

1

## Module 6

# Proposal Budgets



# Objectives

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- In this module you will learn:
  - Basic Budget Concepts
  - How to use Cayuse424 to create a:
    - Detailed Budget
    - Modular Budget
    - Subaward Budget
  - Link to a subaward proposal
  - Import a subaward proposal
  - Export a subaward proposal

# Basic Budget Concepts

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- Cayuse424 allows you to start building your budget at any point in the form set, including:
  - SF424 RR Budget pages
  - Modular Budget page
  - Subaward Budget page
- Autofills Senior/Key Persons information (**if loaded in the Professional Profile**) including salary, appointment type and fringe rate amount from their Professional Profiles
- Performs budget calculations once salary, effort and other requested fund amounts are specified
- Allows users to override auto-filled salary amounts if necessary
- Performs cost replication and escalation for all budget categories on multiple budget periods

# Budget Components: Salary

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- If Appointment Type is not entered into the Professional Profile, Cayuse424 will not be able to auto-calculate salary on the budget pages
- Salary for Principal Investigators is autofilled on the budget pages when the proposal is created (if applicable)
- Salary for Senior/Key Persons can be autofilled once they are added to the proposal

# Budget Components: Salary

- In the event salary data cannot be retrieved from the Professional Profile it can be manually entered into the appropriate field(s) on the budget pages
  - It is recommended that salary data be entered manually and **not** entered in the Professional Profile because:
    - Information is visible to all Cayuse424 users
    - Requires constant monitoring and updating to ensure rates are accurate and current

# Budget Components: Fringe Rates

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- Institutional Fringe Rates and Benefits are set in the Institutional Profile
- Default rates for individuals can be set once they are affiliated with an institution
- Fringe rates specific to an individual can be added in their Professional Profile
- Pertinent fringe rates are applied automatically to all salary calculations
- Autofilled fringe rates can be overridden if necessary

# Budget Components: Indirect Costs

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- Indirect Costs types/rates are set in the Institutional Profile
- When you create a proposal, all indirect cost types/rates associated with that institution will be used as a basis for calculating the budget

# Budget Components: Budget Periods

- Up to five budget periods can be specified
- The number of Budget Periods can be changed once the proposal is created
- When working with multiple budget periods, it is important to ensure that the correct data (e.g., months of effort, IDC rates, travel expenses, etc.) is input for all relevant budget periods; otherwise the proper calculations will not occur



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# The Detailed Budget

# Managing Budget Periods

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- Click on the calendar icon to set **Start Date** and **End Date** of proposal
- Cayuse424 allows you to set and edit the period start and end dates in several places, including the **SF424 RR Budget**, **Modular Budget** and **SF424 RR Face Page**



ORGANIZATIONAL DUNS:


Budget Type:  Project  Subaward/Consortium


Enter name of Organization:

Period 1 Start Date:   End Date:  

# Managing Budget Periods

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- Click the Budget Period Editor  icon at the upper right corner of the screen
  1. The number of periods is pre-defined when you create the proposal. Edit if required
  2. Select **Period Length** using drop-down menu
  3. Click on calendar icon to set dates
  4. Click the **Update Periods** button
    - Cayuse424 autofills start and end dates for all budget periods based on selections




## Manage Budget Periods

Copy dates from another proposal...

1 Number of periods:  1  2  3  4  5

2 Period length:

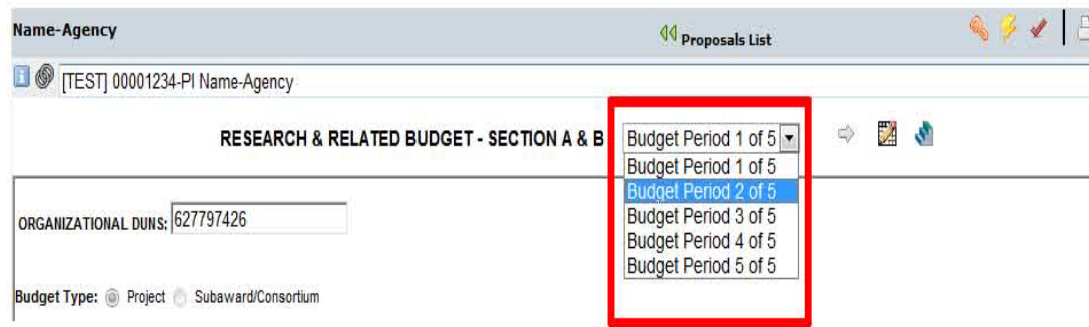
|   | Start Date  |   | End Date                                |
|---|---|---|---|
| 1 | <input type="text" value="06/01/2010"/>  | 3 | <input type="text" value="05/31/2011"/> |
| 2 | <input type="text" value="06/01/2011"/>   |   | <input type="text" value="05/31/2012"/> |
| 3 | <input type="text" value="06/01/2012"/>   |   | <input type="text" value="05/31/2013"/> |
| 4 | <input type="text" value="06/01/2013"/>   |   | <input type="text" value="05/31/2014"/> |
| 5 | <input type="text" value="06/01/2014"/>   |   | <input type="text" value="05/31/2015"/> |

