

## Entering Budgets in GMAS Requests (Non-S2S)

When building requests in GMAS it is important to ensure particular elements of their corresponding budgets are properly recorded into the system. While requirements may vary depending upon circumstance and request type, it is necessary to record key details so that the university has an accurate record of what is in the pipeline and to ensure that accounts related to these requests are set-up accurately. Certain details in project budget modules also feed into other requests and segment revisions. This document provides guidance on what the important budget components are, why they are important and how to capture them in GMAS when entering requests. This document assumes that a final budget has already been completed for review by central and submission to the sponsor.

### Key components of a GMAS request budget:

While proposal budgets that get submitted to sponsors contain a lot of detailed information related to a sponsored project, there are only a few pieces that must always be captured in GMAS. Those elements are listed below:

- **IDC Rates**
- **HUIDC on Subagreements**
- **Direct Cost Totals**
- **Indirect Cost Totals**
- **Subagreement Totals**

### IDC Rates

The IDC rate is the percentage or threshold of which the university is allowed to budget for overhead or other costs not directly associated with line items on the project. These rates need to be captured in GMAS for university reporting and to enable financial associates in both department and central offices to process sponsored transactions accurately.

When recording the IDC rate you are asked to provide three pieces of information:

**Indirect cost rate**

Use 1 rate for all periods and fiscal years (%)  
 Specify rate per fiscal year (%)  
 Specify rate per budget period (%)

**1**

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**Use 1 rate for all periods and fiscal years (%)**

Main rate (1)

Enter rate **2**

**3**

Select Indirect Cost Type  
 MTDC Affiliate Hospitals  
 MTDC Off Campus  
 MTDC Organized Research (A02)  
 MTDC Other Sponsored Activity (A03)  
 MTDC Primate Center Core Grant  
 MTDC Primate Center Non Core Grant  
 MTDC Training Grant/Career Development  
 Other  
 TDC

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1. Rate duration: If the rate will change between budget periods or fiscal years, selecting the appropriate flag will allow you to enter multiple rates.
2. Percentage: This will be driven by the sponsor base or project type.
3. Cost Basis: Select the appropriate basis from the dropdown. MTDC stands for modified total direct costs. This means that the sponsor will not allow you to include certain line item category costs in your IDC calculation base. This will be true of most federal awards and items such as participant support, subcontracts and equipment are typically ineligible for IDC inclusion. If your budget contains excluded items select the MTDC option that most closely matches the project type. Most non-federal sponsors do not require exclusions and TDC (total direct cost) should be selected.

**\*If a sponsor does not allow overhead on a particular award, it should be noted in the budget by flagging the first rate duration option, entering "0" for the percentage and selecting TDC for the basis.**

### **HUIDC on Subagreements**

While subagreements are typically excluded from the IDC base most sponsors will allow the university to recover a portion of the overhead. On most federal awards Harvard is typically able to collect IDC on the first \$25,000 of each subagreement (or from each subagreement organization) at the negotiated rate. For non-federal awards each sponsor has a different policy on this and it can change on an award by award basis. This information should be noted in the request budget for each subagreement for reporting purposes and so that the central offices can allocate funds to the appropriate accounts.

### **Direct Cost Totals**

Direct costs are those that can be directly associated with the sponsored project. While GMAS will allow you to do so, it is NOT required that you enter a detailed budget (except for subagreements). For non-system to system submissions it is recommended that you only capture direct cost totals for each budget period.

### **Indirect Cost Totals**

Indirect costs are those that cannot be directly associated with a sponsored project. They are budgeted at a pre-negotiated rate that differs per school and sponsor. These costs should be captured for each budget period and should include HUIDC applicable to any subagreements contained within the budget.

### **Subagreement Totals**

If subagreements are identified on a proposal budget they should be identified in the request guided steps and should populate in the budget template. Totals for each period of involvement for each sub should be recorded. These values should include both direct and indirect costs that the subcontractor has budgeted. It should exclude HUIDC that will be taken by Harvard.

### **Request Types:**

There are 17 distinct request modules that are currently available in the system. Below are the five that contain a budget component along with step by step instructions for how they should be entered for each scenario.

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- Initial Request
- Competing Renewals
- Revised to Resubmit
- Continuations
- Supplement

## Initial Requests

Initial requests are entered the first time a full submission for the funding of the project goes to the sponsor. Entry of this request type requires that users go through a series of screens known as the request guided steps that ask questions about particular aspects of the project.

Once you - complete all the request guided steps you are taken to a screen that looks like this:

Create request  
**Finish creating this request**

<b>Project ID</b>	06088962-01	<b>Fund no.</b>	
<b>Title</b>	Test Proposal		
<b>P.I.</b>	Dutt, Jonathan		
<b>Sponsor</b>	National Science Foundation		
<b>Dates</b>	07-01-2012 to 06-30-2015		

The guided steps necessary for this request are complete.

To create the request-specific budget at this time, select «Finish & edit budget». Select this button to save information entered in guided steps and initiate the process of creating a budget.

To create the budget at a later time, select «Finish & go to request». Select this button to save information entered in guided steps and open Request summary homepage, from which budget and other entered request information will be editable.

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The screen you are on is : SCR0332FinishGoToBudget [Privacy Statement](#)

At this point you can either select “**Finish & edit budget**” if you have a finalized budget or you can select “Finish and go to request” to go to your newly created request homepage. The budget information can be revisited and entered when the sponsor required or internal budget has been completed.

