

## Creating a “high-level” budget in Quali Research NIH MODULAR BUDGETS

A “high-level” budget has annual direct and indirect (F&A) costs for a proposal with little to no budget detail. In certain situations, you may enter a high-level proposal budget in Quali Research. You have the option to enter a high-level budget:

- If you are entering budget detail in a sponsor submission system such as Workspace, ASSIST, Fastlane
- If you are creating an NIH modular budget
- If you are creating a clinical trial budget on a separate spreadsheet
- For some other non-Federal sponsor submissions, with SPA approval

There are two methods for entering a high-level budget in KR for non-S2S proposals: the KR Summary Budget method and the Non-personnel Budget Entry method.

### For NIH Modular budgets:

The recommended practice is to create the detailed budget in KR and then sync to the modular budget. The detailed budget:

- Shows all project costs for review
- Flags over-salary-cap commitments (the flag carries forward to award set-up)
- Assures that fringe and F&A rates are correctly applied

High-level budget entry is an option. You must use the *Non-personnel Budget Entry method* for NIH Modular budgets.

### ***Non-personnel Budget Entry***

Click +Add Budget

Enter a Budget Name

Select “Start a detailed budget”

Respond “Yes” to the question “Will this be a modular budget?”

Click Create Budget

Create a Budget Version

Proposal:  
36597

Budget Name: \*

modular

Would you like to create a detailed budget or enter a summary only?: \*

Start a detailed budget

Start a summary budget

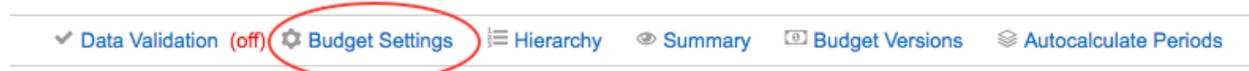
Will this be a modular budget?: \*

Yes  No

Create Budget Cancel

KR will bring up the Project Personnel screen

Select Budget settings from the top menu bar



In the Budget Settings window,

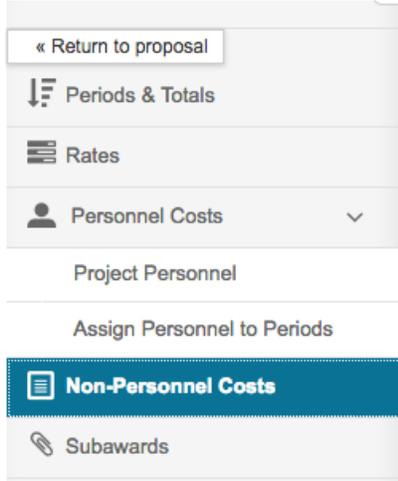
- Review and modify (as needed) the On/off Campus setting.
- The F&A Rate Types should be set at MDTC.
- Make sure the Modular Budget checkbox is checked.
- Uncheck the box next to “Submit Cost Sharing”.
- Click “Apply Changes”.

A screenshot of the 'Budget Settings' window. The title bar says 'Budget Settings'. The form contains the following fields:

- Project Start Date: 10/01/2018
- Project End Date: 09/30/2021
- Total Direct Cost Limit: 0.00
- Budget Status: Incomplete
- On/Off Campus: All On (circled in red)
- Residual Funds: 0.00
- Total Cost Limit: 0.00
- Unrecovered F & A Rate Type: MTDC
- F&A Rate Type: MTDC
- Comments: (empty text area)
- Modular Budget:
- Submit Cost Sharing:  (circled in red)

At the bottom, there are two buttons: 'Apply Changes' (circled in red) and 'Close'.

Using the left navigation menu, go to the Non-Personnel Costs section of the budget.



Click Assign Non-Personnel

- In the Add Assigned Non-Personnel window, select:
  - Category Type = Other Direct
  - Category = Other Operating Expenses
  - Object Code Name = Direct Costs except subs/equipment
- In the Total Base Cost field, enter the amount that represents the year 1 direct costs for the project, minus any equipment ( $\geq$ \$5000 acquisition cost) and minus the total amount of any subawards.

Click Add Non-Personnel Item to 1

A screenshot of a window titled "Add Assigned Non-Personnel" with a close button (x) in the top right corner. The window contains several input fields:

- Category Type:** A dropdown menu with "Other Direct" selected.
- Category:** A dropdown menu with "Other Operating Expenses" selected and a search icon (Q) to its right.
- Object Code Name: \*** A dropdown menu with "Direct Costs except subs/equipment" selected and a search icon (Q) to its right.
- Total Base Cost:** A text input field containing "173,000.00".
- Quantity:** An empty text input field.
- Description:** A large empty text area.

At the bottom of the window, there are two buttons: "Add Non-Personnel Item to 1" (highlighted in blue) and "Cancel".

If the budget includes equipment, click Assign Non-Personnel and add the equipment as a separate line item.

### 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
<b>Equipment</b>				
Equipment			12,500.00	Details
<b>Other Direct</b>				
Direct Costs except subs/equipment			173,000.00	Details

From the top menu bar, select Autocalculate to generate all budget years, or manually enter all budget years at this time, omitting any subaward costs.

✓ Data Validation (off)
⚙ Budget Settings
≡ Hierarchy
👁 Summary
📄 Budget Versions
🔄 Autocalculate Periods
🔗 Help

**If your budget does not include any subaward, skip to the Sync Modular Budget instructions (page 5).**

**If your budget includes a subaward:**

Save and continue or navigate to the Subaward section.

Upload a completed subaward budget form following standard procedures

(<http://www.umaryland.edu/media/umb/ord/documents/kc/Upload-Subaward-Budget.docx>).

## Subawards

Upload a pre-formatted budget document for a subawardee organization or enter details manually.

Organization Id	File Name
Duke University (003148)	DukeSub.pdf

## Sync Modular Budget

Save and continue or navigate to the Modular Budget section.

### Modular Budget

Review the modular summary below for your NIH proposal submission.

Period 1 (10/01/2018 - 09/30/2019)    Period 2 (10/01/2019 - 09/30/2020)    Period 3 (10/01/2020 - 09/30/2021)

#### Period 1 (10/01/2018 - 09/30/2019)

Period 1 Total Requested Cost 0.00

Project Total Requested Cost 0.00

### F&A

Summary Overview    + Add Rate

Recalculate    Sync

#### Direct Cost

Direct Cost Less Consortium F&A *	0.00
Consortium F&A *	0.00
Total	0.00

Recalculate    Sync

Use either Sync button to sync to your Detailed Budget.

*NOTE: If you modify your detailed budget after you have already created the modular budget, navigate to Modular Budget and click "Sync" again. KR will then sync to the updated numbers.*

All modular budget periods will be generated. Use the Period tabs across the page to check each period.

*NOTE: KR knows that for modular budgets, funds are requested in modules of \$25,000 each. However, KR is not aware that there is a cap of \$250,000.*

The field "Direct Cost Less Consortium F&A" cannot exceed \$250,000. If it exceeds \$250,000, either manually change the amount on this screen, or adjust the budget detail and re-sync to the modular budget.

To manually modify the Direct Cost Less Consortium F&A amount, click in the field and edit, then recalculate. The recalculate action adjusts the F&A funds and Total.

#### Direct Cost

Direct Cost Less Consortium F&A *	275,000.00
Consortium F&A *	12,750.00
Total	287,750.00

Recalculate    Sync

**Return to Proposal** using the button at the top of the left navigation menu.

Navigate to **Attachments**. Upload the modular budget justification attachment(s) appropriate for your budget. Review instructions for modular budget justification documents:

<http://www.umaryland.edu/spa/budgets-and-expenses/nih-modular-budgets/>



Navigate to **Basics > S2S Opportunity Search > Forms tab**.

Check the box to **INCLUDE** the modular budget in the submission to Grants.gov and eCommons.

To see how the budget will look when submitted to NIH, select the Modular Budget form in the right column and click **Create PDF** in the bottom right corner of the page. A PDF document will be generated. Depending on your own computer and browser settings the document will either download to your computer or appear on the screen.

*NOTE: Do not "Include" the Subaward Budget on the S2S Forms page since this is a Modular budget.*

### Forms

Form Name	Mandatory	Include ▾	Description	Select ▾
PHS398_CoverPageSupplement_4_0-V4.0	Yes	Yes	Available	<input type="checkbox"/>
PHS398_ModularBudget_1_2-V1.2	No	<input checked="" type="checkbox"/>	Available	<input checked="" type="checkbox"/>
PHS398_ResearchPlan_4_0	Yes	Yes	Available	<input type="checkbox"/>
PHS_HumanSubjectsAndClinicalTrialsInfo_V1.0	Yes	Yes	Available	<input type="checkbox"/>
PHS_AssignmentRequestForm_2_0-V2.0	No	No	Unavailable	<input type="checkbox"/>
PerformanceSite_2_0	Yes	Yes	Available	<input type="checkbox"/>
RR_Budget_1_4	No	<input type="checkbox"/>	Available	<input type="checkbox"/>
RR_KeyPersonExpanded_2_0	Yes	Yes	Available	<input type="checkbox"/>
RR_OtherProjectInfo_1_4-V1.4	Yes	Yes	Available	<input type="checkbox"/>
RR_SF424_2_0-V2.0	Yes	Yes	Available	<input type="checkbox"/>
RR_SubawardBudget30_1_4	No	<input type="checkbox"/>	Available	<input type="checkbox"/>

Create XML

Create PDF