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# Managing Budget Periods

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- Use the **Budget Period** drop down menu or navigation arrows to navigate, view and edit different budget periods



The screenshot displays a web application interface for managing budget periods. At the top, there is a header bar with "Name-Agency" on the left and "Proposals List" on the right. Below the header, the main content area shows "RESEARCH & RELATED BUDGET - SECTION A & B". A dropdown menu is open, showing a list of budget periods: "Budget Period 1 of 5", "Budget Period 2 of 5", "Budget Period 3 of 5", "Budget Period 4 of 5", and "Budget Period 5 of 5". The "Budget Period 2 of 5" option is highlighted in blue. A red box is drawn around the dropdown menu. Below the dropdown, there is a field for "ORGANIZATIONAL DUNS:" with the value "627797426". At the bottom, there is a "Budget Type:" section with radio buttons for "Project" and "Subaward/Consortium".

# Adding Key Persons to the Budget Page


- Key Persons are generally added on the **SF424 RR Key Persons** page, however, you can also add them and edit the data on Section A of the budget form
- To add Senior/Key Persons to the Budget please see **Module 5: Adding Senior Key/Persons & Adding Senior/Key Persons “On-the-Fly”**










# Managing Senior/Key Personnel

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- Edit Key Persons fields (if necessary)
  - Once data is autofilled you can manually change any field
  - If you override a calculated field, the system will insert a red star adjacent to the field
  - Once a field has been over written the auto-calculated number will no longer show in that field

A. Senior/Key Persons in Budget Period 1 of 5

Manage Key Persons 

|   | First       | Mid. | Last   | Project     | Base        | Cal.        | Acad.       | Sum.        | Cal. | Acad. | Sum. | Requested   | Fringe        | Funds     |   |
|---|-------------|------|--------|-------------|-------------|-------------|-------------|-------------|------|-------|------|-------------|---------------|-----------|---|
|   | Prof. Name  | Name | Name   | Suf. Role   | Salary (\$) | Salary (\$) | Salary (\$) | Salary (\$) | Mons | Mons  | Mons | Salary (\$) | Benefits (\$) | Req. (\$) |   |
|  | Dr. John    |      | Helden | PhD PD/PI   | 147,000     | 147,000     | 0           | 0           | 3.00 |       |      | 38,900      | 7,780         | 46,680    |   |
|  | Dr. Sarah   |      | Sanche | PhD Faculty | 150,000     | 150,000     | 0           | 0           | 2.00 |       |      | 25,000      | 5,000         | 30,000    |   |
|  | Dr. Michael |      | Spears | PhD Faculty | 135,000     | 135,000     | 0           | 0           | 5.50 |       |      | 61,875      | 12,375        | 74,250    |   |

# Section B: Adding Other Personnel

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- Manually enter:
  - ▣ Number of Personnel
  - ▣ Role
  - ▣ Months
  - ▣ Requested Salary
  - ▣ Fringe Benefits
    - ▣ Note that graduate student researcher (GSR) fees have not been included in the fringe benefit calculation.
    - ▣ See Section F for details on GSR fees

## B. Other Personnel

| * Number of Personnel | * Project Role           | Cal. Months | Acad. Months | Sum. Months | * Requested Salary (\$) | * Fringe Benefits (\$) | * Funds Requested (\$) |
|-----------------------|--------------------------|-------------|--------------|-------------|-------------------------|------------------------|------------------------|
| 2                     | Post Doctoral Associates | 12.00       |              |             | 36,600                  | 6,250                  | 42,850                 |
| 1                     | Graduate Students        | 3.00        |              |             | 6,500                   | 425                    | 6,925                  |

