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1 Intro to Budgets

This section outlines the process for entering a budget within Princeton ERA and provides budgeting primer.

1.1 Budget Process

During the proposal development process, the department administrator will enter the proposal budget information in Princeton ERA. The budget is associated with the funding proposal and will be workflowed and reviewed with the proposal.

The department admin will navigate to the budget, complete the budget SmartForm and upload the budget justification. If needed, multiple budgets can be created for the proposal.

1.2 Budget Primer

This section provides a brief overview of budgeting terms and rates that will be helpful for budget development.

1.2.1 What are Direct Costs?

Direct costs are items that can be directly charged to the grant, including:

- Salaries & wages
- Benefits
- Consultants
- Travel
1.2.2 What are Indirect Costs?
Indirect costs are items that “include those things essential to support sponsored activities that cannot be specifically identified and directly charged or attributable to a particular research grant or contract”. Examples include heating and cooling the building where the research is done and building maintenance. 

This link on the F&T website includes more information about the Indirect Cost rate.

Indirect costs have a few names and abbreviations; they all mean the same thing:

- Indirect Costs (IDC)
- Overhead (OH)
- Facilities & Administration (F&A)

1.2.3 What is Princeton’s Indirect Cost rate?
- 62% On campus through 6/30/2024. 64% On campus starting 7/1/2024
- 26% Off campus
- Sponsor may pay some other percentage
- Sponsor might not pay any OH (0%)

Princeton’s federally negotiated rate typically remains the same for several years.

1.2.4 What do MTDC & TDC mean?
MTDC stands for Modified Total Direct Costs
- Some items are excluded from OH base calculation - i.e., equipment over $5k and subcontract amounts over the first $25k are excluded from the OH base calculation.

TDC: Total Direct Cost
- OH is calculated on every cost element, including equipment over $5k and subcontract amounts over the first $25k.

1.2.5 What about Employee Benefits?
Most personnel items have benefits and are known by a few different names and abbreviations; they mean the same thing:

- Employee Benefits (EB)
- Fringe Benefits (“the fringe”)

The EB rate historically changed every year; see the ORPA Rate Sheet for the current year’s rate and the projected rate.

This link on the F&T website includes more information about the EB rate.

2 How to Create a Budget

This section provides instructions on developing a proposal budget in Princeton ERA, adding additional budgets to the proposal, and requesting the use of a reduced F&A rate.
2.1 Budget Period and Key Dates SmartForm

The Budget Period and Key Dates SmartForm page is located in the “Edit Funding Proposal” button, not in the Budget SmartForms themselves.

2.1.1 Effort metric

Since the 9/30/2023 version 10.5.2 upgrade, there is a new “effort metric” question on the Budget Period and Key Dates SmartForm. This question asks if you want to budget by person months or budget by percentage of the length of the budget period. For new proposals created from scratch after the 2023 upgrade, the default is by months, but you can change it to percentage if you want. Please note that with the 9/30/2023 version 10.5.2 upgrade, percent is percentage of the number of months in the budget period, not the number of months in the person’s appointment.

2.1.2 Modular Budget

If this budget is an NIH modular budget, select yes; otherwise select no.
2.1.3 Budget Periods

- Huron creates 5 budget periods that are 12 months long automatically.
- Use the “add period” button to add budget periods.
- Use the “remove budget period” button to delete budget periods.
- Use the “Update period” button to update the budget periods to be non-12-month lengths.
- “Duration” is the Huron terminology for the length of the budget period. As of the 9/30/2023 version 10.5.2 upgrade, for new proposals created from scratch, the duration is now displayed to 2 places past the decimal instead of rounding up or down to a whole-number value.
2.2 Budget SmartForm

When the funding proposal is created, the system automatically creates a budget with the name of the direct sponsor. This budget should be completed as part of the proposal development process. This type of budget is called a sponsor budget or project budget.

To locate the budget, navigate to the funding proposal workspace. You can locate your funding proposal by searching in My Inbox or by searching the Grants tab.

The budget will appear under the Budgets tab on the Funding Proposal workspace. Click the budget name to display the budget workspace. Alternatively, you can select the Edit button and directly jump to a budget SmartForm page to edit it.

On the budget workspace, select the Edit Budget button to open the budget SmartForm.
Enter information on the SmartForm pages to complete the budget. The sections below will walk you through each page of the SmartForm. As you finish each page, click Continue to advance to the next page. You can always save the budget and return later.

After reviewing the SmartForm pages, later chapters in this manual provide further insight into how Princeton ERA calculates key values such as inflation, salary cost, and effort. Please refer to those chapters for detailed explanations on the system calculations.
2.2.1 General Budget Information – SmartForm including OH rate change

**General Budget Information**

1. **Budget title:** Defaults as primary sponsor name. If you have a single budget, you don’t have to update the name. If you have multiple budgets, change the budget names to a helpful description (such as “On Campus Budget”, “Off Campus Budget”, “Fabricated Equipment”, or the name of each faculty member’s budget, e.g. “Gibbs Budget” and “Ramsey Budget”).

   *Note: The selected titles will appear on the Budget PDF which can be printed and distributed to key personnel or sponsors, so having descriptive titles is very helpful. The titles also help the ORPA Award Specialists during award budget setup in PS.*

2. **Principal Investigator for this budget:** Defaults as proposal PI. All PD/PIs, Co-PD/PIs or Co-Investigators listed on the proposal appear in the drop-down. Update if necessary (e.g. Each PI has a separate budget).

3. **Does this budget use the standard F&A cost base and rates?**
   - Yes
   - No
   - Clear

**Standard F&A cost base and rates**

<table>
<thead>
<tr>
<th>F&amp;A Cost Base</th>
<th>Period</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start:</td>
<td>7/1/2024</td>
<td>7/1/2025</td>
<td>7/1/2026</td>
</tr>
<tr>
<td></td>
<td>End:</td>
<td>6/30/2024</td>
<td>6/30/2025</td>
<td>6/30/2026</td>
</tr>
<tr>
<td>MTDC</td>
<td>Rate:</td>
<td>64%</td>
<td>64%</td>
<td>64%</td>
</tr>
</tbody>
</table>

3. **Standard F&A Cost Base and Rates:** If the proposal uses Princeton’s standard on-campus rate, select yes. Select No if the budget uses a different base, different rate, or is for off campus. **Scroll down to the next page for information and examples about the OH rate change from 62% to 64%**.

   - If you notice on this screen that the period dates or number of periods are incorrect, exit the budget SmartForm and return to the funding proposal. The budget period dates and duration are set on the Funding Proposal Budget Periods and Key Dates SmartForm page.
   - If you have a TBD sponsor listed on the funding proposal and you change the Standard F&A Cost Base and Rate, the information you enter will be overwritten by the standard F&A info.
when the sponsor is updated. It’s best to add the actual sponsor to the FP prior to changing the F&A rate so this step does not need to be repeated.

a. If no is selected, a Non-standard F&A Cost base and rates table will appear.

### F&A Cost Base: Select from the drop down.

<table>
<thead>
<tr>
<th>Base</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Do not use. If rate is 0%, use TDC base.</td>
</tr>
<tr>
<td>TDC</td>
<td>Total Direct Costs</td>
</tr>
<tr>
<td>MTDC</td>
<td>Modified Total Direct Costs</td>
</tr>
<tr>
<td>S&amp;W</td>
<td>Do not use.</td>
</tr>
<tr>
<td>S&amp;B</td>
<td>Salary and Benefits</td>
</tr>
<tr>
<td>S&amp;S</td>
<td>Do not use.</td>
</tr>
<tr>
<td>FEL</td>
<td>Do not use.</td>
</tr>
<tr>
<td>NIH Training Grant</td>
<td>NIH Training Grants only</td>
</tr>
</tbody>
</table>

**Rate:** Enter the rate. If the F&A Rate is the same for all periods, click the blue copy arrow to fill in all additional periods.

*Note: If you are requesting an F&A rate less than Princeton’s federally negotiated rates, please refer to the Waived and Reduced F&A Rates section of this manual for additional guidance.*

- If there is no FA on the proposal, enter the base as TDC and the rate as 0%.

---

2.2.1.1  **OH and change from 62% to 64%:**

As of the 7/22/2022 rate agreement, there is an increase in the overhead rate to 64% as of 7/1/2024. For proposals that have budget periods starting 7/1/2024, 64% should be used beginning 7/1/2024. Prior budget periods must still use 62%. The ERA tables were updated the afternoon of 8/10/22. This update reflects the change as of 7/1/2024 and a blended rate will calculate in ERA based on the number of days in
each period. For example, if the budget period is 9/1/2023-8/31/2024, 62% will be used for 10 months (9/1/2023-6/30/2024) and 64% will be used for 2 months (7/1/2024-8/31/2024).

Additionally, the F&A rate question #3 on budgets created prior to the Princeton ERA rate update on 8/10/22 that are currently in editable states (e.g. Draft) will change to No, and the F&A rate that was used will appear in the non-standard box as seen below. To update to the new rate, change question #3 from no to yes, which will change the rate on the budget and re-calculate the amounts. For proposals created in Princeton ERA after 8/10/22, the new F&A rates will automatically be applied.

For more information on blended OH and the blended OH rate tool for when the sponsor requests to see a 62% row and a 64% row on the budget form, see Appendix D.

Example of question #3 on budgets created in Princeton ERA prior to the rate update on 8/10/22 that are currently in editable states (e.g. Draft). Change this answer to yes to use the new rates. (Scroll down to see example.)

Example of question #3 on a new proposal started in Princeton ERA after 8/10/22:
4. **Consolidated Budgets**: Defaults to Yes. This should be Yes for all sponsor budgets that are being submitted to the sponsor. Select No for budgets cost share budgets, any budgets that are drafts that will not be submitted to the sponsor, or any drafts created by mistake. If you are creating multiple budget versions (e.g. a budget with 2 post-docs and a budget with 3 post-docs to see what the numbers look like), the “final” budget version should have Yes selected and the rest should have No selected. Selecting Yes means this budget will be included in the Financials tab and the budget PDF. If submitting via S2S, this budget will be included in the SF424 budget. If the proposal is awarded, budgets marked as “Yes” will be sent to PeopleSoft for award setup.

   *Note: If you update a budget to No later on, you must update any associated subaward budgets to No as well to have them excluded.*

5. **Salary Cap**: Will automatically default for NIH and will be blank for all other sponsors. Leave blank for all other sponsors.

6. **Enter inflation rates**: Defaults to 4%. Update as needed, see notes below. Check the box if you want to inflate Period 1.
   - **Personnel**: There is only one inflation rate that applies to all personnel in Princeton ERA. If you have more faculty to budget than grad students, leave the Inflation Rate as 4% and manually inflate the base salary for grad students. If you have more grad students to budget than faculty, change the Inflation Rate to 3% and manually inflate the base salary for faculty.
   - **General Cost**: This is the inflation rate for non-personnel items.

Click Continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.

**2.2.2 Personnel Cost Definition – SmartForm**

This page is for listing all Princeton personnel that will be included in this budget. When this page is saved, rows will be created for each person on the Personnel Costs page to incorporate their salary and benefits in the budget.

*Please note the Personnel should always be budgeted “by person” using the Personnel Cost Definition and Personnel Costs Page. Please do not budget Personnel as “Total Direct Costs” or “Other”, even when permitted by the Sponsor. Personnel effort maps from the Princeton ERA proposal budget to the Pending section of the Current and Pending Support.*
1. Complete the **Personnel Costs** table by adding all personnel. Click the Import Proposal Personnel button to import the PI and all other senior/key institutional personnel listed on Personnel SmartForm – Question 3a. 
   *Note: This action can only be completed once, so if you would like to confirm the personnel included in 3a you can select the “Go to additional personnel on funding proposal” link. Review and add any personnel if needed.*

**Update Personnel:** Select the update button to open the person’s information.
1. **Staff Member**: Name defaults from proposal. All proposal personnel appear in the drop-down.

2. **Role**: Defaults from proposal.

3. **Appointment**: Defaults to 12 months. Leave this as 12-months, even for 9-month faculty:
   a. As of the 9/30/2023 version 10.5.2 upgrade, for new proposals created from scratch where the "import proposal personnel" button is used on the Personnel Cost Definition screen, the appointment defaults as 12 and should stay as 12, even if the person has a 9-month appointment. The appointment must be 12 months so that the person months effort appears correctly on the pending section of the c+p report.
   b. For personnel who are added to the budget as “staff member to be determined” (not imported), the appointment defaults as blank.

4. **Budget summer and academic effort separately**: if the Effort Metric question on the Budget Period and Key Persons SmartForm is set to "months", then this question appears.
   a. The default is “no”, which is budgeting by calendar months.
   b. Change this answer to “yes” to budget by summer and academic months.
   c. Why would you want to budget to calendar months vs academic and summer months?
      i. If you have been tracking researcher effort in terms of calendar months, then select no.
      ii. If you have been tracking researcher effort in terms of academic and summer months, then select yes.
      iii. If you are submitting via s2s, these months will map to the calendar or academic and summer months fields on the SF424 detailed budget form, as entered in Princeton ERA, truncated to 2 places past the decimal.

5. **Annualized Salary**: Enter the person’s annualized salary (monthly salary times 12). If this is an NIH proposal and the person’s salary exceeds the salary cap, enter the NIH salary cap.
a. Example: a PI has a 9-month salary of $90K. Enter the person’s monthly salary times 12 in the "annualized salary" box.
   i. Formula to calculate annualized salary:
      1. (Person’s salary / number of months in that salary) times 12.
      2. $90K/9 = $10K a month.
      3. $10K times 12 = $120K annualized salary.

b. If the proposal is NIH and the person is at or over the cap, you’ll enter the current NIH salary cap in the field. The NIH salary cap is a 12-month value.

6. Apply inflation rate: Defaults to yes. Update if needed.
   • Selecting No will allow you to manually update the base salary for each year on the Personnel Cost screen, if needed.
     o Inflation should be set to No for NIH proposals where you are budgeting at or close to the salary cap. Otherwise cost sharing will be automatically generated by the system.
     o If you are budgeting more faculty than grad students: Leave inflation as yes for faculty. For grad students (where inflation is typically 3% instead of the default 4%), you should select no so you can inflate the base by 1.03 for each out year.
     o If you are budgeting more grad students than faculty: Leave inflation as yes for grad students. For faculty, select no so you can inflate the base by 1.04 for each out year.

Click OK. Update all proposal personnel.
If a person listed on the proposal is not being budgeted, you can use the “x” button next to their name to remove them.
### Note: The annualized salary displayed above was the NIH salary cap at the time the screenshot was taken. Use the current NIH salary cap for your NIH proposal budget.

If you need help with this, the effort tool can help! Follow the instructions below.

#### 2.2.2.1 Need help annualizing the salary? Effort Tool

The Effort Tool can help with annualizing the salary! The Effort Tool is in the “Tools” tile of the Princeton ERA homepage.

- Click on the “Calculate Annualized Salary” tab.
- Complete the yellow boxes.
- The tool will then display the amount to enter in the Annualized Salary box in Princeton ERA.
2.2.3 Personnel Cost Definition – adding additional personnel

Additional personnel may be needed, such as post docs or graduate students who were not named on the proposal.

Click the Add button to add additional personnel who were not listed on the proposal.

Note: This process can also be used if you add additional personnel to the funding proposal after you have run “Import Personnel” on this page.
1. **Staff member:** Defaults to Staff Member to Be Determined for additional personnel. All proposal personnel are also available in the drop-down.

2. **Role:** Select the appropriate role. If the proposal is funded, the salary budget items on the PeopleSoft project budget will be mapped from the person’s Princeton ERA project role.

