



Budget Information in eSRA

This procedure is about how to enter the budget information required for DOE review into the eSRA proposal
This procedure is a change effective April 4, 2013.

A. Select Budget Type	1. Select budget format
B. Enter Budget Information in the SF424 Application	1. Link to the Modular or SF424 R&R budget in View 9.2 2. Upload budget PDF in View 8 3. Access SF424 application from the proposal workspace
C. Enter LBNL Budget Information in View 9.3	1. Will the waiver of FAC be requested? 2. Enter LDRD 3. Save to update calculations 4. Review the DOE budget information
D. Enter LBNL Budget Information in View 9.3.C	1. Will the waiver of FAC be requested? 2. Enter budget details 3. Update by "saving" to calculate the totals

IMPORTANT INFORMATION

There are several forms of budget information in Grants.gov applications. The eSRA proposal can read the information from the NIH Modular Budgets and the SF424 R&R Detailed Budget and display this information in the eSRA proposal.

DOE requires budget information not included in the SF424 Application, such as the specific amount of LDRD (which is buried somewhere in the total indirect costs in the Grants.gov budget) and the amount for FAC, even if the FAC Waiver will be requested and the FAC is not included in the budget to the sponsor.

View 9.3 has been updated to include user entry of the LDRD amount.

View 9.3.C has been created to enter the budget information when neither the NIH modular budget or SF424 R&R detailed budget forms are used.

This procedure contains the specific steps along with screen prints for reference.

The front page can be used for reference. The following pages include step-by-step instructions with screen-shot visuals.

Caution Warning	Serious Warning	Notes	Tips	Important

A. Select Budget Format in View 9 or 9.A

1.	The selection will drive the type of budget that is included in the SF424 application package and the View in 9.3 for entering budget information for DOE.
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9.b	<p>* Select the type of NIH Budget Format:</p> <p><input type="radio"/> PHS 398 Modular Budget</p> <p><input type="radio"/> SF424 Research & Related Budget</p> <p><input type="radio"/> Paper or non-Grants.gov budget</p> <p><input type="radio"/> Budget information provided in a different format in the SF424 application</p> <p><input type="radio"/> No budget Information provided in SF424</p>
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Modular Budgets are only available for NIH proposals. Dollars entered in the Modular budget will be displayed in View 9.3 for DOE budget information.

The **SF424 Research & Related Budget** form is used by many federal agencies, including NIH. Dollars entered in the SF424 R&R Budget will be displayed in View 9.3 for DOE budget information.

A **paper budget or a non-Grants.gov budget** does not create a budget form at all in the SF424 application (but one might be uploaded as an attachment following the solicitation instructions) and will use View 9.3.C for entry of DOE budget information.

If **budget information is provided in a different format in the SF424 application** (not the NIH Modular or the SF424 R&R budget), there will be a budget in the SF424 application, but the dollars will not be displayed in the eSRA proposal. View 9.3.C will be used for entry of DOE budget information.

If **no budget information is provided in the SF424** application package, the budget estimates are still required by DOE. View 9.3.C will be used for entry of DOE budget information.

B. Enter Budget information in the SF424 Application

1.	If either the NIH Modular Budget or the SF424 R&R budgets are used , there is a link to the SF424 application in View 9.2.
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1a. Click on the thunderbolt to link to the SF424 Application package and enter the budget information.

9.2 Proposal Budget Entry

9.2.a  Click on the icon to the left and you will be taken to the SF424 or the NIH Modular Budget for data entry



Exit the SF424 application after entering the budget information. Do not continue to work in the SF424 application.