# Section B: Adding Other Personnel

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- Select **Indirect Cost Type for Sections A and B** using drop down menu
  - The default indirect cost type from the Institutional Profile will be auto-populated during proposal creation
  - Cayuse424 applies the correct rate to Key/Senior Persons and Other Personnel and auto-calculates **Funds Requested (\$)** and **Total Salary, Wage and Fringe Benefits**

Indirect Cost Type for Sections A and B Above

|  |   |
|--|---|
| Organized Research _ On Campus _ MTDC        | ▼ |
| excluded                                     |   |
| Other Sponsored Activity _ On Campus _ MTDC  |   |
| Organized Research _ Off Campus _ MTDC       |   |
| Organized Research _ On Campus _ MTDC        |   |
| Instruction _ On Campus _ MTDC               |   |
| Other Sponsored Activity _ Off Campus _ MTDC |   |
| TDC  |   |

|   |         |
|---|---------|
| Total Other Personnel                         | 71,000  |
| Total Salary, Wages and Fringe Benefits (A+B) | 106,400 |



# Section C: Adding Equipment

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1. Click **New Equipment Row**
2. Enter **Equipment Item**
3. Enter **Funds Requested**
4. Select **Indirect Cost Type** using drop down menu (excluded set as default)

**C. Equipment Description**

List items and dollar amount for each item exceeding \$5,000

| Equipment item        | * Funds Requested (\$) |
|-----------------------|------------------------|
| 1 Microscope 2        | 3 5,000 ✖              |
| 1 + New Equipment Row |                        |

Indirect Cost Type excluded 4 Total Equipment 5,000

# Sections D and E : Adding Travel and Participant Support

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1. Select **Indirect Cost Type** using drop down menu
  - ▣ The default indirect cost type from the Institutional Profile will be auto-populated during proposal creation
2. Enter **Funds Requested (\$)** for each applicable line item

| D. Travel   |                    | Funds Requested (\$) |
|---|--------------------|----------------------|
| 1. Domestic Travel Costs ( Incl. Canada, Mexico and U.S. Possessions) |                    | 2,000                |
| 2. Foreign Travel Costs   |                    | 2,000                |
| Indirect Cost Type <b>Organized Research _ On Campus _MTDC</b>        | Total Travel Costs | 4,000                |

| E. Participant/Trainee Support Costs     |   | Funds Requested (\$) |
|--|---|----------------------|
| 1. Tuition/Fees/Health Insurance         |   |                      |
| 2. Stipends                              |   | 16,000               |
| 3. Travel                                |   |                      |
| 4. Subsistence                           |   |                      |
| 5. Other                                 |   |                      |
| Number of Participants/Trainees <b>4</b> | Total Participant/Trainee Support Costs | 16,000               |

| Indirect Cost Type                         |  |
|--|--|
| excluded                                   |  |
| Other Sponsored Activity _ On Campus _MTDC |  |
| Organized Research _ Off Campus _MTDC      |  |
| Organized Research _ On Campus _MTDC       |  |
| Instruction _ On Campus _MTDC              |  |
| Other Sponsored Activity _Off Campus _MTDC |  |
| TDC  |  |

# Sections F: Requesting Other Direct Costs

1. Select **Indirect Cost Type** for each line item using drop down menu
  - ▣ The default indirect cost type from the Institutional Profile will be auto-populated during proposal creation
2. Enter **Funds Requested (\$)** for each applicable line item
3. Line 8 is a user defined direct cost type
  - ▣ GSR Tuition & Fees (Charged as Fringe) is added here so it can be excluded from the Indirect Costs (F&A) base calculation
4. Total Other Costs are automatically calculated

**See screen shot on next slide**

# Sections F: Requesting Other Direct Costs

**1** Indirect Cost Type

- Organized Research \_ On Campus \_ MTDC
- Organized Research \_ On Campus \_ MTDC
- Organized Research \_ On Campus \_ MTDC
- Organized Research \_ On Campus \_ MTDC
- .....
- Organized Research \_ On Campus \_ MTDC
- excluded
- excluded
- excluded
- excluded
- excluded

**2** Funds Requested (\$)

|        |
|--------|
| 10,000 |
| 1,000  |
|        |
|        |
|        |
|        |
|        |
|        |
|        |
| 18,143 |
|        |
|        |
| 29,143 |

