

Proposal Budget Spreadsheet Instructions

ProBudgt.xls (ver. 11.00 - 09/29/2010)

This form has been modeled after and adapted from the form available from the Texas Engineering Experiment Station.

The proposal budget spreadsheet has been designed to allow the entry of budget information into one worksheet and then automatically transfer the entered budget information into the respective agency forms on subsequent worksheets, making all necessary calculations along the way and allowing for instantaneous updates to all budget forms.

We will begin with a brief discussion of terms used within MS Excel when discussing Spreadsheets. Microsoft has designed their spreadsheet format using the basic item called the workbook. Within a workbook, you have individual worksheets. The worksheets are accessed using the filetabs along the bottom of the workbook screen. In our particular case the workbook is called "ProBudgt.xls". The worksheets are seen along the bottom of the screen, labeled *Data Entry, File Copy, NSF 1030, etc.*

The first step for a new proposal is to save the Proposal Budget Spreadsheet under a different filename. We suggest using your RO number. The RO# is the internal tracking number assigned by the Division of Research. This will protect the integrity of the information in the master document. The naming convention for these files should be RO#bud.xls (i.e. 11075bud.xls).

The Data Entry worksheet is where the pertinent information is entered and calculations are made. At the top of the page the RO number is entered for reference and the date is automatically determined. The project duration is entered and the applicable Indirect Cost Rate (%) is entered. The default indirect cost rate is our standard on-campus rate currently 56% of MTDC. A field is also available for the entry of an Annual Salary Escalation rate (%). The default is 3%. This field will increase the Investigator salaries annually by this percentage based on the entry of the first year figure. To the right of these cells are five cells where the names of all involved Investigators are entered.

To the right of those cells are five sets of radio buttons – one for each Investigator. These buttons are used to determine the type of appointment for each Investigator. The selection here determines whether their salary amount will be calculated on a 9-month basis or a 12-month basis and whether they will be paid in calendar months or academic/summer months.

Next is a set of buttons for the selection of the Indirect Cost Calculation Method.

Indirect Cost Base Calculation -

Five different calculation methods have been set up for the calculation of the Indirect Cost Base Amount. These calculations are based on the different items that sponsor agencies include or exclude from their calculation of Indirect Costs.

The actual calculations are performed below the data entry portion of the worksheet. In cells A263 – G267, the base amounts for the different calculation

methods are determined. From these cells the proper calculation for the method selected with the radio buttons is copied into cells A280 – F280 (IDC Base Amount).

The same process is used for the actual IDC calculations in cells A256 – G260 with the proper total being copied into cells A175 - F175.

This method of calculation allows any changes made to the calculation method, IDC rate, and/or amounts to be incorporated “on the fly.”

MTDC	SWFB	NSF, MTDC	TDC	FEE, All Other
TDC minus	Total Salaries +	TDC minus	TDC	Fee Amt.
Total Equipment	Total Fringes	Total Equipment		
Tuition		Tuition		
Electron Microscope		Electron Microscope		
Fabrication		Fabrication		
Sub-Contract w/o OH		Sub-Contract w/o OH		
Computer Services		Computer Services		
		Total Participant Costs		

Table 2. Indirect Cost Base calculations

Below that, in row 12, a title can be entered for the project and then the worksheet splits into columns: Col. A - **Headings**; Cols. B-F - **Years 1-5**; and Col. G - **Totals**. Cells with black text and a yellow background are designed for the entry of information by the user. Cells with red text contain formulas and are not meant for user input unless necessary to that particular proposal.

This section begins with the information for Principal Investigators. The names of the PI's are automatically copied into the cell just to the right of their Investigator status (PI, Co-PI#1, etc.). These would be B14, B21, B28, B35, and B42. Most of the items in this section are self-explanatory. The amounts are filled in year-by-year for each applicable item. Keep in mind that any cells with red text are designed to be calculated by the formula within the cell. Figures are not meant to be entered by the user. Of course there are always exceptions, so make sure that you save the spreadsheet under your RO# before making any changes!