2.	If a paper or non-Grants.gov budget is used , it will be uploaded (following instructions in the solicitation) in View 8.
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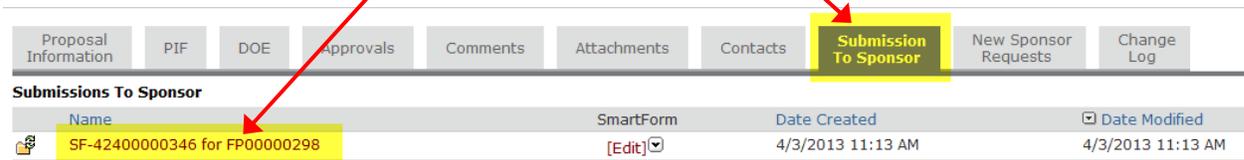
2a. Upload the budget PDF as instructed.

Attachment 1: [None]	<input type="button" value="Add"/>
Attachment 2: [None]	<input type="button" value="Add"/>
Attachment 3: [None]	<input type="button" value="Add"/>
Attachment 4: [None]	<input type="button" value="Add"/>
Attachment 5: [None]	<input type="button" value="Add"/>
Attachment 6: [None]	<input type="button" value="Add"/>

3. **If budget information is entered in a different form in the SF424**, you need to link directly to the SF424 application from the main proposal workspace.

3a. Select the "Submission to Sponsor" tab for a direct link to the SF424 application package.

3b. Click on the hyperlink to access the proposal.



3c. Note that you are now in the SF424 application for the eSRA proposal. You can tell this in 4 ways:

1. The breadcrumbs or path show you are in the SF-424 space
2. The title shows as the SF424# for FP#
3. The bar at the left indicates you are in the SF424
4. The entire workspace and activities look different

3d. From the SF424 workspace, you can go back to the eSRA proposal by clicking on the proposal in the breadcrumb path.



- 3e. "Edit Grant Application" to access the individual SmartForm Views for the SF424 application package.
- 3f. Click on "Select Optional Forms" to jump to the specific budget form that you need for your application.

The screenshot shows the eSRA Proposal System interface. On the left, under 'Application Status', there is a 'Pre-Submission' button and a highlighted 'Edit Grant Application...' button. Below it are 'Print Version' and 'View Differences' buttons. Under 'Activities', there is an 'Import Subaward' button. The main header area displays 'eSRA Proposal System STAGING' and 'LAWRENCE BERKELEY NATIONAL LABORATORY'. On the right, it says 'U.S. DEPARTMENT OF ENERGY' and 'Edit: SF-424 - SF-42400000346'. The breadcrumb path at the bottom includes '<< Back', 'Save | Exit | Hide/Show Errors | Print... | Jump To: Select Optional Forms', and 'Continue >>'.



"Exit" the SF424 application after entering the budget information. Do not continue to work in the SF424 application.

- 3g. From the SF424 workspace, you can go back to the eSRA proposal by clicking on the proposal in the breadcrumb path.

The screenshot shows the SF424 workspace interface. The breadcrumb path at the top is 'Proposals > Test proposal for Budget Training > SF-42400000346 for FP00000298'. The main content area displays 'SF-42400000346 for FP00000298' with a 'Layout' button. Below this, there are fields for 'Descriptive Title: Test proposal for Budget Training', 'Submission Type: New', 'Start Date: 10/3/2013', 'PDF Version: Not Available, Please execute Generate PDF Version activity', 'End Date: 10/2/2018', 'Tracking Number:', 'Received Date/Time:', 'FOA: PA-B1-R01 (FOA00000120)', and 'Status Updated:'. At the bottom, there is a 'History' and 'Change Log' section with columns for 'Activity', 'Author', and 'Activity Date'.

C. Enter LBNL Budget information in View 9.3



Note: When you open View 9.3, some information will be displayed (but probably not everything you are expecting).

- Direct Costs and Total Indirect Costs are taken from the information entered in the SF424 Modular or Detailed Budget Forms and pre-entered here for you.
- FAC will be calculated (and either deducted from the total indirect costs, or not, depending on how question 9.b is answered).
- LDRD amounts must be manually entered for each budget period.