**3** 8. GSR Tuition & Fees (Char)

**4** Total Other Direct Costs

# Section H: Indirect Costs

1. Select the **Indirect Cost Type**, using the drop down menu
  - ❑ The default indirect cost type from the Institutional Profile will be auto-populated during proposal creation
  - ❑ Once the appropriate indirect cost type is selected Cayuse424 will automatically:
    - ❑ Enter the indirect cost rate (%)
      - This may be a composite rate if the IDC rate is escalating
    - ❑ Calculate the indirect cost base (\$)
    - ❑ Update Funds Requested (\$)
    - ❑ Autofill cumulative budget page

**See screen shot on next slide**

# Section H: Indirect Costs

## G. Direct Costs

Funds Requested (\$)

Total Direct Costs (A thru F)

## H. Indirect Costs

Note: Indirect Cost types are defined in the Institutional Profile, under the Institutions tab.  
Bring any profile changes into budget by refreshing **Applicant Organization**.


1

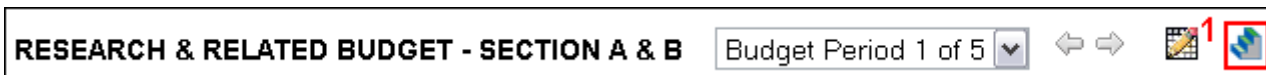
| Indirect Cost Type                             | Indirect Cost Rate (%) | Indirect Cost Base (\$) | * Funds Requested (\$) |
|--|------------------------|-------------------------|------------------------|
| 1. Organized Research _ On Campus _ MTDC       | 52.000                 | 110,400                 | 57,408                 |
| 2. Other Sponsored Activity _ On Campus _ MTDC |                        |                         |                        |
| 3. Organized Research _ Off Campus _ MTDC      |                        |                         |                        |
| 4. Organized Research _ On Campus _ MTDC       |                        |                         |                        |
| Instruction _ On Campus _ MTDC                 |                        |                         |                        |
| Other Sponsored Activity _ Off Campus _ MTDC   |                        |                         |                        |
| 5) TDC   | 437-7820               |                         |                        |
| <b>Total Indirect Costs</b>                    |                        |                         | <b>57,408</b>          |

(Agency Name, POC Name, and POC Phone Number)

# Replicating Budget Data

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- If you are requesting funds for a specific budget line item(s) and would like to replicate that data on multiple budget periods, you can do so by following these steps:
  1. Click  on the **SF424 RR Budget** page



# Replicating Budget Data

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2. Enable the budget category you wish to replicate by clicking on the check box adjacent to the budget category
3. Select the budget periods which you would like the replicated data to be copied to
4. Click **Replicate Starting Budget Period Without Escalation**
  - Cayuse424 will automatically copy first period numbers for that budget category into any budget periods you specified

| Enabled                               | Budget Category                       |
|---------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> 2 | A.) Senior/Key Persons                |
| <input type="checkbox"/>              | B.) Other Personnel - Salary          |
| <input type="checkbox"/>              | Other Personnel - Fringe Benefits     |
| <input type="checkbox"/>              | D.) Travel                            |
| <input type="checkbox"/>              | E.) Participant/Trainee Support Costs |
| <input checked="" type="checkbox"/>   | F.1) Materials and Supplies           |


|            |                                     |                                     |                                     |                                     |                                     |
|------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 3          | BP 1                                | BP 2                                | BP 3                                | BP 4                                | BP 5                                |
| Begin/End: | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

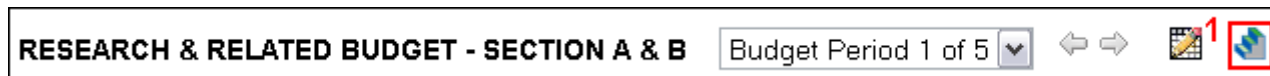
4 Replicate Starting Budget Period Without Escalation



# Escalating Budget Data

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- If you are requesting funds for a specific budget line item(s) and would like to escalate that data on multiple budget periods, you can do so by following these steps:
  1. Click  on the **SF424 RR Budget** page