<table>
<thead>
<tr>
<th>Project Role</th>
<th>Notes</th>
<th>PeopleSoft Budget Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Investigator</td>
<td>Use for co-investigators on NIH or NASA proposals.</td>
<td>SALRF: Salary - Regular Faculty</td>
</tr>
<tr>
<td>Consultant</td>
<td>Do not use for internal personnel.</td>
<td>Do not use for internal personnel.</td>
</tr>
<tr>
<td>Co-PD/PI</td>
<td>Use for Co-PIs.</td>
<td>SALRF: Salary - Regular Faculty</td>
</tr>
<tr>
<td>Faculty</td>
<td>Use if appropriate. May be used for contributor that is not being named in another Project Role.</td>
<td>SALRF: Salary - Regular Faculty</td>
</tr>
<tr>
<td>Graduate Student</td>
<td>Use for graduate students.</td>
<td>SALGS: Salary - Assistant in Research and Instruction</td>
</tr>
<tr>
<td>Other Professional</td>
<td>Should be used for DOF-appointed individuals that do not fit into another Project Role.</td>
<td>SALOS: Salary - DOF Other Staffs</td>
</tr>
<tr>
<td>Post Doctoral</td>
<td>Use general Post Doctoral role for all post docs.</td>
<td>SALOS: Salary - DOF Other Staffs</td>
</tr>
<tr>
<td>Post Doctoral</td>
<td>Do not use.</td>
<td>SALOS: Salary - DOF Other Staffs</td>
</tr>
<tr>
<td>Associate</td>
<td>Do not use.</td>
<td>SALOS: Salary - DOF Other Staffs</td>
</tr>
<tr>
<td>Scholar</td>
<td>Do not use.</td>
<td>SALOS: Salary - DOF Other Staffs</td>
</tr>
<tr>
<td>Role</td>
<td>Description</td>
<td>Salary Code</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Technician</td>
<td>Use for technicians.</td>
<td>SALADM: HR Admin Salary</td>
</tr>
<tr>
<td>Undergraduate Student</td>
<td>Use for undergraduate students.</td>
<td>WAGESH: Student Hourly Wages</td>
</tr>
<tr>
<td>Secretarial/Clerical</td>
<td>Use for administrative personnel such as program managers, program coordinators, application specialists.</td>
<td>SALADM: HR Admin Salary</td>
</tr>
<tr>
<td>PD/PI</td>
<td>Use for multi-PI awards, such as for NIH where Co-PI designation is not used. Should be used for all other PI’s not listed on Personnel question 1.</td>
<td>SALRF: Salary – Regular Faculty</td>
</tr>
<tr>
<td>Other (Specify)</td>
<td>Do not use for internal personnel. They will not map to the PeopleSoft project budget if this proposal is awarded. Does not map. Should not be selected in Princeton ERA budget.</td>
<td></td>
</tr>
</tbody>
</table>

3. **Appointment**: Defaults as blank. This value must be 12-months for named personnel in order for their number of person months for effort to appear properly on the pending section of the current and pending support report.

4. **Annualized Salary**: Enter the person’s monthly salary times 12 in the box. If this is an NIH proposal and the person’s salary exceeds the salary cap, enter the salary cap.

7. **Apply inflation rate**: Defaults to yes. Update if needed.
   - Selecting No will allow you to manually update the base salary for each year on the Personnel Cost screen, if needed.
   - Inflation should be set to No for NIH proposals where you are budgeting over or close to the salary cap. Otherwise cost sharing will be generated.
Note: The Annualized Salary value for grad students in the screenshot above was the 12-month value at the time of writing this documentation.

Click OK. Add additional personnel until all personnel that will be budgeted for are added.

Click continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.
2.2.4 Personnel Costs – SmartForm: Press Edit

The personnel cost page consists of a Budget Summary and a Personnel Costs table. The Personnel Cost table shows a row for each individual listed on the prior page, and will be used to budget their salary, benefits, and total compensation.

Click the Edit button to display the additional fields that will be used to calculate Salary and Benefits.

<table>
<thead>
<tr>
<th>Budget Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period</strong>: Period 1</td>
</tr>
<tr>
<td><strong>Start</strong>: 7/1/2024</td>
</tr>
<tr>
<td><strong>End</strong>: 6/30/2026</td>
</tr>
<tr>
<td><strong>Duration</strong>: 12.00</td>
</tr>
<tr>
<td><strong>Personnel Total</strong>: $0.00</td>
</tr>
<tr>
<td><strong>Direct Total</strong>: $0.00</td>
</tr>
<tr>
<td><strong>Indirect Total</strong>: $0.00</td>
</tr>
<tr>
<td><strong>Grand Total</strong>: $0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personnel Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period</strong>: Period 1</td>
</tr>
<tr>
<td><strong>Start</strong>: 7/1/2024</td>
</tr>
<tr>
<td><strong>End</strong>: 6/30/2025</td>
</tr>
<tr>
<td><strong>Duration</strong>: 12.00</td>
</tr>
<tr>
<td><strong>Person</strong>: Martha Gibbs (testpi9)</td>
</tr>
<tr>
<td><strong>Role</strong>: PD/PI</td>
</tr>
<tr>
<td><strong>Salary</strong>: $0.00</td>
</tr>
<tr>
<td><strong>Benefits</strong>: $0.00</td>
</tr>
<tr>
<td><strong>Total</strong>: $0.00</td>
</tr>
<tr>
<td><strong>Person</strong>: Staff Member To Be Determined</td>
</tr>
<tr>
<td><strong>Role</strong>: Graduate Student</td>
</tr>
<tr>
<td><strong>Salary</strong>: $0.00</td>
</tr>
<tr>
<td><strong>Benefits</strong>: $0.00</td>
</tr>
<tr>
<td><strong>Total</strong>: $0.00</td>
</tr>
<tr>
<td><strong>Salary Cost Total</strong>: $0.00</td>
</tr>
<tr>
<td><strong>Benefits Cost Total</strong>: $0.00</td>
</tr>
<tr>
<td><strong>Personnel Cost Total</strong>: $0.00</td>
</tr>
</tbody>
</table>

NOTE: These screenshots were created during Fall 2023 using the benefits rates at that time. The current provisional benefits rate default for each budget year. If the benefits rate is different in the current FY compared to the out years, and the budget year crosses from the current FY to the provisional FY, use the blended fringe tool on the Princeton ERA website to calculate the blended fringe and enter that value for fringe in the first budget year.

Refer to the sections below on budgeting salary and budgeting benefits for details. Refer to the Budget Calculations Section for a more in-depth explanation of budgeting calculations.

2.2.5 Budget Salary by summer and academic months, non-NIH

- If the Budget Period and Key Dates SmartForm Q6 for Effort Metric is months, and the Personnel Cost Definition Q4 “budget summer and academic effort separately” is:
  - No: then the fields for the number of calendar months for effort and sal req appear on the Personnel Costs screen.
  - Yes: then the fields for the number of summer (SM) and academic (AY) months for effort and sal req appear on the Personnel Costs screen.
- If personnel inflation was applied, the annualized salary is display-only. If personnel inflation is not applied, the annualized salary is editable.
- The monthly rate is a display-only value. It displays the value in the Annualized Salary field divided by 12.
### Personnel Costs

<table>
<thead>
<tr>
<th>Period</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>7/1/2024</td>
<td>7/1/2025</td>
<td>7/1/2026</td>
</tr>
<tr>
<td>End</td>
<td>6/30/2025</td>
<td>6/30/2026</td>
<td>6/30/2027</td>
</tr>
<tr>
<td>Duration</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
</tr>
</tbody>
</table>

**Person:** Martha Gibbs (testpl9)  
**Role:** PD/PI

- **SM Effort Mos.:** 0  
- **SM Sal Req Mos.:** 0  
- **AY Effort Mos.:** 0  
- **AY Sal Req Mos.:** 0  
- **FB Rate:** 37.3%  
- **Annualized Sal:** $120,000.00  
- **Monthly Rate:** $10,000.00

**Person:** Staff Member To Be Determined  
**Role:** Graduate Student

- **SM Effort Mos.:** 0  
- **SM Sal Req Mos.:** 0  
- **AY Effort Mos.:** 0  
- **AY Sal Req Mos.:** 0  
- **FB Rate:** 37.3%  
- **Annualized Sal:** $50,400.00  
- **Monthly Rate:** $4,200.00

**Budget by summer and AY months was set to yes, so there are budget rows for SM and AY.**  
**Inflation set to yes. The Annualized Salary inflates, but is not editable.**

- **Salary Cost Total:** $0.00  
- **Benefits Cost Total:** $0.00  
- **Personnel Cost Total:** $0.00

---

<table>
<thead>
<tr>
<th>Period</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>7/1/2024</td>
<td>7/1/2025</td>
<td>7/1/2026</td>
</tr>
<tr>
<td>End</td>
<td>6/30/2025</td>
<td>6/30/2026</td>
<td>6/30/2027</td>
</tr>
<tr>
<td>Duration</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
</tr>
</tbody>
</table>

**Person:** Martha Gibbs (testpl9)  
**Role:** PD/PI

- **SM Effort Mos.:** 1  
- **SM Sal Req Mos.:** 1  
- **AY Effort Mos.:** 0  
- **AY Sal Req Mos.:** 0  
- **FB Rate:** 37.3%  
- **Annualized Sal:** $120,000.00  
- **Monthly Rate:** $10,000.00

**Person:** Staff Member To Be Determined  
**Role:** Graduate Student

- **SM Effort Mos.:** 2  
- **SM Sal Req Mos.:** 2  
- **AY Effort Mos.:** 10  
- **AY Sal Req Mos.:** 10  
- **FB Rate:** 37.3%  
- **Annualized Sal:** $50,400.00  
- **Monthly Rate:** $4,200.00

**I filled in 1 summer month of effort and sal requested for the PI.**  
**I filled in 2 summer months and 10 academic months for the grad student.**  
**I manually inflated the grad student’s annualized salary by 3%.**  
**I still have to press Save for the totals to calculate.**  
**Use the arrow to copy the value forward to the out years.**
Note: Benefits need to be removed for grad students and undergraduates; scroll to the fringe benefits section for instructions.

<table>
<thead>
<tr>
<th>Period Summary</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Budget Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period:</td>
<td>7/1/2024</td>
<td>7/1/2025</td>
<td>7/1/2026</td>
<td>7/1/2027</td>
</tr>
<tr>
<td>Start:</td>
<td>6/30/2025</td>
<td>6/30/2025</td>
<td>6/30/2026</td>
<td>6/30/2027</td>
</tr>
<tr>
<td>End:</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
</tr>
<tr>
<td>Personal Total:</td>
<td>$82,929.00</td>
<td>$85,504.00</td>
<td>$88,263.00</td>
<td>$256,746.00</td>
</tr>
<tr>
<td>Direct Total:</td>
<td>$82,929.00</td>
<td>$85,504.00</td>
<td>$88,263.00</td>
<td>$256,746.00</td>
</tr>
<tr>
<td>Indirect Total:</td>
<td>$8,293.00</td>
<td>$8,293.00</td>
<td>$8,293.00</td>
<td>$8,293.00</td>
</tr>
<tr>
<td>Grand Total:</td>
<td>$91,222.00</td>
<td>$93,797.00</td>
<td>$96,556.00</td>
<td>$265,039.00</td>
</tr>
</tbody>
</table>

**Personnel Costs**

<table>
<thead>
<tr>
<th>Person: Martha Gibbs (test@)</th>
<th>Role: PD/PI</th>
<th>Salary: $10,000.00</th>
<th>Benefits: $3,730.00</th>
<th>Total: $13,730.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person: Staff Member To Be Determined</td>
<td>Role: Graduate Student</td>
<td>Salary: $50,400.00</td>
<td>Benefits: $15,196.00</td>
<td>Total: $65,596.00</td>
</tr>
</tbody>
</table>

| Salary Cost Total: | $80,400.00 | $62,312.00 | $64,285.00 |
| Benefits Cost Total: | $22,520.00 | $23,242.00 | $23,078.00 |
| Personnel Cost Total: | $82,920.00 | $85,554.00 | $88,263.00 |

**Personnel Costs**

<table>
<thead>
<tr>
<th>Person: Martha Gibbs (test@)</th>
<th>Role: PD/PI</th>
<th>SM Effort Mos.: 1</th>
<th>SM Sal Req Mos.: 1</th>
<th>AY Effort Mos.: 1</th>
<th>AY Sal Req Mos.: 0</th>
<th>FB Rate: 37.3%</th>
<th>SM Annualized Sal.: $120,000.00</th>
<th>Monthly Rate: $10,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person: Staff Member To Be Determined</td>
<td>Role: Graduate Student</td>
<td>SM Effort Mos.: 0</td>
<td>SM Sal Req Mos.: 0</td>
<td>AY Effort Mos.: 0</td>
<td>AY Sal Req Mos.: 0</td>
<td>FB Rate: 37.3%</td>
<td>SM Annualized Sal.: $120,000.00</td>
<td>Monthly Rate: $10,000.00</td>
</tr>
</tbody>
</table>

| Salary Cost Total: | $60,400.00 | $62,312.00 | $64,285.00 |
| Benefits Cost Total: | $22,520.00 | $23,242.00 | $23,078.00 |
| Personnel Cost Total: | $82,920.00 | $85,554.00 | $88,263.00 |

Duration is the number of months in the budget period.

% effort is the number of months budgeted divided by the number of months in the budget period (not the number of months in the appointment type). Feel free to ignore %.

Monthly Rate is the Annualized Salary entered in the Personnel Cost screen divided by 12.
### 2.2.6 Budget Salary by summer and academic months, NIH example:

<table>
<thead>
<tr>
<th>Personnel Costs</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Save</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NIH Proposal, researcher at or over NIH salary cap</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Budget by summer and AY months was set to yes, so there are budget rows for SM and AY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inflation set to No. NIH Salary Cap is used.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>I filled in 1 summer month of effort and sal requested for the PI</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>I still have to press Save for the totals to calculate.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Person: Martha Gibbs (testpi9)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Role: PD/PI</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Period 1: Start: 7/1/2024, End: 6/30/2025, Duration: 12.00
- Period 2: Start: 7/1/2025, End: 6/30/2026, Duration: 12.00
- Period 3: Start: 7/1/2026, End: 6/30/2027, Duration: 12.00

| SM Effort Mos.: | 0 | 0 | 0 |
| SM Sal Req Mos.: | 0 | 0 | 0 |
| AY Effort Mos.: | 0 | 0 | 0 |
| AY Sal Req Mos.: | 0 | 0 | 0 |

- FB Rate: 37.3%
- Annualized Salary: $212,100.00
- Monthly Rate: $17,675.00
- Benefits Cost Total: $0.00
- Personnel Cost Total: $0.00
- Salary Cost Total: $0.00
### Budget Summary

<table>
<thead>
<tr>
<th>Period</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Budget Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>7/1/2024</td>
<td>7/1/2025</td>
<td>7/1/2026</td>
<td>7/1/2027</td>
</tr>
<tr>
<td>End</td>
<td>6/30/2025</td>
<td>6/30/2026</td>
<td>6/30/2027</td>
<td></td>
</tr>
<tr>
<td>Duration</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
</tr>
<tr>
<td>Personnel Total:</td>
<td>$24,268.00</td>
<td>$24,268.00</td>
<td>$24,268.00</td>
<td>$72,804.00</td>
</tr>
<tr>
<td>Direct Total:</td>
<td>$24,268.00</td>
<td>$24,268.00</td>
<td>$24,268.00</td>
<td>$72,804.00</td>
</tr>
<tr>
<td>Indirect Total:</td>
<td>$19,532.00</td>
<td>$19,532.00</td>
<td>$19,532.00</td>
<td>$58,593.00</td>
</tr>
<tr>
<td>Grand Total:</td>
<td>$39,800.00</td>
<td>$39,800.00</td>
<td>$39,800.00</td>
<td>$131,397.00</td>
</tr>
</tbody>
</table>

### Personnel Costs

| Person: Martha Gibbs (testpl) | Role: PDPI | Salary Cost Total: | $17,675.00 | $17,675.00 | $17,675.00 |
| Benefits Cost Total: | $6,593.00 | $6,593.00 | $6,593.00 |
| Personnel Cost Total: | $24,268.00 | $24,268.00 | $24,268.00 |

### Budget Summary

<table>
<thead>
<tr>
<th>Period</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Budget Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>7/1/2024</td>
<td>7/1/2025</td>
<td>7/1/2026</td>
<td>7/1/2027</td>
</tr>
<tr>
<td>End</td>
<td>6/30/2025</td>
<td>6/30/2026</td>
<td>6/30/2027</td>
<td></td>
</tr>
<tr>
<td>Duration</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
</tr>
<tr>
<td>Personnel Total:</td>
<td>$24,268.00</td>
<td>$24,268.00</td>
<td>$24,268.00</td>
<td>$72,804.00</td>
</tr>
<tr>
<td>Direct Total:</td>
<td>$24,268.00</td>
<td>$24,268.00</td>
<td>$24,268.00</td>
<td>$72,804.00</td>
</tr>
<tr>
<td>Indirect Total:</td>
<td>$15,532.00</td>
<td>$15,532.00</td>
<td>$15,532.00</td>
<td>$46,593.00</td>
</tr>
<tr>
<td>Grand Total:</td>
<td>$39,800.00</td>
<td>$39,800.00</td>
<td>$39,800.00</td>
<td>$119,400.00</td>
</tr>
</tbody>
</table>

### Personnel Costs

| Person: Martha Gibbs (testpl) | Role: PDPI | Salary Cost Total: | $17,675.00 | $17,675.00 | $17,675.00 |
| Benefits Cost Total: | $6,593.00 | $6,593.00 | $6,593.00 |
| Personnel Cost Total: | $24,268.00 | $24,268.00 | $24,268.00 |

### 2.2.7 Budget Salary by calendar months

<table>
<thead>
<tr>
<th>Period</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>7/1/2024</td>
<td>7/1/2025</td>
<td>7/1/2026</td>
</tr>
<tr>
<td>End</td>
<td>6/30/2025</td>
<td>6/30/2026</td>
<td>6/30/2027</td>
</tr>
<tr>
<td>Duration</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
</tr>
<tr>
<td>Salary Cost Total:</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Benefits Cost Total:</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Personnel Cost Total:</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

---

Budget by summer and AY months was set to no, so the rows are for “months” meaning calendar months.

