Using the Summary Personnel Budget

Budget personnel can be entered in one of two ways 1) in detail by person or 2) as summary line items. You must choose one approach for each proposal; they cannot be combined.

To enter personnel as a summary line item, you go to the Personnel Detail on the Personnel Tab in the Budget.

Under the Personnel Detail panel, you choose “Summary” from the drop-down list under the Person field, choose the correct Cost Element under the Object Code Name field, and click “Add” under the Action field.
After you click “Add”, a line is created for that Cost Element (in this case Faculty Salary). You enter the total salary dollars for that budget period in the “Requested Salary” field. When you click “Calculate”, the system will calculate fringe.

You can expand the salary details to enter additional information: the number of people in that Cost Element, any cost sharing dollars, choose whether to apply inflation, choose whether to submit cost sharing to the sponsor for that line item.

You can create multiple Personnel Summary Line Items for different types of personnel (Faculty, Postdocs, Other Professional, etc.).
On the Summary Tab in the budget, your personnel summary line items will appear by cost element under both salary and fringe.