# Escalating Budget Data

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2. Enable the budget category you wish to escalate by clicking on the check box adjacent to the budget category
3. Select the budget periods that you would like to escalate
4. Click **Escalate Selected Categories**
  - Cayuse424 will automatically escalate the budget category(s) into any budget periods you specified

| Enabled                               | Budget Category                       |
|---------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> 2 | A.) Senior/Key Persons                |
| <input type="checkbox"/>              | B.) Other Personnel - Salary          |
| <input type="checkbox"/>              | Other Personnel - Fringe Benefits     |
| <input type="checkbox"/>              | D.) Travel                            |
| <input type="checkbox"/>              | E.) Participant/Trainee Support Costs |
| <input checked="" type="checkbox"/>   | F.1) Materials and Supplies           |

|            |                                     |                                     |                                     |                                     |                                     |
|------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 3          | BP 1                                | BP 2                                | BP 3                                | BP 4                                | BP 5                                |
| Begin/End: | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

|   |   |
|---|---|
| 4 | <input type="button" value="Escalate Selected Categories"/> |
|---|---|

# The Cumulative Budget Page

- The **Cumulative Budget** page displays totals for all categories and costs/expenses, etc., indicated in the detailed budget pages
- Cumulative budget totals are calculated by the system and cannot be overridden. If you find an error, correct it on the source page and the cumulative budget number will automatically be updated

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# The Modular Budget

# Creating a Modular Budget

- Modular Budgets are created in one of two ways:
  1. Creating the detailed budget in Cayuse424 will automatically create a modular budget and round up to the nearest module
  2. Enter modular budget figures directly into the Modular Budget page

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# The Subaward Budget


# Creating Subaward Budgets

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- Cayuse424 allows you to create one or more subaward budgets by:
  - Creating an unlinked worksheet row
  - Linking to an existing subaward proposal
  - Importing a subaward proposal
- Once subaward budget figures are linked, imported or created, they will automatically be displayed on the Cumulative Budget page

# Create an Unlinked Worksheet Row

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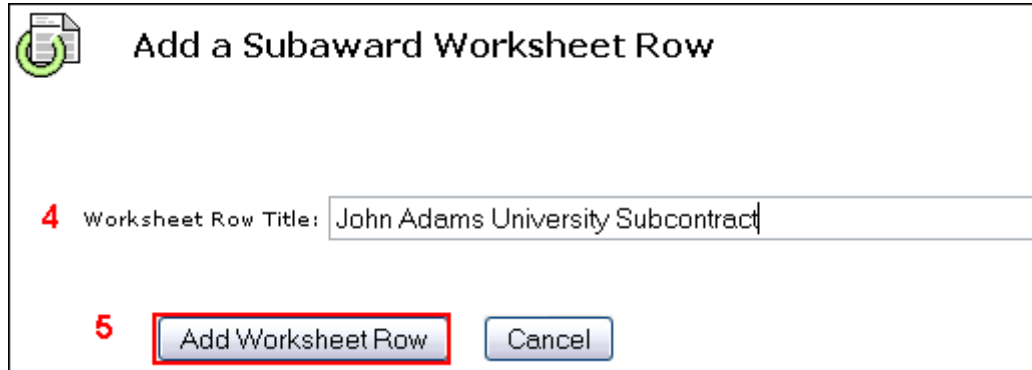
- Create and manually enter budget information for a subaward proposal. This is particularly useful if submitting a Modular Budget
  1. Open prime proposal
  2. Navigate to **Subaward Budget Page**
  3. Click  Worksheet Row




# Create an Unlinked Worksheet Row

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4. Enter **Worksheet Row Title**
5. Click **Add Worksheet Row**



 Add a Subaward Worksheet Row

4 Worksheet Row Title:

5

# Create an Unlinked Worksheet Row


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6. Enter **Subaward Direct Costs** and **Indirect Costs** for all budget periods.
7. Cayuse424 auto-calculates **Allocated to IDC Base**
  - These costs will be auto-populated to the Detailed and Modular Budgets

| Period                            | In- <sup>6</sup><br>active | Subaward<br>Direct<br>Costs | Subaward<br>Indirect<br>Costs | Subaward<br>Costs <sup>7</sup> | Allocated to<br>IDC base |
|-----------------------------------|----------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------|
| John Adams University Subcontract |                            |                             |                               |                                | ✘                        |
| 1                                 | <input type="checkbox"/>   | 10,386                      | 5,268                         | 15,654                         | 15,654                   |
| 2                                 | <input type="checkbox"/>   | 11,556                      | 5,892                         | 17,448                         | 9,346                    |
| 3                                 | <input type="checkbox"/>   | 12,786                      | 6,214                         | 19,000                         | 0                        |
| 4                                 | <input type="checkbox"/>   | 11,500                      | 5,800                         | 17,300                         | 0                        |
| 5                                 | <input type="checkbox"/>   | 9,673                       | 4,966                         | 14,639                         | 0                        |
| Total                             |                            | 55,901                      | 28,140                        | 84,041                         | 25,000                   |

# Creating a Subaward Proposal/Budget


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1. Navigate to the Proposals tab and click  **Create Proposal**
2. Select **Subaward Proposal** and click **Create**
3. Type **Subaward Name**
4. Under the **Organization** drop down menu, select:
  - ▣ “Please select this when creating a new Subaward”
5. Select **Due Date**
6. Indicate **# of Budget Periods**
7. Select **Validation Type** (e.g., NIH)
8. Click **Create Subaward**

**See next slide for screenshot**

# Creating a Subaward Budget/Proposal


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 **Create New Subaward**

**3** Subaward Name:  (For reference within Cayuse 424 )

Organization:  **4**

**5** # of Budget periods:  1  2  3  4  5  6  7  8  9  10

Due Date:   **6**

Validation Type:  **7**

**8**


# Creating a Subaward Proposal/Budget

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- Cayuse424 creates the Subaward Proposal that includes:
  - Performance Site page
  - Key Persons page
  - SF424 R&R Budget Page
- See **Module 5: Proposal Basics** and **Module 6: Proposal Budgets** to learn how to complete these forms

# Link to an Existing Subaward Proposal

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1. Open prime proposal
2. Navigate to **Subaward Budget Page**
3. Click  **Link Subaward**
4. Select the appropriate Subaward from the list
5. Click **Link in Subaward**
  - ▣ Note: These steps **are not** necessary if the Subaward Proposal was created in the Subaward Budget Page. In that case, the link will automatically occur
  - ▣ **See next slide for screen shot**

# Link to an Existing Subaward Proposal



## Link in Subaward Proposal

Select a subaward to link:

Adobe Smokescreen Import Test

**Copy of Mikes Long Subaward for Linking**

Demo 10-yr sub

From Prime

MCHammer Explicit All Perms Sub

Performance Site Test

Ensure subaward periods align with those of the prime:

|               | <b>Prime</b>      |                   | <b>Subaward</b> |
|---------------|-------------------|-------------------|-----------------|
| <b>Period</b> | <b>Start Date</b> | <b>Start Date</b> | <b>End Date</b> |
| <b>1</b>      | 06/07/2010        | 09/14/2011        | 09/13/2012      |
| <b>2</b>      | 06/07/2011        | 09/14/2012        | 09/13/2013      |
| <b>3</b>      | 06/07/2012        | 09/14/2013        | 09/13/2014      |
| <b>4</b>      | 06/07/2013        | 09/14/2014        | 09/13/2015      |
| <b>5</b>      | 06/07/2014        | 09/14/2015        | 09/13/2016      |

Linking will update subaward dates to match the prime.

*Note:* If we have the IDC rate schedule for the subaward budget, indirect costs and totals will be recalculated upon subaward open.

**5**

# Link to an Existing Subaward Proposal

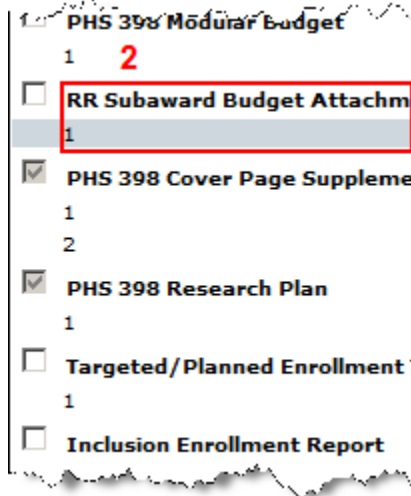
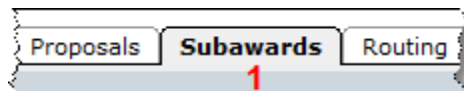
40

1. Note: Subawards tab has been added with access to Subaward proposal
2. The subaward budget figures are now displayed in the primary proposal subaward budget page
3. To view or edit the subaward simply click on the subaward proposal in either the Subawards tab or the Subaward Budget page in the prime proposal
  - ▣ **See next slide for screen shot**