Inflation set to Yes. The Annualized Salary inflates.

After pressing Save, the page refreshes to display totals.
Click “Edit” to edit the values.
Click “Show Effort” to view the effort in months and percentage.

Duration is the number of months in the budget period.
% effort is the number of months budgeted divided by the number of months in the budget period (not the number of months in the appointment type).
Monthly rate is the Annualized Salary entered in the Personnel Cost screen divided by 12.
### Personnel Costs

<table>
<thead>
<tr>
<th>Period</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>7/1/2024</td>
<td>7/1/2025</td>
<td>7/1/2026</td>
</tr>
<tr>
<td>End</td>
<td>6/30/2025</td>
<td>6/30/2026</td>
<td>6/30/2027</td>
</tr>
<tr>
<td>Duration</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
</tr>
</tbody>
</table>

**Effort Mos.:**
- Period 1: 1
- Period 2: 1
- Period 3: 1

**Sal Req Mos.:**
- Period 1: 1
- Period 2: 1
- Period 3: 1

**FB Rate:**
- Period 1: 37.3%
- Period 2: 37.3%
- Period 3: 37.3%

**Annualized Sal.:**
- Period 1: $120,000.00
- Period 2: $124,800.00
- Period 3: $129,792.00

**Monthly Rate:**
- Period 1: $10,000.00
- Period 2: $10,400.00
- Period 3: $10,816.00

**Person:** Martha Gibbs (testpi9)
**Role:** PD/PI

---

### Budget Summary

<table>
<thead>
<tr>
<th>Period</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>7/1/2024</td>
<td>7/1/2025</td>
<td>7/1/2026</td>
</tr>
<tr>
<td>End</td>
<td>6/30/2025</td>
<td>6/30/2026</td>
<td>6/30/2027</td>
</tr>
<tr>
<td>Duration</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
</tr>
</tbody>
</table>

**Personnel Total:**
- Period 1: $13,750.00
- Period 2: $14,279.00
- Period 3: $14,850.00

**Direct Total:**
- Period 1: $13,750.00
- Period 2: $14,279.00
- Period 3: $14,850.00

**Indirect Total:**
- Period 1: $8,767.00
- Period 2: $9,139.00
- Period 3: $9,504.00

**Grand Total:**
- Period 1: $22,517.00
- Period 2: $23,418.00
- Period 3: $24,354.00

**Salary Cost Total:**
- Period 1: $0.00
- Period 2: $0.00
- Period 3: $0.00

**Benefits Cost Total:**
- Period 1: $0.00
- Period 2: $0.00
- Period 3: $0.00

**Personnel Cost Total:**
- Period 1: $0.00
- Period 2: $0.00
- Period 3: $0.00

---

### Personel Costs

<table>
<thead>
<tr>
<th>Period</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>7/1/2024</td>
<td>7/1/2025</td>
<td>7/1/2026</td>
</tr>
<tr>
<td>End</td>
<td>6/30/2025</td>
<td>6/30/2026</td>
<td>6/30/2027</td>
</tr>
<tr>
<td>Duration</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
</tr>
</tbody>
</table>

**Person:** Martha Gibbs (testpi9)
**Role:** PD/PI

**Salary:**
- Period 1: $10,000.00
- Period 2: $10,400.00
- Period 3: $10,816.00

**Benefits:**
- Period 1: $5,750.00
- Period 2: $5,879.00
- Period 3: $4,034.00

**Total:**
- Period 1: $13,750.00
- Period 2: $14,279.00
- Period 3: $14,850.00

**Salary Cost Total:**
- Period 1: $0.00
- Period 2: $0.00
- Period 3: $0.00

**Benefits Cost Total:**
- Period 1: $3,700.00
- Period 2: $3,879.00
- Period 3: $4,034.00

**Personnel Cost Total:**
- Period 1: $13,750.00
- Period 2: $14,279.00
- Period 3: $14,850.00

---

### Notes
- **Save:** I still have to press Save for the totals to calculate.
- **Effort Mos. and Sal Req Mos.:** Use the arrow to push the value forward to the out years.
- **Edit:** Click "Edit" to edit the values.
- **Show Effort:** Click "Show Effort" to view the effort in months and percentage.
- **Show Effort:** After pressing "Show Effort", these values are displayed:
  - Effort Months
  - Sal Req Months
  - Effort %
  - Sal Req %
  - Benefit Rate %
  - Annualized Salary
  - Monthly Rate
- **Duration:** Duration is the number of months in the budget period.
- **% effort:** % effort is the number of months budgeted divided by the number of months in the budget period (not the number of months in the appointment type).
- **Monthly rate:** Monthly rate is the Annualized Salary entered in the Personnel Cost Screen divided by 12.
2.2.8 Budget 1% minimum effort by months

1% effort for 9-month faculty is 0.01 x 9-month appointment = 0.09 months.

- Budget by month
- Enter 0.09 months in the Effort months box.
- Do not enter anything in the Sal Req months box.
- Huron will calculate a percentage of the number of months in the budget period, not a percentage of the number of months in the appointment.
- For example, if the budget period is 12 months long, it will display % effort as 0.09 months/12 months in BP = 0.75% in Princeton ERA.

| Personnel Costs |
|-----------------|----------------|
| Person: Martha Gibbs (testpi9) |
| Role: PD/PI |
| Period: Period 1 |
| Start: 5/1/2024 |
| End: 4/30/2025 |
| Duration: 12.00 |
| Effort Mos.: | 0.09 |
| Sal Req Mos.: | 0 |
| Effort%: | 0.75% |
| Sal Req%: | 0% |
| FB Rate: | 37.3% |
| Annualized Sal.: | $120,000.00 |
| Monthly Rate: | $10,000.00 |
| Salary Cost Total: | $0.00 |
| Benefits Cost Total: | $0.00 |
| Personnel Cost Total: | $0.00 |

2.2.9 Budget when you know the cost but not the person months

Since the 9/30/2023 version 10.5.2 upgrade, this is easier than ever!

- On the Budget Period and Key Dates page, set the Effort Metric to “months”
- Enter the person’s 12–month salary in the annualized salary box (monthly salary x 12)
- Take the amount you want to budget and divide it by the person’s monthly salary. That is the number of person months to enter into Princeton ERA. You may need to enter at least 4 places past the decimal to get Huron to calculate the exact amount that you want to budget.
- This method works regardless of how many months are in the budget period.

Example:
- A person’s salary is $90k for 9 months.
- You want to budget $5K
- Determine monthly salary: $90k/9 = $10K a month
- $5k/$10k = 0.50 months
- Enter Annualized Salary: $10K x 12 = $120K
- Enter PM: 0.50

If you need help with this, the effort tool can help! See the next section.
2.2.9.1 Need help determining the person months? Use the Effort Tool

The Effort Tool can help with this! The Effort Tool is in the “Tools” tile of the Princeton ERA home page.
- Click on the “Calculate PM using Salary Cost” tab.
- Complete the yellow boxes.
The tool will then display the amount to enter for Annualized Salary and for Number of Person Months in Princeton ERA.

### Calculate Person Months Using Salary Cost

Enter the information in the yellow highlighted fields.

<table>
<thead>
<tr>
<th># Months in Base Salary, typically 9 or 12.</th>
<th>Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>For NIH proposals where the person’s salary is at or over the NIH salary cap, enter 12 here.</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Base Salary Amount.</th>
<th>For NIH proposals where the person is at or over the NIH salary cap, enter NIH salary cap here.</th>
</tr>
</thead>
<tbody>
<tr>
<td>$90,000.00</td>
<td>$90,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Annualized Salary amount to enter in Princeton ERA.</th>
<th>$120,000.00</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Person’s Monthly Salary Amount</th>
<th>$10,000.00</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Budgeted Salary Amount</th>
<th>$5,000.00</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Number of Person Months to enter in Princeton ERA.</th>
<th>0.500000</th>
</tr>
</thead>
</table>

[Image of Excel spreadsheet with highlighted cells and calculated values]
2.2.10 Budgeting by percentage

If you want to budget by percentage, you must follow these guiding principles:

- Select "percentage" for the Effort Metric in Q6 on the Budget Periods and Key Dates SmartForm page.
- Enter the annualized salary (monthly salary times 12) in the Annualized Salary box.
- The % is the percentage of number of months in the budget period, not a percentage of the number of months in the appointment.

On the Personnel Costs page, enter the % effort and % sal req as a percentage of the number of months in the budget period, not a percentage of the number of months in the appointment.

For example, if you are budgeting 1 month in each budget period:

- 12-month budget period
  - 1/12 = 8.3333%
- 3-month budget period
  - 1/3 = 33.3333%
- 18-month budget period
  - 1/18 = 5.5555%
Press “show effort” to view both the person months and the %. Person months are displayed as %effort times the number of months in the budget period, not the number of months in the appointment.
2.2.11 Budget Fringe Benefits (FB) AKA Budgeting Employee Benefits (EB)

Benefits are budgeted based on the current and provisional fringe benefits rate. Refer to the sponsored project rate sheet for more information on Princeton’s current and provisional rates.

By default, the system fills in the provisional rate as the default fringe rate for all budget years, including budgets that start in the current FY. If the current fiscal year and provisional fiscal year benefit rates are the same, then you will not need to calculate a blended amount in the first budget year.

If the budget period spans the current fiscal year and next fiscal year, and the current and provisional rates are different, then the FB Rate should be updated with a blended FB Rate. The rate should account for the proper number of days at the current rate and the provisional rate.

Please use the Princeton ERA- Blended Fringe Rate Tool, available on the ORPA website, to calculate the correct rate for the blended period. The tool will calculate the proper blended rate based on the number of months and days in each fiscal year.

For example, what if we were budgeting a technician for 12 months, and the budget year started on May 1 in the current FY, and the benefit rate for the current FY and provisional FYs were different? That means there are 2 months where the current fringe benefit rate applies and 10 months where the provisional rate applies. However, the system fills in the provisional rate for all budget years, including the first year.

The FB Rate must also be updated for personnel, such as graduate students, who do not receive benefits. The FB provisional rate should be removed and updated to 0%.
To remove benefits for a row, set the FB Rate to 0. Use the copy arrow to update all out years to 0%.

Add any Personnel Costs notes here, which may be helpful for you, your colleagues, your department reviewers, and your ORPA GCA.

After personnel budgeting is complete, click continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.

2.2.12 General Cost Definition- SmartForm
The general cost definition page is used to select all of the non-personnel cost types (or budget items) that will be used on your budget.
Click the Add button to add a general cost.

1. **General Cost Type**: Select from the drop-down.  
   *Refer to the Cost Type chart below for a list of cost types and the budget items they map to on the PeopleSoft project budget for the award.*

2. **Cost**: Enter the budgeted amount for the first period.  
   *Note that if you selected to inflate the first period, this value will be increased by the inflation percentage.*

3. **Description**: Enter as needed or if requested by the system to enter description. Description is required for Equipment.

4. **Inflation**: Defaults to yes for all cost types except “Equipment” and “Equipment or Facility Rental/User Fees”.

---

**General Cost Definition**

1. **General costs**:

   ![Add button](image)

<table>
<thead>
<tr>
<th>Cost Type</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   There are no items to display

---

1. **General Cost Type**: Select from the drop-down.

2. **Cost**: Enter the budgeted amount for the first period.

3. **Description**: Enter as needed or if requested by the system to enter description. Description is required for Equipment.

4. **Inflation**: Defaults to yes for all cost types except “Equipment” and “Equipment or Facility Rental/User Fees”.

---

**Add General Cost**

1. **General cost type**:

2. **Cost**:

   $0.00

3. **Description**:

4. **Apply inflation?**
   - Yes
   - No

5. **Include in indirect calculations?**
   - Yes
   - No
a. If Inflation is set to Yes, the value will inflate every period, but you cannot update the values in the out years.

b. If Inflation is set to No, the value will not inflate in every period, but you can update the values in the out years on the General Costs screen.

If you want to budget varying amounts for each period, select no so that you can edit the amounts on the General Costs page.

5. Include in Indirects: Leave this as the default. This field may not appear based on the F&A Base selected (e.g. if the F&A Base is Salary & Benefits, this field will not appear if the cost type is Materials and Supplies). This field may also default based on what is typical for the cost type for the selected F&A Base.

Enter the information for each cost type. Click OK and Add Another to stay in this screen and add additional costs.

When all items have been added, click OK to return to the General Cost Definition page.
Confirm that all cost types are added. Next, you will budget each of these types per period on the General Costs SmartForm page and review the summary. Click continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.

2.2.13 General Costs – SmartForm

The General Costs SmartForm consists of the Budget Summary table and General Costs table.

The General Costs table lists each cost type from the prior SmartForm page. Notice that the costs with inflation applied cannot be edited. The cost types that were set to not apply inflation can be updated.
Update the budget amounts per period as needed. The amount budgeted per period may vary based on a variety of factors, such as equipment being purchased only in the first year. Click the copy arrow to copy the value forward to the out years.

Add any General Costs notes here, which may be helpful for you, your colleagues, your department reviewers, and your ORPA GCA.

Click continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.

2.2.14 F&A Cost Overrides - SmartForm
This SmartForm page can be skipped. Princeton will not make F&A Cost Overrides on this page. If certain budget items or personnel require a different F&A base or rate, please create an additional budget. Refer to the section on Creating Additional Budgets for more information.

Click continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.

2.2.15 Attachments - SmartForm
Budget attachments should be uploaded to the Attachment SmartForm. Once uploaded, they will also appear on the funding proposal workspace Attachment tab with the type “Budget.”
Add the **Budget Justification**, including any ancillary documents required by the sponsor such as the F&A rate agreement or vendor quotes.

If submitting system-to-system, the budget justification will be added directly to the SF424 instead. Documents added here will not map to the SF424.

Drag and drop a file or select the Add button to choose a file.

If needed, click the ellipsis to upload a revision.

Once finished with uploading the documents, click “Validate” on the top left corner to check the SmartForm. This will check the whole SmartForm to confirm if any required information is missing.
If you receive a red circle icon, click the link on the left side bar to return to the field and add the information as required.

Once any updates have been made, click the Finish button in the right bottom corner to complete the SmartForm. You will be taken to the Budget Workspace. The budget is complete, and the summary can be reviewed on the Financials tab.

### 2.2.16 Mapping of Princeton ERA Budget Costs to PeopleSoft Grants Project Budgets

If the proposal is awarded, the personnel and general cost types will map from Princeton ERA to PS Grants Project Budgets as follows.