A few notable exceptions to the self-explanatory rule may be:

Graduate Student(s) - Stipend(s) - This entry is calculated by multiplying the number of graduate students (row 54) by the annual stipend amounts shown in (row 240).

Subcontracts - The subcontracts entry is split to allow for differentiation between amounts to carry overhead and overhead free amounts. As a part of our negotiated indirect cost rate agreement, only the first \$25,000 of each subcontract amount is charged overhead.

Tuition - The tuition entry is calculated by multiplying the number of graduate students (row 54) by the Graduate Student Tuition amounts shown in A241 - F241. The total tuition amount is calculated based on the policy of 10 credit hours per year for each student, times the applicable annual rates.

The amount of cost sharing is calculated by adding the amount of tuition cost shared (if applicable - row 169) and any adjustment amounts entered in Rows 271 - 275. The description of entries for these rows is as follows:

- *Calculated Amount on Tuition* - This row will simply copy the figures from Row 163 to allow you to see the total cost-sharing in one area.
- *Additional Amount (already in TDC)* - This row will allow certain amounts already contained within the calculations above to be included as cost sharing. This would most likely be for agencies that have special requirements, such as cost sharing of equipment.
- *Academic Year* - This row will allow the entry of cost-sharing amounts not normally shown on our budgets, such as special academic year cost sharing or salary recovery amounts.
- *Fringe Benefits* - This row will allow the entry of Fringe benefit cost sharing if required by the sponsor agency.
- *Overhead* - This row will allow the entry of Overhead cost sharing information if required by the sponsor agency.
- *Other* - This row will allow the entry of any other cost sharing amounts required by the sponsor agency.

The necessity of completing these rows depends on whether the sponsor agency wishes the cost sharing to be shown in the budget or not.

Every effort should be made to keep all entries within the fields given. In this way, the integrity of the workbook as a whole will be maintained. In other words, the ability for the workbook to properly transfer information from one sheet to another will be kept.

As you enter your information into the worksheet, you may come across some cells in column A that have a small red square in the top right corner. This indicates that there is help text for that cell. Placing your mouse over that cell will open a pop-up window containing the help text for that cell.

File Copy Worksheet

The next page in the workbook is the "File Copy" sheet. This is the reference document to be printed and kept in the proposal file at the Division of Research. It lists all pertinent information in simple line fashion without showing all of the calculation rows. It is also only formatted in shades of gray so that it will print with better color representation than the colorful data entry sheet.

Narrative Worksheet

A worksheet page has been added to allow an Investigator to enter text for the descriptions of the budgetary line items that may be required by the agency for proposal submission.

Agency Sheets

Agency sheets that have been developed thus far include:

1. Grants.gov
2. NSF 1030
3. AFOSR
4. ARO
5. DOE 4620.1
6. NASA
7. NIH-DD (2)
8. NIH-EE
9. NIH-II

It's important to note that some of these forms cannot automatically transfer all data directly from the data entry sheet. All efforts have been made to transfer all data but it is still important to check the agency forms for completeness.

Closing Notes

Individual tabs for unused agency sheets may be deleted from your RO# file to reduce the overall file size. This is done by right-clicking on the tab for the worksheet that you would like to delete. Then select delete. Of course, you will want to be sure that there is no possibility of submitting it to another agency first!

*Disclaimer on use of forms provided by the Division of Research
(either from the website or on diskette).*

These forms are made available solely to provide further aid to the Clarkson research community in estimating costs for proposed research projects and in presenting such cost estimates to the Division of Research for proposal preparation. Use of these forms in no way replaces the involvement of the Division of Research in the proposal preparation and submission process. All research proposals must continue to be submitted through the Division of Research.

Outside of the Clarkson Community, the inclusion of agency budget forms in this workbook application does not imply the acceptance of such forms by the applicable agencies. The printed output of each form may vary by different computer, software and printer combinations. Acceptance policies regarding computer-generated facsimiles vary by agency, so it is the browsers' own responsibility to make sure that a form will be accepted by the agency.