

Kuali Research User Guide: Create a new Budget document for a Child Award

Version 6.0: November 2016

Purpose: To create a detailed or modular budget for a child award.

Trigger / Timing / Frequency: Once a child award is completed and finalized and funds have been obligated to the child via the Time and Money document.

Prerequisites

- A child award must be completed and finalized.
- The child award must have funds obligated to it via a transaction on the Time and Money document.

User Group Roles: Awards

Menu Path: Central Admin > Child Award > Budget Versions

Tips and Tricks: The Personnel tab of the Award Budget document is not in use at this time, as we do not individually budget for each person on the project at the time of award. Instead, the panel named "Personnel – Only if Personnel tab is not used" in the Non-Personnel tab should be used to add totals by personnel type (e.g. Senior Key Personnel).

Results and Next Steps: Once all child awards within hierarchy have been budgeted accurately, the award is ready for the QA process (if applicable) and to be interfaced to SAP.

Process:

After funds have been obligated to the appropriate child awards, an award budget is created for each child award holding obligated funds. The system requires that you budget exactly the amount that has been obligated by the current transaction.

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A. Create a new budget version.

Navigate to the Budget Versions of the appropriate child award and create a new budget version.

Award Contacts Commitments Budget Versions Payment, Reports & Terms Special Review Custom Data Comments, Notes & Attachments Award Actions History Medusa

The 1) Budget Overview panel is a read-only summary of budget information.

Create a new budget version by giving the version a name, or text description. The 2) Version Name should identify the budget as related to the award action taking place at the time, such as *New*, *Yr 02*, or *Supplement*, etc. 3) Click New.

	time & money expand all collapse all					
1	00 🗧					
Budget Overview (204903-00002:)						
	0					
Budget Overview						
Account ID:	Budget Start Date					
Award ID: 204903-00002	Budget End Date					
Budget Version Number:	Budget Total Cost Limit: 0.00					
Award Budget Type:	Budget Change Total Cost Limit: 0.00					
Award Budget Status:	Unrecovered F & A Rate Type:					
On/Off Campus: Default	F&A Rate Type:					
Description:						
Comments:						
Budget Versions (204903-00002:) thide						
Budget Versions	0					
Version # Direct Co	st F & A Total Budget Status Award Budget Type Actions					
Add: 2	3 new					
	□Show All Budgets					

B. Open budget version

A subpanel with the new budget version is created as seen in the figure below. Click 1) Open to open the award budget document.



Budget Versions (204931-00002:)	▼ hide		
Budget Versions			Ø
	Version # Direct Cost F & A Total Budget Stat	Award Budget Type	Actions
Add:			new
▼ hide MR TEST BUDGET	1 0.00 0.00 0.00 In P	rogress New	V 1 open copy
Award Version 1	F&A Rate	e Type:	
Cost Sharing: 0.00	Last Up	dated: Oct 30, 2016 3:59:56 PM	
Unrecovered F&A: 0.00	Last Upda	ced By: mereilly	
Comments:			
			Show All Budgets

Notice the change in tabs across the top the screen once you click on Open. You are now in the *New* Version of the Award Budget document.

Budget Versions Parameters Rates Summary Personnel Non-Pe	ersonnel Distribution & Income Budget Actions
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Review and complete the Budget Overview panel.

Most of the fields on the Budget Overview panel found on the Parameters tab are automatically populated for you. Dates and dollars are populated from the Time and Money document. Review the following fields for accuracy.

Data Quality		SOP Definition / Use	Required
1)	Obligated Start Date	This field is automatically populated from the Time and Money Document, and displays the start date of the current budget period	Yes
2)	Obligated End Date	This field is automatically populated from the Time and Money Document, and displays the end date of the current budget period.	Yes
3)	Obligated Previous	This field is automatically populated from the Time and Money Document, and displays the previous cumulative amount of funds that have been obligated to this account to date. On new awards amount is zero.	Yes
4)	Obligated Change	This field represents the change of funds obligated by the current action that needs to be budgeted in this version of the award budget document.	Yes
5)	Obligated Total	This field is automatically populated from the Time and Money Document, and displays the cumulative amount of funds that have been obligated to this account to date.	Yes





The system requires that you budget exactly the amount that has been obligated by the current action, hence your total costs for each budget version should equal the Obligated Change found on the Budget Overview panel.