#### 2.2.16.1 Personnel Cost Princeton ERA to PS Grants mapping

<table>
<thead>
<tr>
<th>Princeton ERA Salary Field for Roles</th>
<th>PeopleSoft Budget Item Code</th>
<th>PeopleSoft Budget Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD/PI Co-Investigator Co-PD/PI Faculty</td>
<td>SALRF</td>
<td>Salary - Regular Faculty</td>
</tr>
<tr>
<td>Post Doctoral Post Doctoral Associate Post Doctoral Scholar Other Professional</td>
<td>SALOS</td>
<td>Salary - DOF Other Staffs</td>
</tr>
<tr>
<td>Graduate Student</td>
<td>SALGS</td>
<td>Salary - Assistant in Research and Instruction</td>
</tr>
<tr>
<td>Undergraduate Student</td>
<td>WAGESH</td>
<td>Student Hourly Wages</td>
</tr>
<tr>
<td><strong>Secretarial/Clerical Technician</strong></td>
<td><strong>SALADM</strong></td>
<td><strong>HR Admin Salary</strong></td>
</tr>
<tr>
<td>Other (Specify)</td>
<td>N/A</td>
<td>Does not map. Should not be selected in Princeton ERA budget.</td>
</tr>
</tbody>
</table>
### 2.2.16.2 General Cost Princeton ERA to PS Grants mapping

<table>
<thead>
<tr>
<th>Princeton ERA Cost Type</th>
<th>PeopleSoft Budget Item Code</th>
<th>PeopleSoft Budget Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADP/Computer Services</td>
<td>TECSVC</td>
<td>Tech Services</td>
</tr>
<tr>
<td>Assistantship AI/AR Tuition</td>
<td>AIARTU</td>
<td>Assistantship AI/AR Tuition</td>
</tr>
<tr>
<td>Computer HW &amp; SW w/o OH</td>
<td>COMPNO</td>
<td>Computer HW &amp; SW w/o OH</td>
</tr>
<tr>
<td>Computer HW &amp; SW w OH</td>
<td>COMPOH</td>
<td>Computer HW &amp; SW w/ OH</td>
</tr>
<tr>
<td>Consultant Services Publication Costs</td>
<td>PRFSVC</td>
<td>Professional Services</td>
</tr>
<tr>
<td>Professional Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>FRINGE</td>
<td>Fringe Benefits</td>
</tr>
<tr>
<td>Equipment</td>
<td>SMEQUP</td>
<td>Scientific &amp; Medical Equipment</td>
</tr>
<tr>
<td>Equipment or Facility Rental/User Fees</td>
<td>RENT</td>
<td>Rental Expense</td>
</tr>
<tr>
<td>Facilities &amp; Administration</td>
<td>FACADDM</td>
<td>Facilities and Administration</td>
</tr>
<tr>
<td>Fellowship Tuition</td>
<td>FELTUI</td>
<td>Fellowship Tuition</td>
</tr>
<tr>
<td>Fellowship Stipend</td>
<td>FELSTI</td>
<td>Fellowship Stipend</td>
</tr>
<tr>
<td>HR Bi-Weekly Salary</td>
<td>SALBW</td>
<td>HR Bi-Weekly Salary</td>
</tr>
<tr>
<td>Institutional Allowance</td>
<td>INSTAL</td>
<td>Institutional Allowance</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>SMSUP</td>
<td>Scientific &amp; Medical Supplies</td>
</tr>
<tr>
<td>Office/Admin/General Supplies</td>
<td>OAGSUP</td>
<td>Office/General Supplies</td>
</tr>
<tr>
<td>Other</td>
<td>TOTDIR</td>
<td>Unallocated Total Direct Costs</td>
</tr>
<tr>
<td>Modular Offset</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Real Estate, Construction Svcs</td>
<td>RECSVC</td>
<td>Real Estate, Construction Svcs</td>
</tr>
<tr>
<td>Recharge Centers with F&amp;A</td>
<td>RECHOH</td>
<td>Recharge Centers with F&amp;A</td>
</tr>
<tr>
<td><strong>Trainee: Tuition</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Trainee: Travel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Trainee: Subsistence</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Trainee: Stipend</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Trainee: Other</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel: Domestic</td>
<td>DOMTRV</td>
<td>Domestic Travel</td>
</tr>
<tr>
<td>Travel: Foreign</td>
<td>INTTRV</td>
<td>International Travel</td>
</tr>
<tr>
<td>Utilities</td>
<td>UTIL</td>
<td>Utilities</td>
</tr>
</tbody>
</table>

### 3 Creating Additional Budgets

Your funding proposal can have multiple budgets associated with it. You can create an additional budget, either from scratch or by copying an existing budget.

There are a variety of reasons to create an additional budget, such as:

- Different F&A rates will be used: on campus, off campus, and fabricated equipment.
- Different PI’s
- Different Departments

Additional budgets will be included on the Financials tab of the funding proposal and in the Budget PDF. If this proposal is funded, the multiple budgets created in Princeton ERA where “Include in Consolidated Budgets” = Yes on the General Budget Information SmartForm page will translate to multiple project budgets on the PeopleSoft award.
Additional budgets may also be created if there was an error in the first budget, and you would like to start over with a new budget, or if you are creating additional budgets as draft budgets (e.g. to see a budget with 2 post-docs vs. 3 post-docs) before determining the final version. In this scenario, it is very important to ensure only the final budget(s) are marked as Include in Consolidated Budgets = Yes on the General Budget Information SmartForm page. All drafts or budgets created in error should be marked as No so that they are not included in your proposal totals or included on the award when funded.

**3.1 Create additional budget from scratch**

Navigate to the proposal workspace. Search for the proposal from your Inbox of the Grants tab. Alternatively, if you are already on the original budget, you can select the link in the middle of the budget workspace or click on the proposal name in the upper left corner to return to the funding proposal workspace.

![Create Additional Budget](image)

On the funding proposal workspace, select the Create Additional Budget activity.

![Create Additional Budget](image)

In the Create Additional Budget window, enter the Budget title (such as “Off Campus” or “Fabricated Equipment” or “Willis Budget”) and select the PI responsible for the budget. Click OK.
You will automatically be brought to the new budget’s SmartForm. Complete the pages for the budget. See the Budget SmartForm section above for detailed instructions on completing the pages.

The new budget will now be listed on the Budgets tab of the Funding Proposal.
The new budget’s SmartForm can now be completed. Follow the detailed instructions in the Budget SmartForm section.

### 3.2 Copy an Existing Budget: the “Make a Copy” activity

- The **Make a Copy activity** on the left navigation bar of the budget workspace can be used to create a copy of an existing budget. This activity may be used if you’re creating multiple similar budgets.
- Click the activity, enter a new budget name, and click OK. The budget will then be accessible via the Budgets tab on the Funding Proposal workspace.
Waived and Reduced F&A Rates

If the proposed F&A rate is less than Princeton’s federally negotiated rate, additional documentation or an ancillary review approval may be required.

When IDC is reduced because the sponsor’s RFP states the allowable IDC rate, the department administrator must upload the document in the Submission Information SmartForm – General Submission Documents section, clearly labeled as the reduced IDC rate. No ancillary review approval is needed.

An ancillary review should be sent to the ORPA Director for F&A waivers or when the sponsor’s F&A rate is less than Princeton’s federally negotiated rate and the rate is not published. The ancillary review must be approved prior to submitting the proposal for Specialist Review.

Please note that in cases in which a sponsor does not have a publicly-available policy on overhead costs, ORPA/the Dean for Research will consider requests for indirect cost waivers in very limited circumstances. When in doubt, it can be useful to write a sponsor directly to inquire on their policy or approach to indirect costs. Please note that considerations of equity are taken into account in waiver requests in which the projects of other PIs with that same sponsor carry overhead.

Please make sure that the below information is included as part of the Ancillary Review:

- The justification for the request
- The dollar amount of the IDC waiver. This is the difference between the overhead that the sponsor will pay and the standard OH rate. For example, if you are requesting that the indirect costs are waived from the standard OH rate to 0% OH, the value of the waiver is the standard OH amount that would be calculated on all MTDC budget items.

Follow the steps below to add an ancillary review for the Indirect Cost Waiver.

On the funding proposal workspace, select the Manage Ancillary Review activity.
In the Manage Ancillary Review pop-up window, select Add.

On the Add Ancillary Review slide in window:

- **Person**: Add the ORPA Director
- **Review Type**: Indirect Cost Waiver
- **Response Required**: Select yes
- **Comments**: Add comments to the reviewer, explaining why the review is needed. Include the justification and dollar amount of the IDC waiver. The comments will be included in the email notification sent to the reviewer. The email will be sent from erasupport@princeton.edu, so it’s helpful to sign your comment with your name.
- **Documents**: Documents should NOT be attached on this screen; they will be attached on the Manage Ancillary Review screen. If attached here, they will not appear on the History tab.
Click OK to add the review and return to the Manage Ancillary Review screen. On this screen:

- **Additional Reviews**: All ancillary reviews that have been added will appear here. But on this screen, you will only add comments and supporting documents relevant for this review.
- **Comments**: Copy and paste your comments from the Add Ancillary Review screen here. This should include the justification and dollar amount of the IDC waiver. This comment will appear on the History tab.
- **Supporting Documents**: Attach supporting documentation, including explanations, correspondence, or request information.

*Note that supporting documents should be uploaded on the Manage Ancillary Review screen instead of the Add Ancillary Review screen. The document will then appear on the Attachment tab and History tab.*
Click OK to exit the Manage Ancillary Review screen.

*Please note that it is VERY important to click OK on the Manage Ancillary Review Screen because it adds the ancillary review and triggers the email notification to the ancillary reviewer.*
5 How to Create Subaward Budgets

This section provides instructions for how to create a subaward budget in Princeton ERA.

Subaward budgets are required to account for funds when contracting with an external institution for a portion of the work as part of the research project. Subaward budgets will be created on the budget workspace of the associated project budget.

5.1 Subaward Budget SmartForm

Navigate to the proposal workspace. This can be done by accessing the proposal from My Inbox or searching for the proposal on the Grants tab. Click the proposal name to display the proposal workspace.

On the proposal workspace Budgets tab, click the budget name to display the budget workspace. 

Note: If you have multiple budgets on your proposal, ensure you select the budget you would like the subaward associated with.

On the budget workspace, click the Create Subaward button to create a new subaward budget.
The new Subaward Budget SmartForm will open.

Follow the detailed instructions below to complete each page of the Subaward Budget SmartForm.

Please note that if needed, multiple subaward budgets can be created from your budget using the Create Subaward Budget button.
5.1.1 Subaward Budget Information – SmartForm

**Subaward Budget Information**

1. **Title:** Enter a title for the budget. Include the subrecipient organization name within the title.

2. **Subrecipient:**
   - Harvard University

3. **Principal Investigator:**
   - Martha Gibbs (testpi9)

1. **Title:** Enter a title for the budget. Include the subrecipient organization name within the title.

2. **Organization:** Select the subrecipient.
   - Note: If the subawardee is not available for selection in the system, select “TBD” and email erasupport@princeton.edu to request the organization is added. Include the organization name, type, address, phone/email info. After the ERA team notifies you that the organization is added, return to this screen, and change the organization from TBD to the newly added organization.

3. **Principal Investigator:** Budget PI defaults.

4. **Subawardee PI:** Leave blank. Subawardee PI should be entered on the Funding Proposal SmartForm Personnel page in question 3B.

5. **Subaward Budget Detail Level:** Select how to capture budget data for this subaward.
   - **Per Period Direct and Indirect Totals:** All costs are captured in a single budget table as per period direct and indirect costs.
   - **SF424 Subaward Import:** Subawardee’s budget totals are imported to the system using their completed R&amp;R subaward Budget PDF Form.
     - Note: This option must be selected when submitting the proposal system-to-system. This can optionally be used when not submitting system-to-system.
6. **Include in Consolidated Budgets**: Select Yes or No on whether to include in the consolidated budget. Only select “No” for subaward budgets created in error.

7. **Subaward Indirect Contribution Limit**: For budgets using the MTDC cost base standard, the system automatically includes the first $25,000 of subaward budgets in the cost base for calculating indirect costs for the primary budget. Update if necessary.

   - *Note: This question only displays if MTDC was selected as the cost base on the sponsor budget that this subaward was created on.*

Click continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.

5.1.2 **All Personnel - SmartForm**

This SmartForm page can be skipped. The page will only appear when the Per Period Cost Totals budget detail level is selected.

The subaward PI and co-leads should be listed on the funding proposal Personnel SmartForm in question 3B for compliance purposes, instead of on this page. Additional personnel do not need to be added here.

Click continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.

5.1.3 **Per Period Cost Totals - SmartForm**

This SmartForm page will only appear if “Per Period Cost Totals” was the budget detail level selected on question 5 of the Subaward Budget Information SmartForm. If you are entering the subaward budget by importing the Subaward R&R Budget form, this SmartForm page will not appear.
Enter the Direct and Indirect totals. If they are the same for all periods, enter the amount in the period one box and then use the copy arrow to the right of the Direct and Indirect boxes in period 1 to populate all periods with that value. If the totals are different for each period, enter the total mounts for each period.

The system will calculate the overall Totals and Grand Total per period based on your entry of the per period totals.

Add any Subaward Budget notes here, which may be helpful for you, your colleagues, your department reviewers, and your ORPA GCA.

Click continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.

**5.1.4 SF424 Subaward Import - SmartForm**

This SmartForm page will only appear if on the Subaward Budget Information SmartForm you selected “SF424 Subaward Import” for the budget detail level. This option must be selected when submitting the proposal system-to-system.

If you are manually adding the per period directs and Indirects instead, this SmartForm page will not appear.
The page will appear as above. The Subaward R&R Budget PDF must be completed and returned by the subawardee for uploading. The editable PDF version of the form should be downloaded from the SF424 workspace within Princeton ERA and sent to the subawardee, not from the Grants.gov website. The form should be edited in Adobe Acrobat, not within a browser window.

Download the R&R Subaward Budget forms from the associated SF-424 workspace and send to the subawardee for completion.

When the file is received back from the subawardee, drag & drop the file over the box or select “Choose File” to select the file from your desktop.
Click Save or Continue. The form has been imported and you can confirm the totals by reviewing the Financial tab on the Subaward Budget Workspace.

If there is an issue with the Subaward R&R budget form, you will receive an error message when importing. The most common error is that the period dates entered in the Subaward R&R Budget PDF form do not match or are not within the budget periods of the primary budget. Also, the editable PDF version of the form should have been downloaded from the SF424 workspace within Princeton ERA, not from Grants.gov. The form has to be downloaded from the SF424 workspace in order for it to be uploaded into the SF424 Subaward Import screen. Correct any errors and retry the import.

5.1.5 Attachments - SmartForm

Subaward attachments should be uploaded to the attachment SmartForm. Once uploaded, they will also appear on the funding proposal workspace attachment tab with the type “Subaward.” If submitting system-to-system, these files will not map to the SF424.

Upload the **Subrecipient Statement of Collaborative Intent (Commitment form)** and all associated attachments using the naming conventions defined [here](#). Each document should be uploaded separately.

Drag and drop a file or select the Add button to choose a file.

If needed, click the ellipsis to upload a revision.

**For all subawards:**

Subrecipient/Contractor Classification form and Statement of Collaborative Intent (Commitment form) including statement of work with deliverables, budget and budget justification including F & A documentation, Financial Status Questionnaire with attachments (see form for applicability), Sole Source Justification (for contracts only) should be uploaded and labeled appropriately.

**For fixed price subawards:**
Justification statement for fixed price subaward must be included in Prime award budget justification; verification of UEI and SAM.gov registrations as well as above referenced info. All are uploaded in the Subaward Attachments tab and labeled appropriately.

**Naming Conventions for Subaward Proposal Documents**

All naming conventions are detailed in this [PDF](#).

Once complete, click Finish to complete the SmartForm and return to the subaward budget workspace.

Note: There are fields for “Risk Level” and “FDP Link”. Princeton is not using those fields at this time, so those fields will be blank. Princeton may use those fields in the future.

The subaward budget is linked to the sponsor budget, so you can view your subaward budget on the sponsor budget workspace by selecting the Subawards tab. The “Risk Level” and “Effective Date” fields are not being used by Princeton at this time, so those fields will be blank.

The subaward per period totals will be included in the sponsor budget Financials tab and the funding proposal Financials tab.
5.2 Create and edit additional subawards

Create additional subawards for the same budget by navigating to the budget workspace and clicking on the Create Subaward button.

View and edit all subawards associated with a budget by navigating to the budget workspace and clicking on the Subaward tab, then click on the Name of the subaward.
6 Budget Workspace and Reviewing Budgets

This section outlines the budget and subaward budget workspaces. It also includes information on how to view budget information via the funding proposal Financials tab and budget PDF.

