

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 automatic

