Kuali Proposal Development: BUDGETING
UMass Amherst Best Practices and Kuali Knowledge Base Guide

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- The Help Icon in Kuali brings you to Kuali knowledge base:
- Research & Engagement website: www.umass.edu/research/kuali-guides
- Kuali Knowledge Base Field Definitions by Tab:
- TIP: Use Wildcard asterisk (*before and after*) to assist with searching for sponsors, people, etc. in Kuali.

KEY CONCEPTS IN BUDGETING

For the purposes of proposal budgeting:

Academic Calendar: 9/1 - 5/31
Summer Calendar: 6/1 - 8/31

- There will likely be multiple entries per person either for AY or summer effort. *See below for Scenarios*
- Cost of Living Increases (COLAS) are calculated on July 1.
- Cumulative grant year effort should begin and end with the proposed project periods.
- Object Codes drive and assign the appropriate fringe benefit rate.
- Key Concept: Salary is entered with % of effort and not months (The system will do the translation to months for sponsor forms).

EXAMPLE SCENARIOS

Start date is in the Academic Year (AY) and a person is budgeting both AY and summer effort

- You need two AY entries and one summer

AY
10/1/19
5/31/20
SUM
6/1/20
8/31/20
AY
9/1/20
9/30/20
Start date is in the Academic Year (AY) and a person is budgeting only AY

- You need **two** AY entries and **no** summer

![AY only diagram]

Start date is in the Academic Year (AY) and a person is budgeting only AY

- You need only **one** summer entry

![AY only summer diagram]

Start date is in the summer and person is budget AY and summer salary

- You need **two** summer entries and **one** AY entry

![AY and summer salary diagram]
Start date is in the summer and person is budgeted for only AY

- You need only **one** AY entry

Start date is in the summer and person is budgeted for only summer

- You need **two** summer entries and **no** AY entry

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**CREATING A NEW BUDGET**


- When creating a budget you have a choice between selecting a **Detailed** or **Summary** budget. In Kuali, a **Summary** budget replaces the use of **PROPXLS** budgets in SmartGrant.
- You also have the choice to select whether this budget will be submitted as an **NIH Modular**.
- **Project Personnel** - delete any zero dollar entries for the key personnel. These are just duplicates and are created because it is pulling in PeopleSoft account numbers for faculty departments in the credit allocation section of the proposal.
- **Budget Versions** can be created as needed to test different budgeting scenarios.

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**BUDGET SETTINGS**

- Click **Budget Settings** in the top horizontal tabs before you add budget items.
- **Total Direct Cost** and **Total Cost Limits** are not mandatory but can be used to alert you when exceeding any solicitation budget limit.
- Select **On/Off Campus** whether your proposal is all on or all off campus. If blended, select **default** and you can decide on a line items basis whether it is on or off campus.
• **Unrecovered F&A and F&A Rare Type:**
  - Will always default to **Standard Federal MTDC**. Users must select the appropriate rate based on solicitation specific requirements and type of sponsored activity.
  - Should be the same **unless** the PI has been approved to use a lesser rate than the sponsor allows OR when using sponsor F&A restrictions as a cost share source.

• **Modular Budget:** This box should be checked if doing a modular budget.
• **Submit for Cost Sharing:** Keep this checked.
• **Exclude Subcontract F&A:** Use this to help calculate budget limits for both NIH modular and detailed budget thresholds when there are subcontracts.

**CHANGING RATES & COST OF LIVING (COLA)**
• Before adding any line items you **must** change the COLA to whatever the sponsor allows.
• Make the change to all periods.
• Kuali uses a standard **3.5% COLA**
• NIH is **2%**
• NSF is **5%**

**ADDING PERSONNEL**
***Also reference the UMass Kuali Salary Guide for information on adding and budgeting personnel***

• **Employee:** Use this option to search for and add employees from the person data (usually updated from your institutional HR office).
• **Non-Employee:** Use this option to search for and add desired individuals from the address book (persons maintained for use in Kuali Research that are not employees).
• **To Be Named:** Use this option to add ‘placeholder’ positions used to indicate positions that are to be hired or identified once the award is made (e.g., Research Assistant or Postdoctoral Associate).
• **Graduate Students:** Due to how Kuali budgets for people and the various combinations, UMass Amherst graduate students employees need separate additions for grad student academic (AY) and summer effort.
  - **Example:** If you are budgeting one graduate student AY and summer effort, you need to **add two** graduate student lines, one AY and one summer.
  - **Example:** If you are budgeting for one graduate student with only AY effort you only need to **add one** graduate student line.
  - **Example:** If you are budgeting three graduate students with both AY and summer effort you need to **add six** graduate student lines.
• Adding **To-Be-Named** personnel requires the addition of a Base Salary in order to budget their effort. This is also true for **Graduate Students**. Use the **UMass Kuali Salary Guide** to calculate graduate student base salaries.
• Once you have finished adding personnel, click on each line’s **Details** to add base salary.
• In personnel details, select the appropriate **Appointment Type**.
• **Salary Effective Date** should always be the start date of the proposal period. Ignore **Anniversary Date**.
ASSIGNING PERSONNEL

- **Remember**: Depending on the start date of your grant, you may need multiple entries – See above for details.
- **Object Codes** drives the benefits. Users will need to select the appropriate code depending on the person being budgeted.
- Use the **UMass Kuali Salary Guide** as needed to convert months to % effort.
  - **AY**: # of months divide by 9 months
  - **Summer**: # of months divided by 3 months
- Enter % of effort into the **Effort** field
- If you are not cost sharing salary, then enter the same % of effort in the **Charged** field.
- Select the appropriate **Period Type**.

ASSIGNING NON-PERSONNEL

- Go straight to **Object Code Name** to add a line item
- Once assigned click on **Details** and decide whether you would like to apply inflation to that item
- Use the **UMass Kuali Salary Guide** to add the appropriate amount of **Tuition Charge**.

AUTOCALCULATING – REPLICATING BUDGET PERIODS

- Kuali will replicate budget periods either by selecting the **Autocalculate** in the top row of options or when you **Save and Continue** after finishing you non-personnel entries.
- **NOTE**: If you select autocalculate too early you will not be able to autocalculate again.
- **NOTE**: If you have a cost item that is only for one year it may be preferred to auto calculate first, then add the entry. Otherwise, you will need to delete those items in the other years

SUBAWARDS

- **Subaward** costs should be added to the **Subaward** tab. These costs will then be added to the overall budget.
- See the **Subaward Guide** for more information.

PRINTING BUDGET & EXPORTING TO EXCEL

- You can copy and paste the summary budget into Excel. Formulas will not migrate.
- Click **Budget Version** and then click **Action** to print various budget reports.