How to manage inflation: Personnel Costs

Inflation is managed under Details and Rates for each personnel <u>category</u>.

For example, if you have two project personnel in the Faculty Salary category, and you unclick "Apply Inflation", that change will apply to both project personnel in that category.

- In the budget module, navigate to Personnel Costs > Assign Personnel to Periods

- Check that you are on the Period 1 tab.

- Assign Personnel according to standard procedures

- To the right of the budget category, click the link, "Details and Rates".

Period 1

					Period			
Person	Start	End	Effort	Charged	Type	Requested Salary	Calculated Fringe	Actions
Faculty Salary								Details & Rates

(buttons: Calculate Current Period | Assign Personnel...)

- At the bottom of the pop-up window, uncheck the box for Apply Inflation.

- Click Save Changes. (NOTE: Do not click "Apply to Later Periods" unless you have already generated all budget periods.)

Inflation Rates

Description	Start Date	Institution Rate	Applicable Rate
Faculty Salaries (6/1)	07/01/2018	3.00	3.00
Faculty Salaries (6/1)	07/01/2019	3.00	3.00

Apply Inflation: ☐

Submit cost sharing: ☑

On Campus: ☑

[Save Changes] [Apply To Later Periods] [Cancel]

How to manage inflation for a specific project person

Since inflation applies to a personnel category, you must create a special group if you want to apply inflation to some project personnel in a category and not to others.

For example, if you have two project personnel in the Faculty Salary category, to apply inflation to one and not the other, you must move one of the faculty into a Group.

To create a group:

- In the budget module, navigate to Personnel Costs > Assign Personnel to Periods > Period 1

- If you have already assigned the person, use the trash can icon to delete them from the Assigned Personnel.

- Now you will re-add the person in a separate group:
  - click Assign Personnel
  - Select the investigator
  - Select the relevant Object Code (e.g., Faculty Salary)
  - Select Group = Create New Group (and give it a name, such as NoInflation)
  - Enter effort and Assign to Period 1

Person	Start	End	Effort	Charged	Period Type	Requested Salary	Calculated Fringe	Actions
Faculty Salary (NoInflation)								Details & Rates
	10/01/2018	09/30/2019	20.00	20.00	Calendar	36,252.45	9,461.89	Details 🗑
Faculty Salary								Details & Rates
	10/01/2018	09/30/2019	10.00	10.00	Calendar	12,090.00	3,155.49	Details 🗑
Other Professional Salary								Details & Rates
	10/01/2018	09/30/2019	40.00	40.00	Calendar	67,301.00	26,651.20	Details 🗑

- To the right of the budget category, click the link, "Details and Rates".

Period 1　　　　　　　　　　　　　　　　Calculate Current Period　　Assign Personnel...

Person	Start	End	Effort	Charged	Period Type	Requested Salary	Calculated Fringe	Actions
Faculty Salary (NoInflation)								Details & Rates

- At the bottom of the pop-up window, uncheck the box for Apply Inflation.

Inflation Rates

Description	Start Date	Institution Rate	Applicable Rate
Faculty Salaries (6/1)	07/01/2018	3.00	3.00
Faculty Salaries (6/1)	07/01/2019	3.00	3.00

Apply Inflation: ☐

Submit cost sharing: ☑

On Campus: ☑

[Save Changes] [Apply To Later Periods] [Cancel]

- Click Save Changes. (NOTE: Do not click "Apply to Later Periods" unless you have already generated all budget periods.)

How to manage inflation: Non-personnel Costs

Inflation is managed via the Details window for each budget item. The button to open the Details is in the Action column to the right of each budget line.

Non-Personnel Costs

Add and configure non-personnel items for this budget period.

| Period 1 | Period 2 | Period 3 |

Period 1

Assign Non-Personnel...

Description	Description	Quantity	Total Base Cost	Actions	
Other Direct					
Non-sensitive equipment < $5,000			4,500.00	Details	🗑
Outpatient Care Costs			25,000.00	Details	🗑
Publications Costs			3,000.00	Details	🗑
Supplies			12,750.00	Details	🗑
Travel					
Travel-Domestic			3,500.00	Details	🗑

- In the budget module, navigate to Non-personnel Costs
- Click on Details on the relevant budget line item
- At the bottom of the pop-up window, uncheck the box next to Apply Inflation
- Click Save Changes. (NOTE: Do not click "Save and Apply to Other Periods" unless you have already generated all budget periods.)

Inflation Rates

Description	Start Date	Institution Rate	Applicable Rate
Faculty Salaries (6/1)	07/01/2018	3.00	3.00
Faculty Salaries (6/1)	07/01/2019	3.00	3.00

Apply Inflation: ☑

Submit cost sharing: ☑

On Campus: ☑

Save Changes   Save And Apply To Other Periods   Sync To Period Direct Cost Limit   Sync To Period Cost Limit   Cancel

If you see the notation "Valid inflation rates not found", be aware that some non-personnel budget items do not have inflation applied. For example, Equipment, Non-sensitive Equipment, Outpatient Care costs will not be inflated from year to year. If these budget lines need to be increased each year, you will be able to do this manually by adjusting Period 2 and Period 3 costs.

Valid inflation rates not found.

Apply Inflation: ☑

Submit cost sharing: ☑

On Campus: ☑

Select the Period tab, click on the Details button for the relevant budget line item, and edit the Total Base Cost.

Object Code Name: Non-sensitive equipment < $5,000

Total Base Cost: 4,500.00

Quantity: