**Step 1: Navigate to the Budget**
A budget is automatically created for each proposal. Navigate to the budget on the Budget tab of the funding proposal. Click Edit Budget to open the SmartForm.

**Step 2: Enter General Budget Information**
Complete the General Budget Information page. Select the F&A base and rate. Determine how inflation will be applied. For budgets that will be submitted to the sponsor, confirm Include in Consolidated Budgets is marked Yes.

**Step 3: Budget Personnel Costs**
Add all Princeton personnel that will be included in the budget on the Personnel Cost Definition SmartForm page. Select their role, appointment type, and salary. Appointments are typically 9 months for faculty and 12 months for non-faculty.

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

**Step 4: Budget General Costs**
Add all non-personnel costs as general cost types on the General Cost Definition page. Set the first period amount and select if inflation should be applied. If it is not applied, the amount per period will be editable so you can have differing amounts per period.

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

**Step 5: Upload Budget Attachments**
Upload the budget justification. If this is an S2S submission the budget justification may be uploaded directly to the SF424 instead. Upload ancillary budget documents required by the sponsor, such as the F&A rate agreement or vendor quotes.

**Step 6: Review Budget and Add Additional Budgets**
Review a summary of your budget on the Financials tab. If needed, add additional project budgets from the funding proposal workspace. Add cost share budgets or subaward budgets to an existing project budget from the budget workspace.

Need help? Email erasupport@princeton.edu