This session will not be recorded, but this PowerPoint can be found at https://medschool.ucla.edu/research/researcher-resources/administrative-support/department-medicine-office-research-administration/fund-management-training

Proposal Budget Preparation

Validated Template Instructions

UCLA DEPARTMENT OF MEDICINE
OFFICE OF RESEARCH ADMINISTRATION
ZOOM TRAINING
How the template works

The “Budget Exercise EXCEL Validated Template” is a modified version of the “Budget Template-Simple-All-Years” template available on our website. The Validated template will provide feedback in real-time noting whether the fund manager has correctly (or incorrectly) calculated the costs.

- Names of personnel and budgeted line items in each category are pre-filled for the fund manager. These fields (columns A-H) are typically blank except for the category headers (bold text).
- Macros must be enabled for validations to work correctly. The preparer will be prompted to enable these when the workbook is opened.
- Copy-Paste has been disabled to allow validations to run properly. If the prepare overrides this restriction the validations will no longer work. DOM ORA will not manually review budgets that override the auto-validations.
- Individual cells will turn a shade of green (Light=Basic, Medium=Intermediate, Dark=Difficult) when the correct value is entered. It will turn yellow if a common error has been made (wrong answer, but close). The cell will not change colors if the answer is incorrect.
- The entire template (including blank cells) will turn a shade of green when the entire budget, including indirect costs, is complete and correct. See next slides for visuals.
Basic
## Intermediate

<table>
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<th>Column 1</th>
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<tbody>
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</tr>
</tbody>
</table>

This table represents intermediate data from a study.
Difficult