



## Cayuse Quick Start Visual: Entering a Budget in Cayuse SP

### Overview

Lead PI:

Budget Form: **Detailed**

1. Select "Detailed" or "Autofill," (autofill can only be used when paired with 424). "Summary" is not used.

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2. Select # of periods (Ex. 5 yr. project would be 5). For autofill skip to step 8.

above:  
irect costs, indirect rates, bases and totals (default setting)  
pecific budget categories, indirect rates, bases and totals  
etailed budget data autofilled from 424 proposals, if paired

# of Budget Periods: **2**

Project Dates: **Current Period** **Entire Project**

Start **04/01/2016**  **04/01/16**

End **03/31/2017**  **03/31/18**

Comments:  
(512 chars max)

3. In column 1, enter start & end dates for yr. 1 of project. In column 2, enter cumulative values for "Entire Project."

### Cost Sharing

Does this proposal include funds or contributions in the form of required cost sharing or required cash matching?

Yes  No

### F&A Rates

4. Choose F&A rate (1) (Ex. 49.7%, 30%). This rate will calculate your indirect costs automatically.

	Current Period	Entire Project
F&A Rate (1):	<input type="text" value="49.700"/> %	<input type="text" value="49.700"/> %
F&A Rate (2):	<input type="text" value="0.000"/> %	<input type="text" value="0.000"/> %
F&A Rate (3):	<input type="text" value="0.000"/> %	<input type="text" value="0.000"/> %
Effective Rate:	49.703 %	49.699 %

Use calculated values:

The Effective Rate is for reporting purposes. To report different rates than those calculated, uncheck the box and enter the percentage

### Budget Categories

5. Enter PI salary (Senior/Key) & FT salaries & dollar value of FT Fringe benefits. (Cell C10 on ORA excel spreadsheet). Note- Villanova, Post-Doctoral Assoc. are calculated at Full-time rate.

		Current Period	Entire Project
Senior Key Persons:	Senior/Key Salary	\$ <input type="text" value="17,851"/>	\$ <input type="text" value="35,743"/>
	Fringe Benefits	\$ <input type="text" value="5,774"/>	\$ <input type="text" value="11,690"/>
	<b>Senior Key Persons Subtotal</b>	<b>523,425</b>	<b>547,433</b>
Other Personnel:	<del>Post-Doctoral Associates</del>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Graduate Students	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Undergraduate Students	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Secretarial/Clerical	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Other	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Fringe Benefits	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>

6. Enter student salary & PT salary & dollar value of PT Fringe benefits (Cell C11 on ORA excel spreadsheet).



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	Fringe Benefits	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Other Personnel Subtotal	\$0	\$0
	<b>All Personnel Subtotal</b>	<b>\$23,425</b>	<b>\$47,433</b>
	Equipment:	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Travel:		
	Domestic	\$ <input type="text" value="1,825"/>	\$ <input type="text" value="3,650"/>
	Foreign	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	<b>Travel Subtotal</b>	<b>\$1,825</b>	<b>\$3,650</b>
	Participant Costs:		
	Tuition/Fees/Health Insurance	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Stipends	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Travel	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Subsistence	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Other	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	<b>Participant Costs Subtotal</b>	<b>\$0</b>	<b>\$0</b>
	Other Direct Costs:		
	Materials and Supplies	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Publication costs	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Consultant Services	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	ADP/Computer Services	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Subawards/Consortium/Contractual Costs	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Equipment or Facility Rental/User Fees	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Alterations and Renovations	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Other 1	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Other 2	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Other 3	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	<b>Other Direct Costs Subtotal</b>	<b>\$0</b>	<b>\$0</b>
	<b>SPONSOR DIRECT COSTS:</b>	<b>\$25,250</b>	<b>\$51,083</b>
	BASE for F&A Rate (1):	\$ <input type="text" value="17,651"/>	\$ <input type="text" value="35,743"/>
	BASE for F&A Rate (2):	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	BASE for F&A Rate (3):	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	<b>INDIRECT COSTS (F&amp;A):</b>	<b>\$8,773</b>	<b>\$17,764</b>
	FEE:	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
<input checked="" type="checkbox"/> Use calculated values:	<b>TOTAL SPONSOR PROPOSED COSTS:</b>	<b>\$34,023</b>	<b>\$68,847</b>
	Institutional Cost Sharing:	\$0	\$ <input type="text" value="0"/>
	<b>TOTAL INSTITUTIONAL COSTS:</b>	<b>\$34,023</b>	<b>\$68,847</b>

7. Enter any other direct costs in appropriate categories. Note: Fee is not used.

8. Indirect Costs (IDC) will automatically be reflected on the line entitled "INDIRECT COSTS (F&A) rate: (1)". In order for this feature to calculate, please enter "Base for F&A rate (1)": Sum of all salaries (Cell 9 from ORA spreadsheet). \*

9. Click "Save".

\*Use base allowed by sponsor

**Additional Resources**

Do you need additional resources that are not included in the proposal budget to conduct this project?  
 Yes  No