

Instructions for the 104g Budget Spreadsheet

Enter the Fiscal Year, PI and the Project Title in cells B1 to B3.

Select the grant type in cell D1 (AIS, National Competitive, or PFAS).

Either use the menu links at the top of the sheet or scroll down to access the "Salary and Wage Breakdown", "Fringe Benefits Breakdown" and "Tuition Breakdown" tables. For each table, provide names along with each person's role (click in the Role cell to select from a menu of roles), and then enter the Federal and Non-Federal funding amounts for each year. Note that filling out these tables will automatically populate the corresponding section in the main table at the top of the sheet. **Do not edit the Salaries and Wages, Fringe Benefits, or Tuition sections in the main table at the top of the sheet.**

In the main table at the top of the sheet, enter yearly amounts for Supplies, Equipment, Services/Consultants, Travel, Other Direct Costs, and Indirect Costs.

Enter the University cost breakdown at the bottom of the main table, just above the "Salaries and Wage" table.

We have included two example budget justifications for your reference. One provides examples of good practices, while the other demonstrates issues that would cause the budget to be rejected and thus delay processing (disallowed expenses, insufficient detail, etc.). Please refer to these examples to ensure that your submission can be processed as quickly and efficiently as possible.