Budget Overview	▼ hide					
Budget Overview					G	
Account ID:		1 Obligation Start Date:	10/28/2016			
Award ID: 2	204931-00002	Obligation End Date:	10/28/2017			
Budget Version Number	1	-	C 3 Obligated Previous: 0.00			
budget version rumber.		Budget Totals:	4 Obligated Change:	136,000.00		
Award Budget Type:	New	8	5 Obligated Total:	136,000.00		
Award Budget Status:	In Progress	7 Unrecovered F & A Rate Type:	select:			
6 On/Off Campus:	Default 🔽	8 F&A Rate Type:	select:			
Description:	New	-				
Comments:		6				

Select the appropriate On/Off Campus Rate and the appropriate F&A Rate Type.

Data Quality	SOP Definition / Use	Required
6) On/Off Campus	Field is used to indicate whether the on- or off-campus rate should be used in the calculation of F&A costs. Note: If set to 'Default', this indicates on-campus rates will be used.	Yes
7) Unrecovered F&A Rate Type8) F&A Rate Type	These two fields are used to set the type of base on which the F&A is calculated. The two fields should match.	Yes



Manual should only be selected as the Rate Type under special instruction and is rarely used. With this Rate Type, F&A costs will be calculated on all line items unless you manually "deselect" the Apply Rate indicator for that item. The Apply Rate Indicator is found in the details of each budget line item on the Non-Personnel tab (See Step G).



1) Budget Periods and Totals Panel: Edit Budget Period Start/End Dates only as necessary. Do not enter any other information on this panel. Once the detailed budget is created in the Non-Personnel tab, these fields will automatically display high-level budget data.



Budget Periods								0								
	Period Start Date		Period Start Date		Period Start Date		Period End Da	ite	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit	Actions
Add:					0.00	0.00	0.00	0.00	0.00	0.00	0.00	add				
1	10/28/2016		10/27/2017		0.00	0.00	0.00	0.00	0.00	0.00	0.00	delete 🔦				
2	10/28/2017		10/28/2017		0.00	0.00	0.00	0.00	0.00	0.00	0.00	delete				
Totals																
Budget Change:	10/28/2016		10/28/2017		0.00 🗢	0.00	0.00	0.00	0.00							
Previous Budget:					0.00	0.00	0.00	0.00	0.00			recalculate				
Budget Total:			10/28/2017		0.00	0.00	0.00	0.00	0.00							

generate all periods) calculate all periods) default periods) save) reload (close) copy)

C. Review Rates tab

Click on the Rates Tab, review rates and change the applicable rate fields, if needed.

The Kuali Research award budget module calculates F&A costs automatically based on the applicable rates displayed on the Rates Tab. The F&A Rates Panel displays configured Institutional Rates based on the Activity Type selected in the Award Document. The Activity Type selected (on the Awards Tab) in this example was 1) Research, hence only Research Institutional Rates display. Selecting Training, Other Sponsored Activity, Financial Aid, or Research Training Activity Types would display a different set of Institutional Rates.

The system will automatically apply the appropriate rate based on the on/off campus indicator set on the Parameters tab in Step C of this document. If the budget period spans over two BU fiscal years, the system will also automatically apply the applicable start date of the rate.



