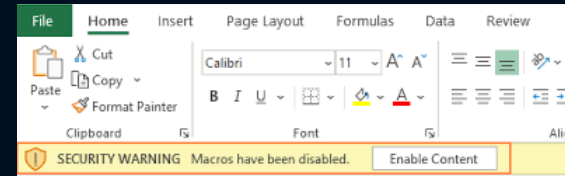


Budget Exercise - Basic

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 preparer 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.

E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF
Basic Budget	Correct Answer						Intermediate Budget	Correct Answer		Difficult Budget	Correct Answer		Pre-Calculated Field														

- 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.

Complete & Correct Basic Budget!

The image shows a screenshot of a budget spreadsheet. The spreadsheet is organized into columns representing different budget categories or time periods. The top row contains numerical values, some of which are highlighted in green. Below this, there are several rows of data, with some cells containing text and others containing numbers. The overall layout suggests a detailed financial plan or budget document.

- **Your PI, Dr. Jane Bruin, informs you of the following:**

- Performance Period: 07/01/2024-06/30/2029 (12 month budget periods)
- Dr. Bruin's effort is 25%
- Dr. Brenda Seuss is a Co-Investigator at 30% effort. She is key personnel (KP)
- Dr. Donald Smith is a Co-Investigator at 5% effort without salary. He is key personnel (KP)
- Jane Doe is a Step 3 GSR (California Resident) at 40% effort
- TBN Staff Research Associate I, step 3, at 100% effort
- \$2,000/yr for the PI to attend a scientific conference
- \$10,000 in year 1 only for a new centrifuge
- \$15,000/year in Animal Purchases & Per Diem
- Subaward to UCSD: \$50,000 DC/year
- The grant will be for \$350,000 DC Ceiling/year
- Balance of direct cost will be allocated to Materials & Supplies

- **You know:**

- Drs. Bruin (Full Professor) and Smith (Adjunct Assoc Prof) are above the current NIH cap
- Dr. Seuss (Assoc Prof in Res) TNS is \$127,000/yr
- Dr. Bruin is located on-campus.
- UCSD's F&A Rate (Google it!)
- No escalation for this example.
- All Sites use Research On-Campus F&A Rates

Budget Exercise – Extra Credit

- [Budget Justification Exercise](#): Compare the budget with the budget justification (BJ) and make necessary corrections to ensure BJ is complete and accurate. Track changes to note all edits you've made.
- If you have completed the Excel budget, and still have time available, transfer your Excel budget information into a [Cayuse RR Budget](#) using PA-20-185 (NIH Parent Ro1).