Because the calculation of FAC is based on the answer to question 9.3.b – answer that question first.

1.	Will the Waiver of FAC be Requested?
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- 1a. Answer question 9.3.b – Will the waiver of FAC be Requested?
- 1b. If yes, select the reason for the FAC Waiver.
- 1c. Click "Save" after answering question 9.3.b.

9.3.b * Will the Waiver of FAC be Requested?
 Yes No [Clear](#)

9.3.b.1 If the Waiver is requested, please choose the Waiver Type from below:

- NIH Waiver Request
- Small Business Waiver Req
- Homeland Security Waiver
- High Education Waiver Req
- State/Loc Gov Waiver Req
- NonProfit Waiver Request
- FAC Waived ARRA Recovery Act
- Doesn't Apply to DOE Funds
- Other Waivers

[Clear](#)

9.3.b.2 If you have chosen 'Other', provide an explanation below:

STAGING

eSRA Proposal System

LAWRENCE BERKELEY NATIONAL LABORATORY

Save
Exit | Hide/Sh

<< Back

2.	Enter LDRD
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Note: The calculation for LDRD is too complex for eSRA to calculate based only on direct and indirect cost totals. You must enter the amount of LDRD, even if the amount is zero. This is a DOE requirement.

- 2a. Click "Update" at the left of each budget row of data.
- 2b. Enter LDRD amount, even if it is zero.
- 2c. Click "OK."
- 2d. Repeat for each budget period.

9.3.a Budget Periods:

Period Number	Start Date	End Date	Direct Costs	LDRD	FAC	Other Indirect Costs	Total LBNL Costs
<input type="button" value="Update"/> 1	9/1/2013	8/31/2014	\$125,000.00		\$6,793.08	\$101,435.92	\$233,229
<input type="button" value="Update"/> 2	9/1/2014	8/31/2015	\$150,000.00		\$8,140.63	\$121,354.37	\$279,495

Period Number:
1

Start Date:
9/1/2013

End Date:
8/31/2014

Direct Costs:
\$125,000.00

Other Indirect Costs:
\$101,435.92

LDRD:

Federal Administrative Costs:
\$6,793.08

* Required

3.	"Save" to make sure final calculations are made. Repeat, if necessary.
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4.	Review the LBNL budget information
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- 4a. Did Other Indirect Costs calculate correctly?
- 4b. Is the FAC correctly included, or excluded, in the total to the sponsor?
- 4c. Was the Other Indirect Costs reduced by the amount of the LDRD you entered?

9.3 LBNL Budget Summary Page

9.3.a Budget Periods:

	Period Number	Start Date	End Date	Direct Costs	LDRD	FAC	Other Indirect Costs	Total LBNL Costs
<input type="button" value="Update"/>	1	9/1/2013	9/1/2014	\$125,000.00	\$0.00	\$6,996.87	\$108,229.00	\$240,226
<input type="button" value="Update"/>	2	9/1/2014	9/1/2015	\$150,000.00	\$0.00	\$8,384.85	\$129,495.00	\$287,880

Total Direct Costs	Total LDRD	Total FAC	Total Other Indirect Costs	Total LBNL Costs
\$275,000	\$0.00	\$15,381.72	\$237,724	\$528,106

9.3.b * Will the Waiver of FAC be Requested?
 Yes No [Clear](#)

9.3.b.1 If the Waiver is requested, please choose the Waiver Type from below:

- NIH Waiver Request
- Small Business Waiver Req
- Homeland Security Waiver
- High Education Waiver Req
- State/Loc Gov Waiver Req
- NonProfit Waiver Request
- FAC Waived ARRA Recovery Act
- Doesn't Apply to DOE Funds
- Other Waivers

[Clear](#)

9.3.b.2 If you have chosen 'Other', provide an explanation below:

9.3.c Sponsor's Cost: \$512,724.00

D. Enter LBNL Budget information in View 9.3.C



Note: When you open View 9.3.C, budget information will be blank.