Research F & A		▼ hide			
Research F & A	On Campus	Fiscal Year	Start Date	Institute Rate	* Applicable Rate
MTDC	No	2007	07/01/2006	26.00	26.00
MTDC	Yes	2017	07/01/2016	64.50	64.50
TDC	No	2007	07/01/2006	26.00	26.00
TDC	Yes	2017	07/01/2016	64.50	64.50
Salary and Wages	No	2007	07/01/2006	26.00	26.00
Salary and Wages	Yes	2017	07/01/2016	64.50	64.50
MTDC plus Stipends	No	2007	07/01/2006	26.00	26.00
MTDC plus Stipends	Yes	2017	07/01/2016	64.50	64.50
Manual	No	2007	07/01/2006	26.00	26.00
Manual	Yes	2017	07/01/2016	64.50	64.50
No F&A	No	2007	07/01/2006	0.00	0.00
No F&A	Yes	2007	07/01/2006	0.00	0.00
No F&A	Yes	2007	07/01/2006 sync rates reset rates	0.00	0.00

The Activity Type, Rate Types, and Institute Rates have been configured in the system according to BU's Negotiated Indirect Cost Rate Agreement. If an award (i.e. Foundation's) F&A rates deviate from BU's Rate Agreement, the 3) Applicable Rate column in the Rates panel can be used to apply a different rate for the applicable Rate Type.

The Fringe Benefits and Inflation rates will not be used in the award budget module.

Fringe Benefits	▶ show
Inflation	▶ show

D. Select appropriate budget period

Click on the Non-Personnel tab and select appropriate the budget period.

Budget Versions Parameters Rates Summary Personnel Non-Personnel Distribution & Income Budget Action	15
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All costs, including Personnel costs, will be budgeted using the Non-Personnel Tab. As stated in the Tips and Tricks section of this document, this will reduce data entry time by not having to individually budget



for each person on the project. Instead, the panel named "Personnel – Only if Personnel tab is not used" should be used to add total sums by personnel type (i.e. Senior Key Personnel).

The first step in creating a detailed or modular budget is to make sure you select the appropriate 1) budget period.

Select Budget Period:	Budger Berleyt 1:10/28/0016_10/27/2017 Views Full Datail
1	Budget Feriod. 1. 10/20/2010-10/2//2017 Porteen
	2

The periods that display on this panel is a result of the number of periods that have been obligated via the Time and Money document. For example, if we are creating a budget for a New NIH award where the funds are obligated one year at a time, then only one (the first) budget period will be obligated in T&M and only one budget period will display on the 1) Budget Period drop down.

If an award obligates funds multiple periods at a time, such as some NSF awards, each period must be budgeted separately. Inserting obligated start and end dates on the T&M document will automatically create the appropriate number of budget periods on the Parameters Tab and on the 1) Budget Period drop down. To toggle between budget periods select the appropriate period and click 2) Update View.

E. Add Personnel line items to the budget.

The detailed budget, created on this tab, will be displayed in the Business Warehouse by Budget Category. Add line items to the budget by selecting the appropriate value from the drop-down lists in each panel. The 1) panels are simply Budget Category Types used to visually organize the types of budget categories. To add a budget line item click 2) Show/Hide next to the Personnel panel.

	Budget Overview (Period 1)	
	Personnel (ONLY IF PERSONNEL TAB IS NOT USED)	2 bba
	Equipment	a show
1	Travel	Non
	Participant Support	Mon
	Subawards	ablese
	Other Directs	a dinar
		calculate current period _ save _ reload _ close, copy _

Next, select the 1) Object Code and enter the 2) Change Amount (lump sum) to be added to be added to the budget. Click 3) Add.



Personnel (ONLY IF PERSONNEL TAB IS N	NOT USED)	★ hide						
Personnel (ONLY IF PERSO	ONNEL TAB IS NOT USED)							
	* Object Code Name		Description		Quantity	Change Amount	Obligated Amount	Action
Add:	select 🕑 🏾			<i>s</i>		0.00		3

Object Codes in the system role up to Budget Categories. All object codes are mapped in the system to incur or not incur F&A costs according to BU's Negotiated Indirect Cost Agreement. For example, there are two Object Codes for Subawards: 1 - Subawards – First 25K, 2 – Subawards – Over 25K). For the most part though, Object Codes and Budget Categories have 1:1 to relationship.

To view details of the line item added or rates applied to the line item click on 1) Show/Hide Line Item Details or Rate Classes. The Line Item Details subpanel shows the 2) Start and End (defaults to Budget Period) for which the line item is budgeted and the 3) Budget Category the Object Code roles up to.

