

Step 1: Navigate to the Budget

A budget is automatically created for each proposal. Navigate to the budget on the Budget tab of the funding proposal. Click Edit Budget to open the SmartForm.

Step 2: Enter General Budget Information

Complete the General Budget Information page. Select the F&A base and rate. Determine how inflation will be applied. For budgets that will be submitted to the sponsor, confirm Include in Consolidated Budgets is marked Yes.

Step 3: Budget Personnel Costs

Add all Princeton personnel that will be included in the budget on the Personnel Cost Definition SmartForm page. Select their role, appointment type, and salary. Appointments are typically 9 months for faculty and 12 months for non-faculty.

On the Personnel Costs page, enter the effort and salary requested percentage for each person being budgeted to calculate the salary. The provisional FB rate defaults in every year. Update the FB rate to a blended rate if the first period spans the current and next fiscal year. Remove the FB for personnel types without fringe (e.g. grad students). *For assistance with calculations, use the Effort Distribution Tool and Blended Fringe Benefit Tool available on the [Princeton ERA website](#).*

Step 4: Budget General Costs

Add all non-personnel costs as general cost types on the General Cost Definition page. Set the first period amount and select if inflation should be applied. If it is not applied, the amount per period will be editable so you can have differencing amounts per period.

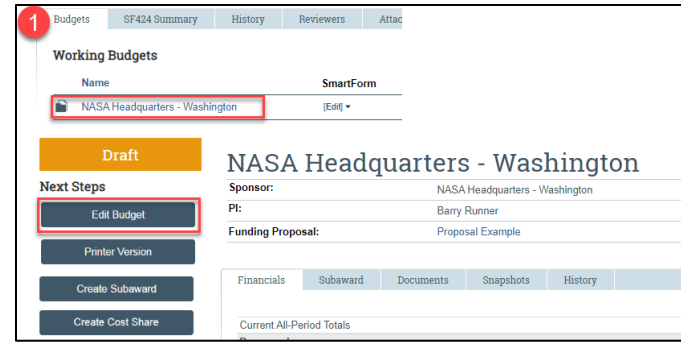
On the General Cost page, review the costs table. Update the amount per period as needed. Amounts can be updated for items where the inflation rate is not applied.

Step 5: Upload Budget Attachments

Upload the budget justification. If this is an S2S submission the budget justification may be uploaded directly to the SF424 instead. Upload ancillary budget documents required by the sponsor, such as the F&A rate agreement or vendor quotes.

Step 6: Review Budget and Add Additional Budgets

Review a summary of your budget on the Financials tab. If needed, add additional project budgets from the funding proposal workspace. Add cost share budgets or subaward budgets to an existing project budget from the budget workspace.



1 Budgets SF424 Summary History Reviewers Alt:

Working Budgets

Name: NASA Headquarters - Washington SmartForm: [Edit]

Draft

Next Steps

- Edit Budget
- Printer Version
- Create Subaward
- Create Cost Share

NASA Headquarters - Washington

Sponsor: NASA Headquarters - Washington
 PI: Barry Runner
 Funding Proposal: Proposal Example

Financials Subaward Documents Snapshots History

Current All-Period Totals

3 Personnel Costs

		Period 1 8/20/2020 8/19/2021	Period 2 8/20/2021 8/19/2022	Period 3 8/20/2022 8/19/2023	Period 4 8/20/2023 8/19/2024	Period 5 8/20/2024 8/19/2025
Show Totals						
Person: Martha Gibbs (testPI) Role: PD/PI	Effort:	11.1111 %	11.1111 %	11.1111 %	11.1111 %	11.1111 %
	Sal Req:	11.1111 %	11.1111 %	11.1111 %	11.1111 %	11.1111 %
	FB Rate:	35.6 %	35.6 %	35.6 %	35.6 %	35.6 %
	Base:	\$120,000.00	\$124,800.00	\$129,792.00	\$134,984.00	\$140,383.00
Person: Staff Member To Be Determined Role: Post Doctoral	Effort:	100 %	100 %	100 %	100 %	100 %
	Sal Req:	100 %	100 %	100 %	100 %	100 %
	FB Rate:	0 %	0 %	0 %	0 %	0 %
	Base:	\$40,000.00	\$41,600.00	\$43,264.00	\$44,995.00	\$46,794.00
Salary Cost Total:		\$53,333.00	\$55,467.00	\$57,685.00	\$59,993.00	\$62,392.00
Benefits Cost Total:		\$4,747.00	\$4,937.00	\$5,134.00	\$5,339.00	\$5,553.00
Personnel Cost Total:		\$58,080.00	\$60,404.00	\$62,819.00	\$65,332.00	\$67,945.00

4 General Costs

	Period 1 8/20/2020 8/19/2021	Period 2 8/20/2021 8/19/2022	Period 3 8/20/2022 8/19/2023	Period 4 8/20/2023 8/19/2024	Period 5 8/20/2024 8/19/2025
Save					
Cost Type: Equipment Description: Microscopes	\$50,000.00	\$50,000.00	0	0	0
Cost Type: Materials and Supplies Description:	\$30,000.00	\$31,200.00	\$32,448.00	\$33,746.00	\$35,096.00
General Cost Total:	\$80,000.00	\$81,200.00	\$82,448.00	\$83,746.00	\$85,096.00

6 Financials Subaward Documents Snapshots History

Current All-Period Totals	Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
Personnel:	\$58,080	\$60,404	\$62,819	\$65,332	\$67,945	\$314,580
Salaries:	\$53,333	\$55,467	\$57,685	\$59,993	\$62,392	\$288,870
Benefits:	\$4,747	\$4,937	\$5,134	\$5,339	\$5,553	\$25,710
General:	\$80,000	\$81,200	\$82,448	\$83,746	\$85,096	\$262,490
Equipment	\$50,000	\$50,000	\$0	\$0	\$0	\$100,000
Materials and Supplies	\$30,000	\$31,200	\$32,448	\$33,746	\$35,096	\$162,490
Total Direct:	\$138,080	\$141,604	\$95,267	\$99,078	\$103,041	\$577,070
Total F&A:	\$54,610	\$56,794	\$59,066	\$61,428	\$63,885	\$295,783
Project Total:	\$192,690	\$198,398	\$154,333	\$160,506	\$166,926	\$872,853
F&A Costs (Standard)						
Start Date:	8/20/2020	8/20/2021	8/20/2022	8/20/2023	8/20/2024	
End Date:	8/19/2021	8/19/2022	8/19/2023	8/19/2024	8/19/2025	
Indirect Cost Rate:	62%	62%	62%	62%	62%	
Indirect Cost Type:	MTDC	MTDC	MTDC	MTDC	MTDC	
Indirect Cost Base:	\$88,080	\$91,604	\$95,267	\$99,078	\$103,041	
Indirect Funds Req.:	\$54,610	\$56,794	\$59,066	\$61,428	\$63,885	

Need help? Email erasupport@princeton.edu