6.1 Budget Workspace

Once a budget has been created, it will have its own workspace. The workspace contains a summary of the financials, activities, and other relevant information regarding the budget.

*Note: “Workspace” is the term for this page within Princeton ERA and has nothing to do with Grants.gov Workspace.*
Across the top of the workspace are several important details about the workspace. It’s in the Draft state. The budget title, budget ID, and budget type are displayed.

- The budget will be in Draft state during proposal development.
- During internal and sponsor review of the proposal, the state will be Under Review.
- If the proposal is awarded, the state will be updated to Active.
- The budget type is displayed: project budget, subaward budget, or cost share budget.

Basic budget information is captured in the center of the workspace.
Sponsor: Sponsor defaults based on the direct sponsor selected on the funding proposal.
PI: PI defaults based on the Principal Investigator listed on the General Budget Information SmartForm.
Funding Proposal: The blue link can be clicked to navigate back to the funding proposal record.
Grand Total: The budget total (including the direct and indirect totals).
Budget Type: Defaults based on the sponsor type or shows if this is a flow through award.
Subaward Count: Shows the number of subaward budgets associated with this project budget.

6.1.1 Budget workspace buttons and activities
Under the State, there are several buttons and activities that can be used to take action on the budget.

The **Edit Budget button** is used to open the budget SmartForm and make updates as needed when the proposal is in an editable state. When the budget is Under Review or Active (or in an editable state but you only have view access), this button will be labeled as View Budget.

The **Printer Version button** can be used to create a printable version of the Budget SmartForm. If you click this button, a read-only printer view of the SmartForm will open in another tab and displays all budget screens one after another in another tab in your browser window. It can be printed for paper review. See the Print Budget PDF section of this manual to print a PDF summary of the budget.

The **Create Subaward button** is used to add a subaward to this budget. Review the How to Create a Subaward Budget section for more details.

The **Create Cost Share button** is used to create a cost share budget for this budget. Review the Cost Share Manual for more details on the cost sharing process.

- The **Log General Comments activity** will not be used; Comments should instead be logged on the funding proposal as opposed to the budget.

- The **Export Budget activity** will create an Excel export of the budget. You can click the activity and view the Excel export in the Budget History tab. Due to preferable formatting, it is advised to use the Budget PDF export on the funding proposal instead of this activity; see the Budget PDF section of this guide.
• The Manage Tags activity will not be used at Princeton at this time.

### 6.1.2 Copy Budget: the “Make a Copy” activity

• The Make a Copy activity on the left navigation bar of the budget workspace can be used to create a copy of an existing budget. This activity may be used if you’re creating multiple similar budgets. Click the activity, enter a new budget name, and click OK. The budget will then be accessible via the Budgets tab on the Funding Proposal.

![Make a Copy activity](image)

### 6.1.3 Budget workspace tabs

The bottom of the workspace contains helpful tabs with information about the budget.
The **Financials tab** includes a summary of the budget including direct and indirect totals.

*Note: If the funding proposal has multiple budgets, the view on the budget workspace only shows a summary for that particular budget. A summarized view of multiple budgets can be seen on the funding proposal Financials tab.*

The **Subaward tab** shows a summary of all subaward budgets associated with this budget. You can navigate to the subaward budget by clicking on the active Name link.
The Documents tab shows any documents that were uploaded to the Attachment SmartForm page. It does not include subaward budgets. For a complete view of funding proposal and budget documents, refer to the Attachments tab on the funding proposal.

The Snapshots tab will show a summary of what the budget was when the funding proposal was awarded. Select the view link for a pop-up window with additional details. This tab will not be frequently used.

The History tab provides a record of activities executed on the budget. Since less activities will be performed on the budget than on the funding proposal, there often will not be much history to review.

### 6.2 Subaward Budget Workspace

The subaward budget workspace is very similar to the project budget workspace. Refer to the Budget Workspace section for more details. This section will focus on the unique aspects of the subaward budget workspace.
The subaward budget will move through the same states as a project budget from Draft, to Under Review, to Active. It will also show a Title and Budget ID. The type will be “Subaward Budget” instead of project budget.

### Sub 1: Harvard

<table>
<thead>
<tr>
<th>Organization:</th>
<th>Harvard University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Proposal:</td>
<td>Kyle Demo Proposal 11/17</td>
</tr>
<tr>
<td>Budget Detail Level:</td>
<td>Per Period Direct and Indirect Totals</td>
</tr>
<tr>
<td>Parent Budget:</td>
<td>Gibbs Budget</td>
</tr>
<tr>
<td>Risk Level:</td>
<td>FDP Link:</td>
</tr>
</tbody>
</table>

- **Organization**: Defaults based on the subawardee institution selected on the SmartForm.
- **Budget Detail Level**: Defaults based on the level selected on the SmartForm.
- **Funding Proposal**: Active link to the funding proposal.
- **Parent Budget**: Active link to the parent budget for the subaward.
- **Risk Level**: Princeton is not currently using this field; this is blank.
- **FDP Level**: Princeton is not currently using this field; this is blank.

### 6.2.1 Subaward Workspace Buttons and Activities

On the subaward budget, you can **Edit Budget** to view and update the SmartForm or create a **Printer Version**, which displays every budget question and answer on a separate tab in your browser. Unlike on the project budget, you cannot Create Cost Share or Create a Subaward.

The activities on the subaward budget are very similar to on the project budget.

One key difference is that you cannot “Make a Copy” of the subaward budget like you can on the project budget.

Another difference is that you can “Withdraw” a subaward budget if you determine it is not needed after creating it.

To withdraw a subaward budget, click the **Withdraw activity**. Enter any comments and click OK.
On the Subaward budget, the tabs are similar to on the project budget.

### 6.2.2 Subaward Workspace tabs

<table>
<thead>
<tr>
<th>Financial</th>
<th>Personnel</th>
<th>Snapshots</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Direct:</strong></td>
<td><strong>$50,000</strong></td>
<td><strong>$50,000</strong></td>
<td><strong>$50,000</strong></td>
</tr>
<tr>
<td><strong>Total Indirect:</strong></td>
<td><strong>$10,000</strong></td>
<td><strong>$10,000</strong></td>
<td><strong>$10,000</strong></td>
</tr>
<tr>
<td><strong>Project Total:</strong></td>
<td><strong>$60,000</strong></td>
<td><strong>$60,000</strong></td>
<td><strong>$60,000</strong></td>
</tr>
</tbody>
</table>

The **Financial tab** shows a summary of the per period Totals.

The **Personnel tab** will not be used at Princeton.

Just like on the project budget tabs, the **Snapshots tab** will provide a summary of what the subaward budget was when it was awarded. The **History tab** will record any activities executed on the subaward budget.

### 6.3 Funding Proposal Financials Tab

While each individual budget has its own Financials tab on the budget workspace, the funding proposal also has a Financials tab which summarizes all project budgets if there are multiple (including subaward budgets). This summary does not include cost share budgets.

To view the financials tab, navigate to the funding proposal workspace and select the Financials tab.
The **Financials tab** shows a summary of all sponsor budgets including Personnel Costs, General Costs, Indirects, and Totals.

Please note that this tab will only include budgets where the question “Include in Consolidated Financials?” is marked as Yes on the SmartForm. This property should always be marked No for cost share budgets. It should be marked as No for project budgets if they were created as drafts or are erroneous.
6.4 Generate Budget PDF

A budget PDF can be created on the funding proposal to share with internal parties (such as key personnel) or sponsors.

To create the PDF, select the Generate Budget PDF activity.

Click OK to generate the PDF.

Navigate to the history tab to view the PDF.
Click the PDF and it will open in another tab.

The PDF can be downloaded and printed as needed.

If there are multiple budgets, the PDF will show a summary budget and each individual budget. It will show a breakdown by sponsor budget and cost share budgets. The budget will also summarize and include any subaward budgets. Note that only sponsor budgets that are marked as “Include in Consolidated Budget” on the Budget SmartForm will be included in the PDF.
Copies, renewals, revisions, or resubmissions generated after the 9/30/23 version 10.5.2 upgrade from proposals that were created before the 9/30/23 version 10.5.2 upgrade

- Copies, renewals, revisions, or resubmissions of proposals that were generated after the 9/30/2023 upgrade from proposals that were created before the 9/30/2023 upgrade will default to budgeting by percentage, but you can change the Effort Metric on the Budget Periods + Key Dates page to Months.

- On the Edit Personnel page:
  - Q3: Change Appointment to 12 months.
  - Q4: Answer yes to budget summer and academic months separately; answer no to budget by calendar months.
  - Q5. Update Annualized Salary to monthly amount x 12.

- On the Personnel Costs page, the cost will now also be incorrect.
  - Keep going. Press Edit, then update the Person Months.
  - Press save and the cost will update.
  - % will update to be # PM budgeted/number months in Budget Period.
8 Huron calculations

8.1 What is the Huron cost calculation?

8.1.1 Cost formula
The formula Huron uses to calculate cost is:

- \[ \text{Cost} = \frac{\% \text{Sal Req}}{\text{Annualized Salary}} \times \frac{\text{# Months in Budget Period}}{12} \]

More specifically:
- \[ \text{Cost} = \frac{\text{# person months budgeted}}{\text{# months in budget period}} \times (\text{Monthly Salary} \times 12) \times \frac{\text{# Months in Budget Period}}{12} \]

This means that the "# months in budget period" cancel each other out, and the "12" cancel each other out too:
- \[ \text{Cost} = \frac{\text{# person months budgeted}}{\text{# months in budget period}} \times (\text{Monthly Salary} \times 12) \times \frac{\text{# Months in Budget Period}}{12} \]

This calculation is reduced to:
- \[ \text{Cost} = \text{# person months budgeted} \times \text{Monthly Salary} \]

In all examples:
- The person has a 9-month salary of $90K.
- Monthly salary = Salary / # months in appointment
  - $90K/9 = $10K a month
- Annualized salary = Monthly Salary x 12
  - $10k x 12 = $120K annualized
- 1 month is being budgeted for $10K
- The duration (# months in the budget period) is different in each example.

8.1.2 Example: 12-month budget period
The formula Huron uses to calculate cost is:

- \[ \text{Cost} = \frac{\% \text{Sal Req}}{\text{Annualized Salary}} \times \frac{\text{# Months in Budget Period}}{12} \]
- \[ \text{Cost} = 8.3333\% \times \$120K \times \frac{12}{12} \]
- \[ \text{Cost} = \frac{1}{12} \times ($10K \times 12) \times \frac{12}{12} \]

The "# months in budget period" cancel each other out, and the "12" cancel each other out too:
- \[ \text{Cost} = \frac{1}{12} \times ($10K \times 12) \times \frac{12}{12} \]

This calculation is reduced to:
- \[ \text{Cost} = 1 \times $10K \]
- \[ \text{Cost} = $10K \]

8.1.3 Example: 3-month budget period
- \[ \text{Cost} = \frac{\% \text{Sal Req}}{\text{Annualized Salary}} \times \frac{\text{# Months in Budget Period}}{12} \]
- \[ \text{Cost} = 33.3333\% \times \$120K \times \frac{3}{12} \]
• Cost = \( \frac{1}{3} \times (\$10K \times 12) \times \frac{3}{12} \)

The “# months in budget period” cancel each other out, and the “12” cancel each other out too:
• Cost = \( \frac{1}{3} \times (\$10K \times 12) \times \frac{3}{12} \)

This calculation is reduced to:
• Cost = \( 1 \times \$10K \)
• Cost = $10K

### 8.1.4 Example: 18-month budget period

• Cost = \( \%\text{Sal Req} \times \text{Annualized Salary} \times \frac{\# \text{Months in Budget Period}}{12} \)
• Cost = \( 5.5555\% \times \$120K \times \frac{18}{12} \)
• Cost = \( \frac{1}{18} \times (\$10K \times 12) \times \frac{18}{12} \)

The “# months in budget period” cancel each other out, and the “12” cancel each other out too:
• Cost = \( \frac{1}{18} \times (\$10K \times 12) \times \frac{18}{12} \)

This calculation is therefore:
• Cost = \( 1 \times \$10K \)
• Cost = $10K

### 8.1.5 Page level help with Huron calculations

New help text on the budget pages also explains the budget calculations. This help text was written by Huron.
8.2 How is inflation calculated in Princeton ERA?

8.2.1 Budget period equal to 12 months:
When inflation is set to yes, the base salary for personnel items or the cost for non-personnel items inflates at the inflation rate specified on the General Budget Information SmartForm. This defaults to 4% but can be updated if needed.

8.2.2 Budget period less than 12 months:
When inflation is set to yes, the base salary for personnel items or the cost for non-personnel items inflates at the inflation rate specified on the General Budget Information SmartForm times (the number of months in the budget period divided by 12). The last part of the formula is the ratio of number of months in the budget period to a 12-month year. In this scenario, set “apply inflation” to no and manually inflate the base salary or general costs in each budget period.

8.2.3 Budget period more than 12 months:
When inflation is set to yes, the base salary for personnel items or the cost for non-personnel items inflates at the inflation rate specified on the General Budget Information SmartForm times the specified inflation rate for the first 12 months, then multiplies that result by (the inflation rate times (the number of months in the budget period minus 12) divided by 12)). The last part of the formula is the ratio of number of months beyond the first 12 months in the budget period to a 12-month year. In this scenario, set “apply inflation” to no and manually inflate the base salary or general costs in each budget period. For base salary, the “Blended Salary Tab” of the Effort Distribution Tool can help.

8.3 Blended fringe rate
Huron cannot calculate a blended fringe rate. Please use the Princeton ERA – Blended Fringe Benefit Rate Tool on the ORPA website to calculate the blended fringe rate.

If the first period of the proposal spans the current fiscal year and the next fiscal year, and the EB rate for the current FY and provisional FYs are different, a blended fringe rate must be calculated and entered for the first period. The blended fringe rate should properly account for the number of days at the current fringe benefit rate and at the provisional fringe benefit rate.
8.4 The Blended 62/64 OH Rate in Princeton ERA

8.4.1 The weighted average

Princeton’s OH rate changes from 62% to 64% on 7/1/2024 for FY25. For proposals that cross that timeframe, Princeton ERA calculates a “blended” rate, which is a weighted average, using this formula:

\[
\frac{(# \text{ days in the budget period at 62\% times 62\%}) + (# \text{ days in the budget period at 64\% times 64\%})}{(# \text{ days at 62\% } + # \text{ days at 64\%})}
\]

Princeton ERA then rounds the “blended” rate to two places past the decimal, and multiplies by the OH base to calculate the OH amount for that budget period. Note that CY2024 is leap year. If the budget year starts before 3/1/2024, February has 29 days and the software is including leap day.

8.4.2 The sponsor questions the blended rate

If the sponsor questions the “blended” rate and asks for the OH rate to be broken out into 62% and 64%, first try explaining that it is a weighted average using the formula above.

8.4.3 The sponsor asks for the rate to be broken into a row for 62% and a row for 64%

If, after explaining the weighted average calculation, the sponsor still asks for the OH rate to be broken into two rows: a row for 62% and a row for 64%, use the first tab of the Blended 62% and 64% OH Rate Tool in the Tools section of the Princeton ERA homepage, which calculates the OH base and amounts for 62% and 64% using key pieces of data you enter in the spreadsheet.

If you submit via s2s, Huron will automatically generate a row for 62% and a row for 64% on the SF424 budget, but the total OH amt on the SF424 might not match the total OH amount on the FP budget. It may be a few dollars different, which is within our tolerance. See section XYZ for details.

8.4.4 What does the Blended 62% and 64% OH Rate Tool do?

The Blended 62% and 64% OH Rate Tool is a spreadsheet with 2 tabs. Use the first tab when you need to determine the OH base and rate for 62% and 64% separately.

Enter OH base as displayed in Princeton ERA, and the start and end date of the budget period that crosses from 62 to 64%, and the spreadsheet will do the following:

- Calculates the number of days in the budget period at 62%
- Calculates the number of days in the budget period at 64%
- Calculates the total number of days in the budget period
- Determines the ratio of number of days in the budget period at 62% to the total number of days in the budget period by using this formula, then rounds to 2 places after the decimal:
  \[
  \frac{\# \text{ days in the budget period at 62\%}}{\text{total number of days in the budget period}}
  \]
- Determines the ratio of number of days in the budget period at 64% to the total number of days in the budget period by using this formula, then rounds to 2 places after the decimal:
  \[
  \frac{\# \text{ days in the budget period at 64\%}}{\text{total number of days in the budget period}}
  \]
- Calculates the OH base for 62% using this formula:
  - (the Ratio for 62) times (the Huron OH base) = the OH base for 62%
- Calculates the OH base for 64% using this formula, then rounds to 2 places after the decimal:
  - (the Ratio for 64) times (the Huron OH base) = the OH base for 64%
• Calculates the OH amount for 62% by using this formula:
  o 62% times the OH base for 62%
• Calculates the OH amount for 64% by using this formula:
  o 64% times the OH base for 64%

8.4.5 What about s2s and the SF424 budget? Why are the calculated amounts for the OH blended year different between the Huron FP budget and the Huron SF424?

The Blended 62% and 64% OH Rate Tool is a spreadsheet with 2 tabs. Use the second tab to help understand what is happening with the SF424 calculations.

The Huron SF424 budget automatically generates 2 rows, one row for 62% and another row for 64%, with the OH base and OH calculated amount for each. However, the overall OH amt for the two rates summed together will most likely be different than the OH calculated amount displayed in the Princeton ERA budget for that period. That is because the SF424 is not rounding the results of this calculation, but the Huron FP budget is rounding this calculation to 2 places past the decimal:

\[
\frac{(# \text{ days in the budget period at 62\% times 62\%}) + (# \text{ days in the budget period at 64\% times 64\%})}{(# \text{ days at 62\%} + # \text{ days at 64\%})}
\]

Then it multiplies the result by the OH base. The effect is, when compared with the FP budget OH amount, the total calculated OH for that SF424 budget period will be off by a few dollars, which means the total amount for that SF424 budget period will also be off by a few dollars, and the grand total for the overall SF424 budget will also be off by a few dollars. This is within our tolerance.

Example:

\[
\frac{(91 \text{ days in the budget period at 62\% times 62\%}) + (274 \text{ days in the budget period at 64\% times 64\%})}{(91 \text{ days at 62\%} + 274 \text{ days at 64\%})}
\]

The above = 63.501369863014 (and on and on %, or 63.50% when rounded to 2 places past the decimal.

**FP budget:** 63.50% times $248,912 = $158,059  
**SF424 budget:** 63.501369863014 (and on and on %) times $248,912 = $158,062

This is a difference of $4.
As far as the OH base and calculated amount for each OH rate, while for this example above it appears that the SF424 is calculating:

\[
\text{# days in the budget period at 62\%} \quad \text{total number of days in the budget period}
\]

and

\[
\text{# days in the budget period at 64\%} \quad \text{total number of days in the budget period}
\]

and NOT rounding either, then multiplying each ratio by the overall base of $248,912 to calculate the OH base at each rate, then multiplying by 62\% and 64\% respectively, it is not always calculating that way for every SF424. We have asked Huron for their SF424 formulas.

9 Effort on the pending section of the current and pending (c+p) support report

In this section, any reference to “pre-10.5 upgrade” or “post-10.5 upgrade” refers to the 9/30/2023 version 10.5.2 upgrade.

Summary:

- Until a date TBD, for new FPs created from scratch or FPs created before the 9/30/2023 version 10.5.2 upgrade in editable states: 12 has to be selected as the Appointment in the Personnel Costs Definition SmartForm in order for the # of months to appear correctly on the pending section of the c+p.

The details:

- Since fall 2022, the pending section of the current and pending support report uses this formula for # person months:
  
  \[
  \text{Person Months} = \% \text{Effort} \times \text{Appointment on the personnel cost screen} \times \frac{\text{(End date + 1)-Start Date}}{365}
  \]

- That last part of the formula is essentially the “duration”, AKA (# months in the budget period / 12).

- After the 9/30/2023 version 10.5.2 upgrade until a date to be determined, the pending section of the current and pending support report will continue to use the formula above. This means that for new proposals and any pre-9/30/2023 version 10.5.2 upgrade proposals that go through a state transition to Pending Sponsor Review or Pending Sponsor Review Award Anticipated, the appointment has to be 12 months, otherwise the wrong number of person months will display on the pending section of the current and pending support report.

Formula: Until a date TBD, the pending section of the c+p will use this formula:

Person Months = % Effort x Appointment on the personnel cost screen x \([([\text{End date} + 1]-\text{Start Date})/365])\]

Examples:

1 month budgeted in a 12-month budget period (7/1/24 to 6/30/25):

% effort is 1/12 = 8.33%
8.33% x 12 x (365/365)
8.33% x 12 x 1 = 1 person month
1 month budgeted in a 3-month budget period (7/1/24 to 9/30/24):
% effort is 1/3 = 33.33%
33.33% x 12 x (91/365)
33.33% x 12 x 0.2493151 = 1 person month

1 month budgeted in an 18-month budget period (7/1/24 to 12/31/25):
% effort is 1/18 = 5.55%
5.55% x 12 x (548/365)
5.55% x 12 x 1.5013699 = 1 person month

10  Budget FAQ
10.1 How do I delete a budget?
You cannot delete a project budget, but you can remove it from being included in your funding proposal. Go to the Budget SmartForm – General Proposal Information Page. Change question 4 “Include in Consolidated Budgets?” to “No.” This budget will no longer be included in what is being submitted to the sponsor; it will not be included on the funding proposal Financials tab or Budget PDF. At least one budget on the funding proposal must be included in the budget totals; You will need to add a second budget and then do this step if you are removing your initial budget.
To delete a cost share budget or subaward budget, go to that budget workspace and then select the “Withdraw” activity. The budget status will be updated to “Archived” and it will no longer be associated with your proposal. Make sure you do not accidentally select “Withdraw Proposal” on the funding proposal workspace. This would withdraw the entire proposal, and a new one would need to be created.

10.2 How do I add another budget?
To add another project budget (funds being requested from the sponsor), go to the funding proposal workspace and execute the “Create Additional Budget” activity. This activity will prompt you for a budget name and the budget PI, and then you will be brought directly to the new budget SmartForm.
If you are adding multiple budgets, ensure the budget names make it clear what the different budgets include. For example, naming budgets “Jones Budget” and “Smith Budget” or “Off-Campus” and “On-Campus” and “Fabricated Equipment” will be helpful for you, your colleagues, your reviewer, and your ORPA Specialist. You can update the title on the General Budget Information page of the Budget SmartForm.
To add a cost sharing budget, go to the budget workspace and select the “Create Cost Share” button. You will be brought directly to the new cost share budget SmartForm. Remember to also complete the Create-Update Cost Share Commitment activity on the funding proposal workspace.
To add a subaward budget, go to the budget workspace and select the “Create Subaward” button. You will be brought directly to the new subaward budget SmartForm.
If the proposal has multiple budgets, ensure the subaward and cost share budgets are added to the correct budget.
10.3 What should I do if my budget includes multiple F&A Rates?

For example, certain items or subawards receive a different F&A Rate than most items.

If certain items receive different F&A rates, multiple project budgets should be created. Each project budget can have a different F&A Rate.

For example, if the sponsor has an F&A rate of TDC at 20% for all items, except for subawards which receive an F&A rate of TDC at 12%, create two budgets. One budget at TDC 20% will include personnel and general cost items. The other budget at TDC 12% will only include subawards.

See the above question for information on adding additional budgets.

10.4 How do I apply 3% inflation for Grad Students?

Inflation for personnel defaults to 4% within the system. When budgeting graduate students, their salaries typically need to be inflated at 3% as opposed to the defaulted 4%

If you are only including graduate students on this budget, go to the General Budget Information page on the budget SmartForm, and update question #7. Change the default rate from 4% to 3%. This will apply the 3% inflation rate to all personnel listed on the budget.

If you are budgeting more faculty than grad students in the budget, leave the default rate at 4% on the General Budget Information page. On the Personnel Cost Definition page, indicate that inflation should not be applied for each graduate student. After you have done this, the base salary field on the Personnel Costs page table will be editable for the grad student. Update the base salary for each out year to account for the 3% inflation by multiplying the previous period base salary by 1.03.

If you are budgeting more grad students than faculty in the budget, change the default rate to 3% on the General Budget Information page. On the Personnel Cost Definition page, indicate that inflation should not be applied for each faculty member. After you have done this, the base salary field on the Personnel Costs page table will be editable for the faculty. Update the base salary for each out year to account for the 4% inflation by multiplying the previous period base salary by 1.04.

If your budget period is not 12-months, please refer to the General Budgeting Questions – Inflation Question for additional details on budgeting inflation for periods greater or less than 12 months.

10.5 Why am I seeing a “Salary Overage” message on my budget workspace?

A message may appear on the budget workspace that says “This budget has a salary overage of $XX.XX. Use the Create Cost Share creator to properly capture these costs.” This message indicates that the system thinks a cost share budget should be created based on the budget information entered.

If you were not expecting to see this message, check the following items on your budget:

- Review each person budgeted to confirm that the Effort percentage and Salary Requested percentages used for each period are the same. Even if the percentages are just slightly different (including decimal rounding), the system will calculate cost share.
- If this is an NIH proposal, and the person’s salary exceeds the NIH salary cap, budget the person with a 12-month appointment type and use the NIH salary cap as the base salary. Do not apply inflation for that person.
- If this is an NIH proposal, and the person’s salary exceeds the NIH salary cap, and the budget periods are not 12 months, remove the salary cap from box 5 on the General Budget Information SmartForm. Do not apply inflation for that person. Non-12 month budget periods for NIH will create cost share if the salary cap is not removed.
If there is a difference between the Effort Percentage and Salary Requested due to sponsor or DFR requirements but this will not be tracked as cost sharing, it is ok to ignore this message. It will not stop you from submitting the proposal.

If this proposal includes financial cost share, a cost share budget should be created and the cost share commitment activity on the funding proposal workspace should be completed. For clarification on if a cost share budget is needed or not for your proposal, please reach out to your ORPA GCA.

10.6 Can I budget personnel salary as Total Direct Costs or Other, instead of using the Personnel Costs page? The sponsor does not require a detailed budget.

Even if the sponsor does not require a detailed budget, personnel should be budgeted at the detailed level within Princeton ERA. It is important to capture the proposed effort because proposed effort now appears in the pending section of the Current & Pending Support report.

10.7 How do I update the amount per period for my general cost types? I’m not budgeting the same amount for each period.

Different amounts can be budgeted for each period on the General Costs page. To do so, add the item on the General Cost Definition page and select “no” for the apply inflation question. Then when you navigate to the General Costs page, the amount field for each period will be editable.

10.8 Can I enter cents in Princeton ERA?

Princeton ERA will automatically round cents to the whole dollar. Please budget at the dollar level.

10.9 The rounding of my budget is off, and I need it to be an exact number. What should I do?

If the rounding of your budget is slightly “off” from the exact number you want it to be, it’s fine if it’s a dollar or even a few dollars off. But if you absolutely want the budget to be an exact figure, try the following:

If you have a budget item in which indirects is not charged, you can reduce or increase that item as needed.

If all items have indirects calculated on them, then changing a budget item by $1 may result it rounding in the other direction since with the indirect rate applied the change may really be $2 due to rounding (e.g. reducing the budget $1 would also reduce its FA 64 cents, which Princeton ERA rounds to $1).

If the rounding is slightly off and the indirect rate applies to all budget items, reduce a budget item by $1 per period. Then add the same budget item again on the General Cost Definition page for $1 but denote that indirects should not be calculated on the item. The budget item will be listed twice, and indirects will be calculated on it except for the $1. This should cause the budget to round as desired.

Do not use the “Other” budget item for this purpose; use one of the existing budget items.
11 Editing and viewing pre-upgrade proposals after the 9/30/2023 version 10.5 upgrade

11.1 Summary
Throughout this entire chapter, “pre-upgrade” refers to proposals created prior to the 9/30/2023 version 10.5.2 upgrade. “Post-upgrade” refers to proposals created after the 9/30/2023 version 10.5.2 upgrade.

Editing and viewing proposals after the upgrade that were created before the 9/30/23 upgrade

- If the FP used a 9-month salary and a percentage based on number of months in the appointment (not based on number of months in the budget period):
  - These values will be wrong:
    - The 9-month salary will display as “Annualized Salary”
    - The monthly salary will display as the 9-month salary/12
    - The person months will display as 0 or the wrong value
  - These values will be correct:
    - Salary cost
    - # of person months on the pending section of the c+p

How to correct wrong display values for proposals created before the 9/30/2023 upgrade

- Draft, "Department Review: Response Pending from PI", "Specialist Review: Pending Changes by PI" states, or recall "Department Review" or "Specialist Review":
  - Change the Effort Metric on the Budget Periods + Key Dates page to Months.
  - On the Edit Personnel page, Q3, change Appointment to 12 months. For Q4, answer yes to budget summer and academic months separately; answer no to budget by calendar months. Q5. Update Annualized Salary to monthly amount x 12.
  - On the Personnel Costs page, the cost will now also be incorrect. Keep going. Press Edit, then update the Person Months. Press save and the cost will update. % will update to be # PM budgeted/number months in Budget Period.
  - Pending Sponsor Review or Pending Sponsor Review Award Anticipated: Update the budget during JIT using above instructions.
  - Awarded, Not Funded, Not Submitted: These are terminal states and cannot be updated.

Proposals created before the 9/30/2023 upgrade that will display correctly after the 9/30/2023 upgrade

- NIH proposals where the researcher was budgeted with the NIH salary cap.
- Any non-12 month budget periods that used the Feb 2022 effort tool with 12-month salaries and % as a percentage of number of budget period months should display all values properly.

11.2 Warning message

NOTE: This proposal was created before the 10.5 upgrade and has not transitioned to the Pending Sponsor Review or Pending Sponsor Review Award Anticipated state since the upgrade. The values for months, percentage, annualized salary, and monthly rate may not be correct.

Any proposal budget that was created before the 9/30/2023 upgrade and has not transitioned to “Pending Sponsor Review” or “Pending Sponsor Review Award Anticipated” after the upgrade displays a warning message. The message appears at the bottom of the Personnel Costs SmartForm to indicate that the values displayed for person months, percentage, annualized salary, and monthly salary may be incorrect.
11.3 Scenario 1: NIH proposal where researcher was budgeted at or over the NIH Salary Cap displays correctly after the 9/30/2023 upgrade

- Any pre-10.5.2 FPs that were budgeted using 12-month salary values in the Base Salary field and % Sal Req based on budget period duration display in 10.5 correctly.
- Example 1: NIH proposal where the researcher was at or over the NIH salary cap
  - NIH salary cap is a 12-month value: $212,100.
  - 1 month was budgeted: $212,100/12 = $17,675
  - 1/12 = 8.3333%
  - All values display in Princeton ERA correctly.
### Scenario 1:
*pre-upgrade proposal post-upgrade*

**NIH proposal, person’s salary is at or over NIH salary cap**

Salary is correct
### Scenario 1: Pre-upgrade Proposal vs Post-upgrade

NIH proposal, person's salary is at or over NIH salary cap.

Annualized Salary and Monthly Rate are correct.
Scenario 1: pre-upgrade proposal post-upgrade

NIH proposal, person's salary is at or over NIH salary cap

Effort months and Sal Req months are correct.
11.4 Scenario 1: Effort on the pending section of c+p for NIH proposal where researcher was budgeted at or over the NIH Salary Cap is correct

Person months displays correctly on the pending section of the current and pending support report.

- Since fall 2022, the pending section of the current and pending support report uses this formula for # person months:
  - Person Months = \( \frac{\text{%Effort} \times \text{Appointment} \times (\text{End Date}+1)-(\text{Start Date})}{365} \)
  - \( \frac{(\text{End Date}+1)-(\text{Start Date})}{365} \) is essentially \( \frac{\text{# Months in Budget Period}}{12} \)
  - This ratio accounts for non-12-month budget periods
- Until a date to be determined, the pending section of the c+p will continue to use that formula.

1 month budgeted in a 12-month budget period (4/1/24 to 3/31/25):

- Where 12-month appointment was used and % effort was % of number of months in the appointment, not the budget period:
  - 8.3333% x 12-month appointment x (365/365)
  - 8.3333% x 12 x 1
  - 1/12 x 12
  - PM = 1

The person months displays correctly on the pending section of the current and pending support report.

