

**QUICK REFERENCE:
CREATE A MODULAR BUDGET IN KUALI RESEARCH**

For detailed instructions, please refer to the **Kuali Research Budget Entry instructions:**
http://www.umaryland.edu/media/umb/ord/documents/kr/KR_Budget.pdf

1. Complete the detailed budget and generate all periods
 - a. If you have a subrecipient, upload the subaward budget now.
2. Navigate to the Modular Budget section
3. Click the "sync" button

Modular Budget

Review the modular summary below for your NIH proposal submission.

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

Period 1 Total Requested Cost 0.00
 Project Total Requested Cost 0.00

F&A

Direct Cost

4. On each budget period tab, check the total calculation. If necessary, manually adjust the "Direct Cost Less Consortium F&A" and save.

Modular Budget

Review the modular summary below for your NIH proposal submission.

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

Period 1 Total Requested Cost 353,290.00
 Project Total Requested Cost 968,995.00

F&A

Proposal Number	Start Date	F&A Rate Type *	F&A Rate	F&A Base	Funds Requested	Actions
1 36597	10/01/2018	MTDC	54.50	212,000.00	115,540.00	<input type="button" value=""/>
					Total: 115,540.00	

Direct Cost

Direct Cost Less Consortium F&A *	<input type="text" value="225,000.00"/>
Consortium F&A *	<input type="text" value="12,750.00"/>
Total	237,750.00

5. In the Budget Settings window, verify that the “Modular Budget” checkbox is checked, and the Submit Cost Sharing checkbox is unchecked.



6. Return to Proposal
7. Navigate to Basics > S2S Opportunity, Forms tab. Include the Modular Budget.
8. Navigate to Attachments. Upload the correct modular Budget Justification attachment(s). One, two or three attachments may be required, depending upon your budget. Review this page for explanations and attachment types:

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