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.

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.

   1a. Click on the thunderbolt to link to the SF424 Application package and enter the budget information.

   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.

   2a. Upload the budget PDF as instructed.
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.

“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.
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?
   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.
2. **Enter LDRD**

   **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.

3. "Save" to make sure final calculations are made. Repeat, if necessary.
4. Review the LBNL budget information

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?
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?
   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?
  ☐ Yes   ☐ No   ☐ Clear
2. Enter Budget details

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

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