11.5 Scenario 2: Budget periods that were less or more than 12 months that used the Feb 2022 Effort Tool display correctly after the upgrade

Example: Budget periods are 3-months and 18-months

- The person has a 9-month appt. Their 9-month salary is $90K. One month is budgeted. $10K.
- The salary had to be annualized: $10K x 12 = $120K
- % is a % of the # months in the budget period, not the number of months in the appointment.
  - 1/3 = 33.3333%
  - 1/18 = 5.5555%

All values display in Princeton ERA correctly.
**Scenario 2:**

**pre-upgrade proposal post-upgrade**

Budget periods that were less or more than 12 months that used the Feb 2022 Effort Tool

Appointment is 12 months

Monthly salary x 12 entered in Annualized Salary box.
### Personnel Costs

#### Budget Summary

<table>
<thead>
<tr>
<th>Period</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Budget Totals</th>
</tr>
</thead>
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<td>Start</td>
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<td>10/1/2024</td>
<td>Period 2</td>
</tr>
<tr>
<td>End</td>
<td>9/30/2024</td>
<td>3/31/2026</td>
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</tr>
<tr>
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<td>18.00</td>
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#### Personnel Costs

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<tr>
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<th></th>
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<tbody>
<tr>
<td>Start</td>
<td>7/1/2024</td>
<td>10/1/2024</td>
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<tr>
<td>Duration</td>
<td>3.00</td>
<td>18.00</td>
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</tr>
<tr>
<td>Effort</td>
<td>33.33%</td>
<td>5.655%</td>
<td></td>
</tr>
<tr>
<td>Sal Req.</td>
<td>33.33%</td>
<td>5.655%</td>
<td></td>
</tr>
<tr>
<td>FB Rate</td>
<td>37.3%</td>
<td>37.3%</td>
<td></td>
</tr>
<tr>
<td>Person</td>
<td>Michael Snyder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Role</td>
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<td>Person Sorted</td>
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<tr>
<td>Personnel Cost Total</td>
<td>$13,730.00</td>
<td>$13,730.00</td>
<td></td>
</tr>
</tbody>
</table>

#### Notes

1. Personnel costs notes:
11.6 Scenario 2: Effort on the pending section of c+p for Budget periods that were less or more than 12 months that used the Feb 2022 Effort Tool is correct

Person months display correctly on the pending section of the current and pending support report.

- Since fall 2022, the pending section of the current and pending support report uses this formula for # person months:
  - \( \text{Person Months} = \% \text{Effort} \times \text{Appointment} \times \frac{(\text{End Date} + 1) - (\text{Start Date})}{365} \)
  - \( \frac{(\text{End Date} + 1) - (\text{Start Date})}{365} \) is essentially \# Months in Budget Period / 12
- Until a date to be determined, the pending section of the c+p will continue to use that formula

1 month budgeted in a 3-month budget period (4/1/24 to 6/30/24):
- 33.33% x 12-month appointment x (91/365)
- 33.33% x 12 x 0.2493151
- 1/3 x 12 x 1/4
- 1/12 x 12 = 1 person month

1 month budgeted in an 18-month budget period (4/1/24 to 9/30/25):
- 5.55% x 12-month appointment x (548/365)
- 5.55% x 12 x 1.5013699
- 1/18 x 12 x 18/12 = 1 person month

Person months display correctly on the pending section of the current and pending support report.

11.7 Scenario 3: Budget periods that are 12 months long and budgeted with salaries that were not 12-month values display the correct cost, but other values are displayed incorrectly

Scenario with 12-month budget periods and 9-month appt type

- Scenario: Each budget period was 12 months. A 9-month salary was entered in the base salary box. 1 month was budgeted as a percentage of the number of months in the appointment, so 1/9 or 11.11%.
  - The 9-month salary will now display as the "annualized salary", which is wrong
  - The monthly salary will display as the “annualized salary” divided by 12 instead of by 9, so the monthly salary will be wrong.
  - The person months will display as 0 until anyone navigates to the Budget Period and Key Dates page. Viewing that page will populate the person month values on the personnel budget, but the months will be wrong, because it uses this formula:
    - Person months = \%sal req x the number of months in the budget period (not the number of months in the appointment)
    - Person months = 11.11% x 12 = 1.3333 months (which is wrong, it should be 1 month)
  - However, the cost will still be correct because Huron uses this formula:
    - Cost = \% sal req x salary x (# months in budget period/12) which is really:
    - Cost = 1/9 x (9 * monthly salary) x (12/12)
    - Cost = 1 month salary
• If the proposal is in an editable state (e.g., Draft, "Department Review: Response Pending from PI", "Specialist Review: Pending Changes by PI" states, or recall "Department Review" or "Specialist Review"), update the values and submit into routing.
• If the proposal is in a non-editable and non-terminal state, such as "Pending Sponsor Review" or "Pending Sponsor Review Award Anticipated", the values can be manually adjusted during JIT before the proposal is awarded.
• If the proposal is in a terminal state, such as Awarded, Not Funded, or Not Submitted, the values will always display incorrectly.

How it looks in Princeton ERA:
### Personnel Costs

#### Budget Summary

<table>
<thead>
<tr>
<th>Period</th>
<th>Period 1</th>
<th>Period 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>9/1/2024</td>
<td>9/1/2025</td>
</tr>
<tr>
<td>End</td>
<td>8/31/2025</td>
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<tr>
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<table>
<thead>
<tr>
<th>Personnel</th>
<th>Period 1</th>
<th>Period 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
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<td>$13,730.00</td>
</tr>
<tr>
<td>Direct</td>
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<td>$13,730.00</td>
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<tr>
<td>Indirect</td>
<td>$8,787.00</td>
<td>$8,787.00</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$22,517.00</td>
<td>$22,517.00</td>
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#### Personnel Costs

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<th>Salary</th>
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<tbody>
<tr>
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</tbody>
</table>

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1. Personnel costs notes:
### Personnel Costs

#### Budget Summary

<table>
<thead>
<tr>
<th>Period</th>
<th>Period 1</th>
<th>Period 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>9/1/2024</td>
<td>9/1/2025</td>
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<tr>
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<tr>
<td>Grand Total</td>
<td>$22,517.00</td>
<td>$22,517.00</td>
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#### Personnel Costs

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<th>Person: Michael Snyder (test1)</th>
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</table>

#### 1. Personnel costs notes:

**Scenario 3:**

*pre-upgrade proposal post-upgrade*

**Budget periods that are 12 months long and budgeted with salaries that were not 12-month values.**

The Annualized Salary and the Monthly Rate are incorrect.
### Personnel Costs

#### Budget Summary

<table>
<thead>
<tr>
<th>Period</th>
<th>Period 1</th>
<th>Period 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>9/1/2024</td>
<td>9/1/2025</td>
</tr>
<tr>
<td>End</td>
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</table>

#### Personnel Costs

<table>
<thead>
<tr>
<th>Person: Michael Snyder (lcsipi)</th>
<th>Role: PI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effort Mos.</td>
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</tr>
<tr>
<td>Sal Req Mos.</td>
<td>1.3333</td>
</tr>
<tr>
<td>EffORTs</td>
<td>11.1111%</td>
</tr>
<tr>
<td>Sal ReqR</td>
<td>11.1111%</td>
</tr>
<tr>
<td>FB Rate</td>
<td>37.3%</td>
</tr>
<tr>
<td>Annualized Sal.</td>
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<tr>
<td>Monthly Rate</td>
<td>$7,500.00</td>
</tr>
</tbody>
</table>

| Salary Cost Total              | $10,000.00 | $10,000.00 |
| Benefits Cost Total            | $5,730.00  | $5,730.00  |
| Personnel Cost Total           | $15,730.00 | $15,730.00 |

1. Personnel costs notes:

---

**Scenario 3:** pre-upgrade proposal post-upgrade

**Budget periods that are 12 months long and budgeted with salaries that were not 12-month values.**

The Effort months and Sal Req months are incorrect.
### 11.8 Calculations and formulas

#### 11.8.1 Cost

Why is the cost calculated correctly but the other values are not calculated correctly?

<table>
<thead>
<tr>
<th>Pre-Upgrade Formula</th>
<th>Post-Upgrade Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>%Sal Req x Base Salary x (# months in budget period/12)</td>
<td>%Sal Req x Annualized Salary x (# months in budget period /12)</td>
</tr>
<tr>
<td>11.11% x $90K x (12/12)</td>
<td>11.11% x $90K x (12/12)</td>
</tr>
<tr>
<td>11.11% x $90K = $10K</td>
<td>11.11% x $90K = $10K</td>
</tr>
</tbody>
</table>

#### 11.8.2 Salary

The Base Salary is not labeled as Annualized Salary, because Huron was expecting 12-month values to be in this box.

<table>
<thead>
<tr>
<th>Pre-Upgrade Label</th>
<th>Pre-Upgrade Amount</th>
<th>Post-Upgrade Label</th>
<th>Post-Upgrade Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Salary</td>
<td>$90,000</td>
<td>Annualized Salary</td>
<td>$90,000</td>
</tr>
</tbody>
</table>

|                      | Monthly Rate       |                      | $7,500             |
|                      | (Annualized Salary/12) |                      |                    |

#### 11.8.3 Person Months

Why are person months displayed incorrectly? Huron is using this calculation:

<table>
<thead>
<tr>
<th>Pre-Upgrade Formula</th>
<th>Post-Upgrade Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Sal Req x Appointment</td>
<td>%Sal Req x # months in Budget Period</td>
</tr>
<tr>
<td>11.11% x 9 months = 1 PM</td>
<td>11.11% x 12 months = 1.33 PM</td>
</tr>
</tbody>
</table>

#### 11.8.4 S2S

What about the mapping of salary from Huron to the SF424?

<table>
<thead>
<tr>
<th></th>
<th>Huron Salary</th>
<th>SF424 Base Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-upgrade</td>
<td>Base Salary: $90K</td>
<td>Base Salary: $90K</td>
</tr>
<tr>
<td>Post-upgrade</td>
<td>Annualized Salary: $120K</td>
<td>Base Salary: $120K</td>
</tr>
</tbody>
</table>

- Because upgraded Huron maps Annualized Salary to SF424 Base Salary, you will have to manually correct the Base Salary on the SF424 if the person has a non-12-month base salary.
• For NIH proposals budgeted at or over the NIH cap, the NIH salary cap will map to the SF424 base salary, and no changes need to be made.

11.9 Scenario 3: Effort on the pending section of c+p for Budget periods that are 12 months long and budgeted with salaries that were not 12-month values is correct

The number of person months for effort displays correctly on the pending section of the current and pending support report.

Since Fall 2022, the pending section of the current and pending support report uses this formula for # person months:

\[ \text{Person Months} = \% \text{Effort} \times \text{Appointment} \times \frac{(\text{End Date}+1)-\text{(Start Date)}}{365} \]

Until a date to be determined, the pending section of the c+p will continue to use that formula.

Formula:

- \( \% \text{Effort} \times \text{Appointment} \times \frac{(\text{End Date}+1)-\text{(Start Date)}}{365} \)

1 month budgeted in a 12-month budget period (4/1/24 to 3/31/25):

Where 9-month appt was used and \% effort was \% of appointment, not the budget period:

- 11.1111\% x 9-month appointment x (365/365)
- 11.1111\% x 9 x 1
- 1/9 x 9
- PM = 1

The number of person months for effort displays correctly on the pending section of the current and pending support report.

11.10 How to correct wrong display values in Princeton ERA

- Proposals in the “Draft”, “Department Review: Response Pending from PI”, “Specialist Review: Pending Changes by PI” states, or recall “Department Review” or “Specialist Review” states:
  - Change the Effort Metric on the Budget Periods + Key Dates page to Months.
  - On the Edit Personnel page, Q3, change Appointment to 12 months. For Q4, answer yes to budget summer and academic months separately; answer no to budget by calendar months. Q5. Update Annualized Salary to monthly amount x 12.
  - On the Personnel Costs page, the cost will now also be incorrect. Keep going. Press Edit, then update the Person Months. Press save and the cost will update. % will update to be # PM budgeted/number months in Budget Period.
  - Submit into routing.
- Proposals in the “Pending Sponsor Review” or “Pending Sponsor Review Award Anticipated” states: Update the budget during JIT using above instructions.
- Proposals in the “Awarded”, “Not Funded”, “Not Submitted” states: These are terminal states; therefore the proposal cannot be updated.
This proposal was created before the 9/30/2023 upgrade.

The effort that was entered before the upgrade, 1/9 = 11.1111% still displays. The calculated cost of $10K is still correct. However, the months, annualized salary, and monthly rate are incorrect.
4. Date project ends:
8/31/2027

5. Project length (years):
3

6. * Effort metric:
   - Months
   - Percentage
   - Clear

7. * Modular budget?
   - Yes
   - No
   - Clear

One way to correct this is to navigate to the Budget Periods and Key Dates page and change the "Effort Metric" to "Months".

8. Budget periods:
   - Period Number | Name | Duration (Months) | Start Date | End Date
   - 1             | Period 1 | 12.00          | 9/1/2024   | 8/31/2025
   - 2             | Period 2 | 12.00          | 9/1/2025   | 8/31/2026
   - 3             | Period 3 | 12.00          | 9/1/2026   | 8/31/2027

Navigate to the Personnel Cost Definition
Change Appointment to 12 months.
Make a selection about budgeting summer and academic separately or not.
Change Annualized salary to 12 month value (monthly salary times 12)
Choosing yes means the summer and academic months will map to the appropriate months columns on the SF424 detailed budget.
### Personnel Costs

#### Budget Summary

<table>
<thead>
<tr>
<th>Period</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>9/1/2024</td>
<td>9/1/2025</td>
<td>9/1/2026</td>
</tr>
<tr>
<td>End</td>
<td>8/31/2025</td>
<td>8/31/2026</td>
<td>8/31/2027</td>
</tr>
<tr>
<td>Duration</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
</tr>
<tr>
<td>Person Total</td>
<td>$13,730.00</td>
<td>$13,730.00</td>
<td>$13,730.00</td>
</tr>
<tr>
<td>Direct Total</td>
<td>$13,730.00</td>
<td>$13,730.00</td>
<td>$13,730.00</td>
</tr>
<tr>
<td>Indirect Total</td>
<td>$8,787.00</td>
<td>$8,787.00</td>
<td>$8,787.00</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$22,517.00</td>
<td>$22,517.00</td>
<td>$22,517.00</td>
</tr>
</tbody>
</table>

**Personnel Costs**

<table>
<thead>
<tr>
<th>Person</th>
<th>Michael Snyder (test1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role</td>
<td>PDPI</td>
</tr>
<tr>
<td>Effort Mos.</td>
<td>1</td>
</tr>
<tr>
<td>Sal Req Mos.</td>
<td>1</td>
</tr>
<tr>
<td>Effort%</td>
<td>8.3333%</td>
</tr>
<tr>
<td>Sal Req%</td>
<td>8.3333%</td>
</tr>
<tr>
<td>FB Rate</td>
<td>37.3%</td>
</tr>
<tr>
<td>Annualized Sal.</td>
<td>$120,000.00</td>
</tr>
<tr>
<td>Monthly Rate</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Salary Cost Total</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Benefits Cost Total</td>
<td>$3,730.00</td>
</tr>
<tr>
<td>Personnel Cost Total</td>
<td>$13,730.00</td>
</tr>
</tbody>
</table>

1. Personnel costs notes:

---

**Values after clicking Show Effort.** The % is the number of months budgeted divided by the number of months in the budget period.