# Link to an Existing Subaward Proposal

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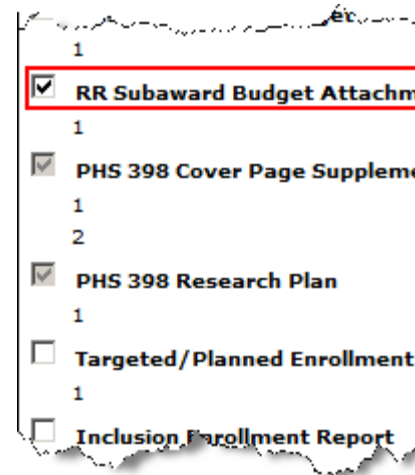


| R&R SUBAWARD BUDGET ATTACHMENT(S) FORM  |                          |                       |                         |                |                       |
|---|--------------------------|-----------------------|-------------------------|----------------|-----------------------|
| <div style="text-align: right;"> <span>+ Create Subaward</span> <span>+ Import Subaward</span> <span>+ Link Subaward</span> <span>+ Worksheet Row</span> </div> |                          |                       |                         |                |                       |
| Subaward IDC Ceiling  |                          |                       |                         |                | 25,000                |
| Period  | In-active                | Subaward Direct Costs | Subaward Indirect Costs | Subaward Costs | Allocated to IDC base |
| + Sample R01 Proposal (Subcontract) <span style="float: right;">✖</span>  |                          |                       |                         |                |                       |
| Total   |                          | 219,073               | 109,538                 | 328,611        | 25,000                |
| + University of Denver <b>3</b> <span style="float: right;">Error(3) / Warning(0)</span>  |                          |                       |                         |                |                       |
| 1   | <input type="checkbox"/> | 132,150               | 63,261                  | 195,411        | 25,000                |
| 2   | <input type="checkbox"/> | 117,370               | 63,380                  | 180,750        | 0                     |
| 3   | <input type="checkbox"/> | 117,596               | 63,502                  | 181,098        | 0                     |
| 4   | <input type="checkbox"/> | 117,828               | 63,627                  | 181,455        | 0                     |
| 5   | <input type="checkbox"/> | 118,066               | 63,756                  | 181,822        | 0                     |
| Total   |                          | 603,010               | 317,526                 | 920,536        | 25,000                |
| + Cavuse, Inc. <span style="float: right;">Error(15) / Warning(0)</span>  |                          |                       |                         |                |                       |
| Total   |                          | 359,785               | 186,185                 | 545,970        | 25,000                |
| + All Subawards   |                          |                       |                         |                |                       |
| Total   |                          | 1,181,868             | 613,249                 | 1,795,117      | 75,000                |

# Include Subaward Proposal for Submission

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- Click the check box adjacent to the Subaward Budget on the navigation bar. This will ensure that the subaward budget will be included in the PDF you submit electronically to Grants.gov



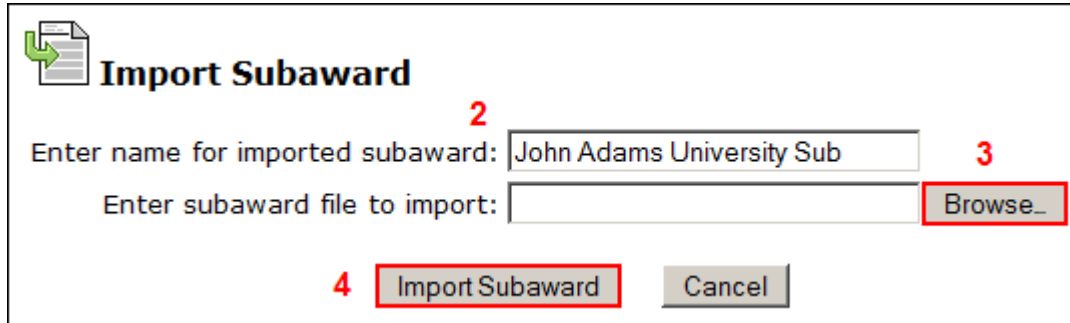
# Import a Subaward Proposal


- In order to import a subaward proposal, your subcontractor must create the subaward proposal using **Cayuse424, Subawards.com or Adobe** and send the exportable file to you via email
- You can choose to import the subaward proposal to either the **Proposals** tab or directly into the prime proposal