Personnel (ONLY IF PERSONNEL TAB IS NOT U	JSED) (1 line item)						
Personnel (ONLY IF PERSONN	NEL TAB IS NOT USED)						
	* Object Code Name		Description	Quantity	Change Amount	Obligated Amount	Action
Add:	select 💟 🗞 🛤		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		0.00		add
1 1	Other Personnel - Non-PD 🛅		ß		1,000.00	0.00	delete
				Total An	ount for Other Personnel - Non-PD:	1,000.00	
▼ hide Line Item Details							
	2 * Start Date 10/28/2016			Unrecovered F&A 0.00			
	* End Date 10/27/2017			Cost Sharing	0.00		
	Apply Inflation? Yes			On/Off Campus 🗹			
	2 Budget Category Other Personnel - Non-PD	\checkmark		Submit Cost Sharing? 🗹			
1	Budget Justification Notes	<i>k</i>					
■ hide Rate Classes							
Rate Class	Rate Type	Apply Rate?	Rate Cost	Rate Cost Shari	ng Obl	igated Amount	
Manual	Manual		645.00	0.00		0.00	
		4	to period cost limit sync to period direct cost limit				

The Rate Classes subpanel shows the rate applied and the 5) Rate Cost incurred by that line item. If necessary, the Apply Rate flag found in the Rate Class subpanel can be unchecked. This will omit this particular line item from the F&A calculation.



Budget Categories in KCRM are mapped to Sponsored Classes in SAP.



F. Add Non-Personnel line items to the budget.

Repeat Step F to add Non-Personnel budget line items to the budget. Start by clicking Show/Hide next to the appropriate Budget Category Type panel.

Equipment	▶ show	
Travel	▶ show	
Participant Support	▶ shore	
Subawards	▶ show	
Other Directs	▶ show	
		(ackulate current period) save) related (dose) copy

As each line item is added to the budget, the Budget Overview panel is updated automatically. The Budget Overview panel is a good place to keep track of the 1) Direct, F&A Costs and Total Sponsor Costs as you build your budget and to verify the budget is accurate (at high level) according to sponsor obligated costs once complete.

Budget Overview (Period 1)		• hos	
Budget Overview (Period 1)			
	Period 1 Start Date 10/28/2016	Budget Amount 0.00	θ
	Period 1 End Date 10/27/2017	Obligated Amount 0.00	
	Direct Cost 1,000.00		
1	F&A Cost 645.00	Unrecovered F&A 0.00	
	Total Sponsor Cost 1,645.00	Cost Sharing 0.00	

G. Review summary budget

Click the Summary Tab to view summary budget.

		Budget Versions	Parameters	Rates	Summary	Personnel	Non-Personnel	Distribution & Income	Budget Actions	
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Click the Summary tab to display a read-only view of the current budget. The Summary tab allows you to view and verify a budget has been budget correctly at a detailed level.

Remember that no cost will appear in the 1) Personnel subpanel since the Personnel tab is not being used during Phase I of the project; as such, the 2) Fringe override should not be used. To view budget



details, click on the 3) Show/Hide button to the left of each of the Budget Category types in the Non-Personnel subpanel. 4) Total direct and indirect costs are found on the lower subpanel. Users are now able to 5) Override the Total F&A Costs by entering directly into the field the amount that should reflected, and then clicking the 6) save button.



Total F&A Override: Please use caution when using this functionality. It should not be used as a substitute for correcting F&A rates.

Please note that if an award obligates funds multiple periods at a time, such as some NSF awards, this version of the budget would contain multiple periods and 7) all periods would be displayed in the summary.