Because the calculation of including FAC in the total to the sponsor, or not, is based on the answer to question 9.3.b – answer that question first.

1.	Will the Waiver of FAC be Requested?
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- 1a. Answer question 9.3.b – Will the waiver of FAC be Requested?
- 1b. If yes, select the reason for the FAC Waiver.
- 1c. Click "Save" after answering question 9.3.b.



Note: For this example, we will select "no".

9.3.b * Will the Waiver of FAC be Requested? <input type="radio"/> Yes <input checked="" type="radio"/> No Clear
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The banner features the Berkeley Lab logo on the left, the text "eSRA Proposal System" in large white font, and "STAGING" in red above "LAWRENCE BERKELEY NATIONAL LABORATORY" in white. At the bottom, there are three buttons: "<< Back" (grey), "Save" (yellow), and "Exit | Hide/Sh" (grey).

2.	Enter Budget details
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Note: Because the NIH Modular Budget nor the SF424 Detailed Budget forms were used, there is no budget information pre-filled for you.

- 2a. Click "Update" at the left of each budget row of data.

- 2b. Enter budget details for each budget period
 - Direct Costs
 - LDRD
 - FAC (whether waived or not, we need the amount)
 - Other Indirect Costs

- 2c. Click "OK."

- 2d. Repeat for each budget period.

9.3.C LBNL Budget Summary Page

9.3.a

Budget Periods:

	Period Number	Start Date	End Date	Direct Costs	LDRD	FAC	Other Indirect Costs	Total LBNL Costs								
<input type="button" value="Update"/>	1	10/1/2013	9/30/2014					\$0								
<input type="button" value="Update"/>	2	10/1/2014	9/30/2015					\$0								
Total Direct Costs				\$0	Total LDRD		\$0.00	Total FAC		\$0.00	Total Other Indirect Costs		\$0	Total LBNL Costs		\$0

Period Number:
1

Start Date:
10/1/2013

End Date:
9/30/2014

Direct Costs:

Other Indirect Costs:

LDRD:

Federal Administrative Costs:

* Required



Note: eSRA calculates as you update information, but seems to lag behind a bit.

9.3.C LBNL Budget Summary Page

9.3.a

Budget Periods:

	Period Number	Start Date	End Date	Direct Costs	LDRD	FAC	Other Indirect Costs	Total LBNL Costs
<input type="button" value="Update"/>	1	10/1/2013	10/1/2014	\$189,383.00	\$14,408.00	\$14,563.00	\$281,646.00	\$500,000
<input type="button" value="Update"/>	2	10/1/2014	10/1/2015	\$184,952.00	\$14,381.00	\$14,563.00	\$286,104.00	\$0
Total Direct Costs		Total LDRD		Total FAC	Total Other Indirect Costs		Total LBNL Costs	
\$0		\$0.00		\$0.00	\$0		\$0	

3. Update by "saving" to calculate the totals. Repeat, if necessary.



9.3.C LBNL Budget Summary Page

9.3.a

Budget Periods:

	Period Number	Start Date	End Date	Direct Costs	LDRD	FAC	Other Indirect Costs	Total LBNL Costs
<input type="button" value="Update"/>	1	10/1/2013	10/1/2014	\$189,383.00	\$14,408.00	\$14,563.00	\$281,646.00	\$500,000
<input type="button" value="Update"/>	2	10/1/2014	10/1/2015	\$184,952.00	\$14,381.00	\$14,563.00	\$286,104.00	\$500,000
Total Direct Costs		Total LDRD		Total FAC	Total Other Indirect Costs		Total LBNL Costs	
\$374,335		\$28,789.00		\$29,126.00	\$567,750		\$1,000,000	

9.3.b * Will the Waiver of FAC be Requested?
 Yes No

9.3.c Sponsor's Cost: \$1,000,000.00