Budget Template Tips

* Pull the budget template from the SPS website so that you have the most up to date version
* Name spreadsheets using grant number and PI (EX: 10000791 – Bagchi)
* Enter whole numbers in the budget lines
* If you’re entering the budget correctly the F&A should come out right.  If it’s off by more than $1-$2 you’ve probably entered something wrong.  You shouldn’t have to overwrite the formula to get it to come out correctly.
* If you have multiple F&A rates, enter the distribution in more than one sponsored program
* Participant Support should always be in its own Sponsored Program.  Same for each Subcontract.
* Sponsored Program Titles are limited to 30 Characters/Spaces.  If you’d like it to be something specific, that needs to be in line 14
* If you have Grad Salary you must also have Fringe benefits and fee remits.
* Budget amount equals sponsor approved budget amount
  + If incrementally funded budget would be for that amount