of the value.

Click **OK** to save the changes and return to the budget workspace.

1. On the budget workspace, click the **Edit Budget** button.
2. Complete the pages, paying attention to the fields listed below. Click **Continue** in the Navigation Bar to move through the pages. Required fields are marked with an asterisk (\*).

**General Budget Information**

Most of the fields on this page are auto populated from the proposal. In general, the principal investigator, funding source, and project sponsor should not require updates here; change them in the funding proposal, if needed.

* **3.0 Budget Type:** Select **Project**. A program project cannot be sent to Grants.Gov.
* **4.0 Is Modular Budget?:** If this is a modular budget, select **Yes**.
* **5.0 Sponsor Budget Detail Level:** Select **Full Details** (a detailed budget is required for proposals submitted via Grants.Gov)

**Budget Characteristics**

* **2.0 Will this budget Subaward/Subcontract research…:** If you select Yes, the system will add a page for you to enter the subaward/subcontract organizations. The system will also create a subaward/subcontract budget for each organization that you must complete.

Note: Steps for completing a subaward/subcontract budget are covered in other work instructions.

* **3.0 Will this budget have Cost Sharing?:** If you select Yes, the system will create a cost sharing budget for this proposal that you must complete. Cost sharing is not permitted for an NIH sponsor.

Note: Steps for completing a cost sharing budget are covered in other work instructions.

**Personnel Costs**

* **Salary Cap:** A default salary cap and inflation rate are predefined within the application, based on the sponsor. If necessary, modify them.
* **Salary Inflation Rate:** If the default salary inflation rate is incorrect, type the correct rate.
* **Apply Infl. Per. 1:** Typically, the inflation rate is not applied to the first period of a project. To apply it, select the check box.
* **Personnel Costs Grid:** 
  + **To add personnel to the grid:** In the first column, click the “add row” down arrow, select the number of personnel rows to add, and then click the **Add** button.
  + **For each personnel row:** Complete all the fields listed in the first column, for example, select a person, then the appointment period, etc.

Note: The system auto populates each period’s FB rate based on the fringe category selected.

* + **For each period column:** Complete the fields for each period. To copy values from one period to subsequent periods, click the right arrow next to that field.

**General Costs**

* **Inf Rate:** Lists the default inflation rate.
* **General Costs Grid:** 
  + **To add a cost item to the grid:** In the first column, click the “add row” down arrow, select the number of rows to add, and then click the **Add** button.
  + **For each row:** Complete all the fields listed in the first column, for example, select the cost type, type a description, type the unit cost, etc.
  + **For each period column:** Complete the fields for each period. To copy the number of units from one period to subsequent periods, click the right arrow next to that field.

1. When finished answering all the required fields, on the last page, click **Finish** to return to the budget workspace.
2. At the top (under the Grants tab), click the proposal name breadcrumb to return to the proposal workspace.

Your funding proposal is still in the Draft state. Your next step is to complete the subaward/subcontract and/or cost sharing budgets, if applicable. If all budgets, along with the funding proposal, are complete, create the SF424.