# Importing to the Proposals Tab

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1. Navigate to the **Proposals** tab and click 
2. Enter internal subaward proposal name
3. Browse to location of exported subaward proposal
4. Click **Import Subaward**



 **Import Subaward**

Enter name for imported subaward:


Enter subaward file to import:  **Browse...**







**Import Subaward** Cancel

# Importing to the Proposals Tab

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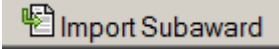
5. The imported subaward proposal will now appear in your list of proposals in the **Proposals** tab
6. Subawards imported from Adobe will be listed under the Type heading

3 / 3 Proposals  Include submitted proposals Filter:  View days back: 3 months 

|  Proposal | Title | PI                | Modified   | Type              | Deadline |   |
|--|-------|-------------------|------------|-------------------|----------|---|
| <a href="#">CIT Import</a>   |       | Rozek, Neil       | 2009-10-21 | Suba...rom Adobe) |          |   |
| <a href="#">NIH:3005 - Dr. Hopkins</a>   |       | Hopkins, Virginia | 2009-10-20 | G.g ... FOA (R01) |          |    |
| <a href="#">UCLA Subaward</a>  |       | Soto, Ernesto     | 2009-10-21 | Subaward          |          |   |


# Importing into the Prime Proposal

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1. Open the Prime proposal
2. Navigate to the **Subaward Budget** page
3. Click  **Import Subaward**
4. Enter **name for imported** subaward
5. Browse to location of exported subaward proposal
6. Click **Import Subaward**
7. Ensure subaward periods align with those of the prime, and then click **Link in Subaward**
  - ▣ **Importing Key Persons & Performance Sites** confirmation box will appear
  - ▣ Subaward costs will be auto-populated to the Detailed and Modular Budgets
  - ▣ **See next slide for screen shot**

# Importing into the Prime Proposal

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## Import Subaward

Enter name for imported subaward:  4

Enter subaward file to import:   5

6



## Link in Subaward Proposal

Linking imported subaward:

**Demo Subaward**

Ensure subaward periods align with those of the prime:

| Prime  |            | Subaward   |            |
|--------|------------|------------|------------|
| Period | Start Date | Start Date | End Date   |
| 1      | -no date-  | 02/15/2009 | 02/14/2010 |
| 2      | -no date-  | 02/15/2010 | 02/14/2011 |
| 3      | -no date-  | 02/15/2011 | 02/14/2012 |
| 4      | -no date-  | 02/15/2012 | 02/14/2013 |
| 5      | -no date-  | 02/15/2013 | 02/14/2014 |

Linking will clear subaward dates to match the prime.

*Note: If we have the IDC rate schedule for the subaward budget, indirect costs and totals will be recalculated upon subaward open.*

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# Exporting a Subaward Proposal



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- In Cayuse424 you can create and export a subaward proposal to another Cayuse424 customer institution
  - See slides #35-36 in **Module 7: Proposal Budgets** to learn how to create a **Subaward Proposal**



# Exporting a Subaward Proposal

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1. After creating your Subaward Proposal, click  at the upper right corner of the window to export the data
2. Enter a name for the exported file
3. Click 
4. Save exported subaward proposal to Desktop, folder or shared drive
5. Attached exported file to an email and send to collaborator

# Exporting Tips

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- Internal documentation (e.g. signed Face Pages, Letters of Support, Letters of Collaboration, etc.) can be added to the Documents page under Proposal Summary. These will be exported with the subaward proposal
- Running the validation check is recommended prior to exporting

# NIH Requirements for Subawards

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- For Opportunities that require a full budget you must attach the completed subaward proposal
  - NIH cannot compare your grant costs correctly to the direct cost limitation without the complete subaward budget
  - NIH cannot calculate the indirect costs on subs without the attachment
- If this information isn't provided your proposal may be rejected or delayed after submission

# Conclusion

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- In this module you learned:
  - ✓ Basic Budget Concepts
  - ✓ How to use Cayuse424 to create a:
    - ✓ Detailed Budget
    - ✓ Modular Budget
    - ✓ Subaward Budget
  - ✓ Link to a subaward proposal
  - ✓ Import a subaward proposal
  - ✓ Export a subaward proposal