-				
Summary		▼ hide		
Summar	y			
		< back	< html	Total
		Period 1	Period 2	
	- 1	16/28/2016 - 16/27/2017	10/28/2017 - 10/28/2017	
Personnel I		0.00		0.00
* SHOW	salary	0.00	0.00	0.00
> show	Fringe	0.00	2 0.00	0.00
► show	Calculated Direct Costs	0.00	0.00	0.00
	Personnel Subtotal	0.00	0.00	0.00
Non-Personn				
▶ show	Personnel (ONLY IF PERSONNEL TAB IS NOT USED)	1,000.00	0.00	1,000.00
> show	Calculated Direct Costs	0.00	0.00	0.00
	Non-Personnel Subtotal	1,000.00	0.00	1,000.00
Totals				
	TOTAL DIRECT COSTS	1,000.00	0.00	1,000.00
4	TOTAL F&A COSTS	645.00	5 0.00	645.00
	TOTAL COSTS	1,645.00	0.00	1,645.00

Skip the Personnel and Distribution and Income Tabs as these tabs will <u>not</u> be used for Awards in Kuali Research

H. Print Forms



Click on the Budget Actions tab and then 1) Show/Hide Print Forms panel. This panel has a list of forms available for printing.



			0
Print Forms	▼ hide		
			0
	Print Forms	Print Budget Comments	Actions
1 Budget Costshare Summary Report			print
2 Budget Cumulative Report			print
3 Budget Salary Report			print
4 Budget Summary Report			print
5 Budget Summary Total Report			print
6 Budget Total Report			print
7 Industrial Budget Report			print
8 Industrial Cumulative Budget Report			print

I. Validate budget version

Budget Versions	Parameters	Rates	Summary	Personnel	Non-Personnel	Distribution & Income	Budget Actions

Click on the Budget Actions tab and then 1) Show/Hide Data Validation Panel. This panel allows you to turn on/off the budget validation functionality.

	In section (In here in section (In here here) the definition of the section (In here here here here here here here her
Print Forms	1 show
Budget Justification	ration
Data Validation 1	2000
Ad Hoc Recipients	P SNor
Route Log	a street
	Cancel Submit. Seve rebad Market approve (does) Cancel Copy

To turn on the functionality and validate the budget click on <u>turn on validation</u>. If validation errors or warning exist, an 1) error will appear on the panel. To see the error details click 2) Show/Hide next to the error. In the example below the Total requested cost of the budget does not match the Budget Change Total Cost Limit.



Kuali 3) Fix Button Functionality on data validations errors and warnings takes you directly to the tab where the error or warning is found. Once you adjust the data accordingly and click the Save button on that tab, the system will bring you back to the Data Validation Panel. This is done so you can move on to the next validation error or warning if one exists.



Data Validation	▼ hide	
Data Validation		0
You can activate a Validation check to determin	any errors or incomplete information. The following Validations types will be determined	t:
 errors that prevent submission into routing warnings that serve as alerts to possible da 	a issues but will not prevent submission into routing	
	turn off validation	
Error		
▼ hide Budget Period And Totals Information	(1) 1	
2 Total requested cost of the budget does n	at match the Budget Change Total Cost Limit.	3

In this example, clicking on the 3) Fix button takes you to the Parameters tab where you can compare the Budget Change Total Cost Limit to the total cost budgeted. You will need to go to the Non-Personnel Tab to adjust the budget.

J. Save budget version. Budget will remain in "In Progress" status until QA is completed.

Repeat Step I and J for all child awards with newly obligated funds.



Kuali Research Document Action Command Buttons Definitions

Submit	Moves the document (through workflow) to the next step in the process. Once a document is submitted, it remains in 'ENROUTE' status until all approvals have taken place. If there is no workflow for a specific document, the budget version will be placed in "To Be Posted" status.
Cancel	Denotes that the document is void and should be disregarded. Canceled documents cannot be modified in any way and do not route for approval. They may be copied, however, to a new document.
Reload	Refreshes the budget and displays the most recently saved information. Changes which are made but not saved prior to reloading a page are not maintained.
Close	Signifies that you wish to exit the document. The system displays a message asking if you want to save the document before closing. No changes to Action Requests, Route Logs or document status occur as a result of a Close action. If you initiate a document and close it without saving, it is the same as canceling that document.