**Change the values for Effort Months and Sal Req Months and press save. The costs will not recalculate until save is pressed.**
11.11 Duration for non-whole months in proposals in editable states

If an FP was created prior to the 9/30/2023 upgrade version 10.5.2 and has non-whole month budget periods:

- Duration (length of the budget period) was rounded up or down, and sometimes not in the expected direction, for proposals created before the 9/30/2023 upgrade.
- After the 9/30/2023 upgrade, the duration displays as the original rounded duration.
- The cost calculation uses the original rounded duration.
- If you navigate to the Budget Period and Key Dates page and press save without changing any values, the original rounded duration is still displayed and still used in cost calculations.
- If a person navigates to the Budget Period and Key Dates page and changes budget dates and saves, the software will recalculate the durations to 2 places past the decimal. This means personnel costs will be somewhat different because the cost calculation is not using a rounded duration like it used to, but is actually using duration to all places past the decimal, even though it only displays 2 past the decimal.
- If a person navigates to the Budget Period and Key Dates page, changes budget dates and saves, then changes the dates back to what they previously were, the software will recalculate the durations and display 2 places past the decimal, but it will use all places past the decimal in the cost calculation. This means personnel costs will be somewhat different because the cost calculation includes the non-rounded duration.
- If you’re trying to budget a specific dollar amount, this method will work for all scenarios including non-whole month budget periods:
  - On the Budget Period and Key Dates page, select budgeting by months.
  - On the Personnel Costs Definition screen, enter the person’s annualized salary in the annualized salary box (their monthly salary times 12)
  - Take the amount you want to budget, divide by the person’s salary, then enter that value in the person months box in the Personnel Costs screen.
### Personnel Costs

<table>
<thead>
<tr>
<th>Person</th>
<th>Person: Staff Member To Be Determined</th>
<th>Rate: Post Doctoral</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Effort: 70%</td>
<td>Effort: 70%</td>
</tr>
<tr>
<td></td>
<td>Sal Req.: 81,000.00</td>
<td>Sal Req.: $81,000.00</td>
</tr>
<tr>
<td></td>
<td>Base: $81,000.00</td>
<td>Base: $81,000.00</td>
</tr>
<tr>
<td></td>
<td>Salary: $56,700.00</td>
<td>Salary: $56,700.00</td>
</tr>
<tr>
<td></td>
<td>Benefits: $30,412.00</td>
<td>Benefits: $30,412.00</td>
</tr>
<tr>
<td></td>
<td>Total: $117,112.00</td>
<td>Total: $117,112.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Person</th>
<th>Person: Staff Member To Be Determined</th>
<th>Rate: Graduate Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Effort: 70%</td>
<td>Effort: 70%</td>
</tr>
<tr>
<td></td>
<td>Sal Req.: 50,778.00</td>
<td>Sal Req.: $50,778.00</td>
</tr>
<tr>
<td></td>
<td>Base: $50,778.00</td>
<td>Base: $50,778.00</td>
</tr>
<tr>
<td></td>
<td>Salary: $39,687.00</td>
<td>Salary: $39,687.00</td>
</tr>
<tr>
<td></td>
<td>Benefits: $8,000.00</td>
<td>Benefits: $8,000.00</td>
</tr>
<tr>
<td></td>
<td>Total: $47,687.00</td>
<td>Total: $47,687.00</td>
</tr>
</tbody>
</table>

### General Proposal Information

- **Personnel**
- **Submission Information**

### Budget Periods and Key Dates

- **Compliance Review**
- **Additional Proposal Information**
- **Completion Instructions**

### Date project starts:
- 11/6/2024

### Date project ends:
- 8/4/2026

### Project length (years):
- 1.7

### * Effort metric:
- **Clear**: O (Months) 70%
- O (Percentage) 70%

### * Modular budget?
- **Clear**: Yes

### Budget periods:

<table>
<thead>
<tr>
<th>Period Number</th>
<th>Name</th>
<th>Duration (Months)</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Period 1</td>
<td>12.00</td>
<td>11/6/2024</td>
<td>11/5/2025</td>
</tr>
<tr>
<td>2</td>
<td>Period 2</td>
<td>8.97</td>
<td>11/6/2025</td>
<td>8/4/2026</td>
</tr>
</tbody>
</table>

**post-upgrade**: If the budget period dates are changed after the upgrade, the duration will recalculate and the duration will not be rounded to a whole number.

**post-upgrade**: Rounded duration is used, costs are the same.
## Personnel Costs

<table>
<thead>
<tr>
<th>Person</th>
<th>Role</th>
<th>Effort</th>
<th>St. Bkg.</th>
<th>PB Rate</th>
<th>Base</th>
<th>Salary</th>
<th>Benefits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>5.556%</td>
<td>5.556%</td>
<td>36%</td>
<td>$133,968</td>
<td>$7,427</td>
<td>$2,781</td>
<td>$10,701</td>
</tr>
<tr>
<td></td>
<td></td>
<td>70%</td>
<td>70%</td>
<td>36%</td>
<td>$81,006</td>
<td>$56,708</td>
<td>$20,412</td>
<td>$157,120</td>
</tr>
<tr>
<td></td>
<td></td>
<td>70%</td>
<td>70%</td>
<td>36%</td>
<td>$50,778</td>
<td>$39,007</td>
<td>$8,907</td>
<td>$87,557</td>
</tr>
</tbody>
</table>

**Salary Cost Total:** $103,734.00
**Benefits Cost Total:** $23,088.00
**Personnel Cost Total:** $126,820.00

1. **Personnel costs notes:**

### Budget Summary

#### Period 1
- **Start:** 11/6/2024
- **End:** 11/6/2025
- **Duration:** 365.00

#### Period 2
- **Start:** 11/6/2025
- **End:** 11/6/2026
- **Duration:** 365.00

#### Budget Totals
- **Personnel Total:** $126,820.00
- **Direct Total:** $131,704.00
- **Indirect Total:** $52,574.00
- **Grand Total:** $184,285.00

### Personel Costs

<table>
<thead>
<tr>
<th>Person</th>
<th>Role</th>
<th>Effort</th>
<th>St. Bkg.</th>
<th>PB Rate</th>
<th>Base</th>
<th>Salary</th>
<th>Benefits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>5.556%</td>
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<td>$7,427</td>
<td>$2,781</td>
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</tr>
<tr>
<td></td>
<td></td>
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<td>70%</td>
<td>36%</td>
<td>$81,006</td>
<td>$56,708</td>
<td>$20,412</td>
<td>$157,120</td>
</tr>
<tr>
<td></td>
<td></td>
<td>70%</td>
<td>70%</td>
<td>36%</td>
<td>$50,778</td>
<td>$39,007</td>
<td>$8,907</td>
<td>$87,557</td>
</tr>
</tbody>
</table>

**Salary Cost Total:** $103,734.00
**Benefits Cost Total:** $23,088.00
**Personnel Cost Total:** $126,820.00

#### Post-upgrade

Because duration is part of the cost calculation, the costs will in turn change in this scenario, but the % or PM can be updated to update the costs.

pre-upgrade values
11.12 Summary table of the nitty gritty:

**Effort Metric is % Sal Req**
A pre-10.5 FP will display in 10.5 using the 10.5 calculations.

**Pre-10.5 Salary Calculations:**
Salary Cost = %Sal Req x Base Salary x (Duration/12)
Duration is the number of months in the budget period.

Pre-10.5, user entered:
- %Sal Req:
  - Non-NIH, 12-month budget period: % of appt type
  - NIH, researcher at or over the NIH Salary Cap: % of 12-months (Because NIH Salary Cap is a 12-month value)
  - Non-12-month budget period (as of Feb 2022): % of # of months in budget period
- Base Salary:
  - Non-NIH, 12-month budget period: 9-month base salary
  - NIH, researcher at or over the NIH Salary Cap: NIH Salary Cap (12-month value)
  - Non-12-month budget period (as of Feb 2022): Annualized Salary value (monthly salary x 12)
- Appointment
  - Non-NIH, 12-month budget period: 9-month
  - NIH, researcher at or over NIH Salary cap: 12 months
  - Non-12-month budget period: 12 months

10.5 Salary Calculations:
Salary Cost = %Sal Req x Annualized Salary x (Duration/12)
Salary Cost = (PM/Duration) x Annualized Salary x (Duration/12)

---

### Example: 12-month budget period (non-NIH):
- Budget period is 12 months.
- Person has 9-month appt type
- A person’s 9-month salary is $90K.
- User wants to budget 1 month.

**Pre-10.5 User Entered in Huron FP Budget:**
Pre-10.5, user entered % Sal Req as % of appt type (not duration)
- User entered: 1/9 = 11.11% instead of 1/12 = 8.33%

Pre-10.5, user entered 9-month base salary of $90K instead of annualized salary of $120K.

### Example: Less than 12-month budget period:
- Budget period is 3 months.
- Person has 9-month appt type
- A person’s 9-month salary is $90K.
- User wants to budget 1 month.

**Pre-10.5 User Entered in Huron FP Budget (after Feb 2022):**
User calculated % Sal Req as % of duration (not appt type)
- %Sal Req = PM/duration
- %Sal Req = 1/3 = 33.33%

Pre-10.5, user had to calculate annualized salary for non-12-month budget periods:
- $90k/9 = $10K
- $10K x 12 = $120K

Pre-10.5, user entered in Huron:
- % Sal Req = 33.33%
- Annualized Salary = $120K

### Example: More than 12-month budget period:
- Budget period is 18 months.
- Person has 9-month appt type
- A person’s 9-month salary is $90K.
- User wants to budget 1 month.

**Pre-10.5 User Entered in Huron FP Budget (after Feb 2022):**
User calculated % Sal Req as % of duration (not appt type)
- %Sal Req = PM/duration
- %Sal Req = 1/18 = 5.55%

Pre-10.5, user had to calculate annualized salary for non-12-month budget periods:
- $90k/9 = $10K
- $10K x 12 = $120K

Pre-10.5, user entered in Huron:
- % Sal Req = 5.55%
- Annualized Salary = $120K
Pre-10.5, Huron calculated + displayed
Duration = 12 months (only on BPKD page)

Pre-10.5, the salary cost calculation was:
- \% sal req x base salary x (duration/12)
- 11.11\% x $90K x 12/12
- 11.11\% x $90K x 1
- Salary cost = $10K

Pre-10.5, PM and monthly salary were not displayed in the FP budget.

Pre-10.5 SF424
- Pre-10.5, PM only appeared on the SF424, and the calculation was:
  - \% sal req x appt type
  - 11.11\% x 9-month appt type
  - SF424 PM = 1
  - Pre-10.5, the base salary field maps to the SF424 Base Salary as $90K.

This pre-10.5 FP displays in post-10.5 Huron budget as:
- Duration = 12.00 months (correct)
- Annualized Salary = $90K (incorrect)
- Monthly Salary: $90K/12 = $7,500 (incorrect)
- PM on FP budget = 11.11\% x 12 = 1.33 PM (incorrect)
  - Initially, PM will be 0, but after anyone views the BPKD page, Huron will populate the PM value, regardless of pre-10.5 FP state.
- Salary Cost = 11.11\% x $90K x (12/12) = $10K (correct)

Pre-10.5, Huron calculated + displayed
Duration = 3 months (only on BPKD page)

Pre-10.5, the salary cost calculation was:
- Salary Cost = 33.33\% x $120K x (3/12) = $10K

Pre-10.5, PM and monthly salary were not displayed in the FP budget.

Pre-10.5 SF424
- Pre-10.5, PM only appeared on the SF424, and the calculation was:
  - \% sal req x appt type
  - 33.33\% x 12-month appt type (since annualized salaries had to be used for 12-month appt types)
  - SF424 PM = 4 (wrong, you had to manually update the PM value on the SF424)
  - Pre-10.5, the base salary field maps to the SF424 Base Salary as $120K. (wrong, you had to update to 9-month value, if not NIH at or over NIH Salary cap)

This pre-10.5 FP displays in post-10.5 Huron budget as:
- Duration = 3.00 months (correct)
- Annualized Salary = $120K (correct)
- Monthly Salary: $120K/12 = $10K (correct)
- PM on FP budget = 33.33\% x 3 = 1 PM (correct)
  - Initially, PM will be 0, but after anyone views the BPKD page, Huron will populate the PM value, regardless of pre-10.5 FP state.
- Salary Cost = 33.33\% x $120K x (3/12) = $10K (correct)

Pre-10.5, Huron calculated + displayed
Duration = 18 months (only on BPKD page)

Pre-10.5, the salary cost calculation was:
- Salary Cost = 5.55\% x $120K x (5/12) = $10K

Pre-10.5, PM and monthly salary were not displayed in the FP budget.

Pre-10.5 SF424
- Pre-10.5, PM only appeared on the SF424, and the calculation was:
  - \% sal req x appt type
  - 5.55\% x 12-month appt type (since annualized salaries had to be used for 12-month appt types)
  - SF424 PM = 0.66 (wrong, you had to manually update the PM value on the SF424)
  - Pre-10.5, the base salary field maps to the SF424 Base Salary as $120K. (wrong, you had to update to 9-month value, if not NIH at or over NIH Salary cap)

This pre-10.5 FP displays in post-10.5 Huron budget as:
- Duration = 18.00 months (correct)
- Annualized Salary = $120K (correct)
- Monthly Salary: $120K/12 = $10K (correct)
- PM on FP budget = 5.55\% x 18 = 1 PM (correct)
  - Initially, PM will be 0, but after anyone views the BPKD page, Huron will populate the PM value, regardless of pre-10.5 FP state.
- Salary Cost = 5.55\% x $120K x (18/12) = $10K (correct)
Pre-10.5 SF424 displayed in post-10.5 SF424:
If the SF424 is in the Valid for Submission or later state and is not reopened for edit and synced to the FP, then the SF424 will be locked down with the pre-10.5 values:
- PM = 1 month
- Base Salary = $90K

If the SF424 is in the pre-submission state before the upgrade, or reopened for edit after the upgrade, and the “create/update SF424” activity is executed with the detailed budget form selected:
- PM = 1.33 (incorrect)
- Base Salary = $120K (incorrect)
  - NIH FPs use the NIH Salary Cap (a 12-month value) in the Annualized Salary field, which in turn maps to the SF424 base salary field, so the SF424 Base Salary does not need to be updated for NIH FPs at or over the NIH Salary Cap
  - For any other scenario, you will have to manually correct the SF424 Base Salary to $90K.

Effort in the pending section of the c+p

1 month budgeted in a 12-month budget period (4/1/24 to 3/31/25):
Where 9-month appt was used and % effort was % of appointment, not the budget period:
- 11.1111% x 9-month x \([(3/31/25 + 1)-4/1/24) / 365]\)
- 11.1111% x 9 x (365/365)
- 11.1111% x 9 x 1
- 1/9 x 9
- PM = 1

Effort in the pending section of the c+p

1 month budgeted in a 3-month budget period (4/1/24 to 6/30/24):
- 1/3 x 12 x \[((6/30/24 + 1) -4/1/24) / 365]\)
- 33.33% x 12 x (91/365)
- 33.33% x 12 x 0.2493151
- 1/3 x 12 x 1/4
- 1/12 x 12

Effort in the pending section of the c+p

1 month budgeted in an 18-month budget period (4/1/24 to 9/30/25):
- 1/18 x 12 x \[((9/30/25 + 1) -4/1/24) / 365]\)
- 5.55% x 12 x (548/365)
- 5.55% x 12 x 1.5013699
- 1/18 x 12 x 18/12
- PM = 1
11.13 What if you try to budget the pre-10.5 way in 10.5?
It will not calculate all values correctly if a non-12 month salary is entered in the Annualized Salary box, and if % is entered as % of number of months in the appointment instead of % of number of months in the budget period.

Effort Metric is % Sal Req
Salary Cost = %Sal Req x Annualized Salary x (Duration/12)

User has to enter in Huron:
- %Sal Req
- Annualized Salary

Huron will calculate and display:
- Duration
- PM
- Monthly salary
- Salary Cost

Example: 12-month budget period:
- Person has 9-month appt type
- A person’s 9-month salary is $90K.
- User wants to budget 1 month
- Budget period is 12 months

User calculates % Sal Req
- %Sal Req = PM/duration
- User should calculate:
  - %Sal Req = PM/duration
  - %Sal Req = 1/12 = 8.33%
- Instead, user calculates:
  - %Sal Req = PM/appt type (wrong!)
  - %Sal Req = 1/9 = 11.11% (wrong!)

User should calculate annualized salary:
- User should calculate:
  - $90k/9 = $10K
  - $10K x 12 = $120K
- Instead, user enters 9-month salary of $90k (wrong!)

User enters in Huron:
- % Sal Req = 11.11%
- Annualized Salary = $90K

Huron calculates and displays:
- Duration = 12.00 months
- PM = 11.11% x 12 = 1.33 PM (wrong)
- Monthly Salary: $90K/12 = $7,500 (wrong)
- Salary Cost = 11.11% x $90K x (12/12) = $10K (correct)