Instructions for Federal projects

Step 1: MANDATORY

Click on Rates worksheet

Change the budget period dates to coincide with your project period

`New` From the drop down list, choose the base (starting year) fiscal year of the project.

The combination of your budget period dates and base fiscal year will be used to calculate the prorated fringe benefits for the budget.

Click on the worksheet that agrees with the number years you are requesting the sponsor to fund

Go to the "Indirect Data" section at the bottom of the worksheet and enter the indirect data relative to your project

Change the letters/numbers in blue as appropriate

Return to Row 4

Click on the word name next to Sponsoring Agency and enter your sponsor's name

Click on the word name next to Title and enter the title of your project

Click on the word name next to Principal Investigator (PI) and the PI's name

Your project start and end date should appear in red.

They come from the dates you entered on the Rates Worksheet

Click on the first "-" under salary and enter the appropriate base salary at the expected time of the award.

The appropriate salary increases for the same % of effort in subsequent years are automatically calculated in the spreadsheet

The recess base salary will be calculated automatically

Click on the 0% under effort and enter the percentage of time you will spend on the project during the academic period.

The amount will automatically calculate and be entered in the year 1 column

Click on the second 0% under effort and enter the percentage of time you will spend on the project during the recess year.

Determine if the CoPI(s) are on a 32 week (aka 9 month or academic year) or 12 month appointment (most College of Medicine faculty are on a 12 month appointment). Use the appropriate line(s) in Senior Personnel section for their type of

Enter the name of the Co-PI

Enter the percentage of time the Co PI will spend on the project during the academic period.

The amount will automatically calculate and be entered in the year 1 column