The screen below is what you will see when you select “**Finish & edit budget**” and is where you will begin to input your budget data:

- Budget by Total Direct & Total Indirect Costs Only
- Budget by Selected Template Category
- Budget by Line Items

**Clear budget amounts**

<b>Edit dates</b>		Period 1 of 3: 07-01-2012 to 06-30-2013	Total (\$)
<b>Personnel</b>			
Senior Personnel			
Dutt, Jonathan - Principal Investigator			
Morand, Jessica Frances - Co-Investigator			
Other Personnel - Post Doctoral Associates			
Other Personnel - Other Professional			
Other Personnel - Graduate Students			
Other Personnel - Undergraduate Students			
Other Personnel - Secretarial - Clerical			
Other Personnel - Other			
Fringe Benefits			
Dutt, Jonathan - Principal Investigator			
Morand, Jessica Frances - Co-Investigator			
<b>Non-Personnel</b>			
Equipment			
Travel			
Participant Support			
Other Direct Costs - Materials & Supplies			
Other Direct Costs - Publication Costs/Documentation/Dissemination			
Other Direct Costs - Consultant Services			
Other Direct Costs - Computer Services			
Other			
<b>Subagreement</b>			
Subawards (Subagreements)			
5056661-Princeton University			
<b>Total costs</b>			
Total direct costs		<input type="text"/>	
Less costs not subject to overhead			
Total direct costs subject to overhead			
Total indirect costs : rate ( 0.00%)	<b>Edit indirect costs</b>	<input type="text"/>	
Total costs			

Targeted amount (\$)   
 Difference amount (\$) 507,000

**Cancel Save OK**

1.) When editing the budget, GMAS will default to budget by total direct and indirect only. This is recommended because the GMAS budget does not feed anywhere (unless it is system to system) and only direct and indirect are needed for university reporting. **(Also your budget will still need to be created using whatever format you have always used/completing this budget will not replace the need to build the budget in the sponsor or Harvard template that you usually use. You are simply recording the basics of the budget for University reporting purposes.)**

2.) The first thing you will want to do when completing the GMAS budget is capture the indirect cost information by selecting the **“Edit indirect costs”** button. **Doing this step first will prevent any data entered from being overridden with automatic calculations that occur when selecting “Edit Indirect Costs”**

Budget by Total Direct & Total Indirect Costs Only 1  
 Budget by Selected Template Category  
 Budget by Line Items

Clear budget amounts

Edit dates Period 1 of 3: 07-01-2012 to 06-30-2013 Total (\$)

Category	Amount	Total (\$)
<b>Personnel</b>		
Senior Personnel		
Dutt, Jonathan - Principal Investigator		
Morand, Jessica Frances - Co-Investigator		
Other Personnel - Post Doctoral Associates		
Other Personnel - Other Professional		
Other Personnel - Graduate Students		
Other Personnel - Undergraduate Students		
Other Personnel - Secretarial - Clerical		
Other Personnel - Other		
Fringe Benefits		
Dutt, Jonathan - Principal Investigator		
Morand, Jessica Frances - Co-Investigator		
<b>Non-Personnel</b>		
Equipment		
Travel		
Participant Support		
Other Direct Costs - Materials & Supplies		
Other Direct Costs - Publication Costs/Documentation/Dissemination		
Other Direct Costs - Consultant Services		
Other Direct Costs - Computer Services		
Other		
<b>Subagreement</b>		
Subawards (Subagreements)		
5056661-Princeton University		
<b>Total costs</b>		
Total direct costs		
Less costs not subject to overhead		
Total direct costs subject to overhead		
Total indirect costs : rate ( 0.00%)		
Total costs		

2

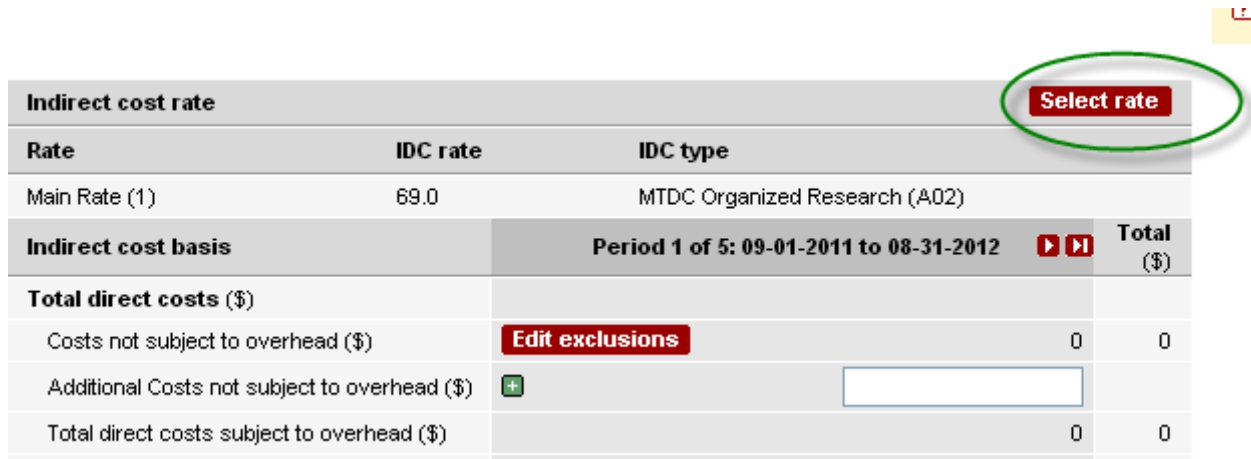
**Edit indirect costs**

Targeted amount (\$) 507,000  
Difference amount (\$) 507,000

Cancel Save OK

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The screen you are on is: SC R0005EditBudget Privacy Statement

You then want to select "Select Rate" to capture your indirect cost attributes:



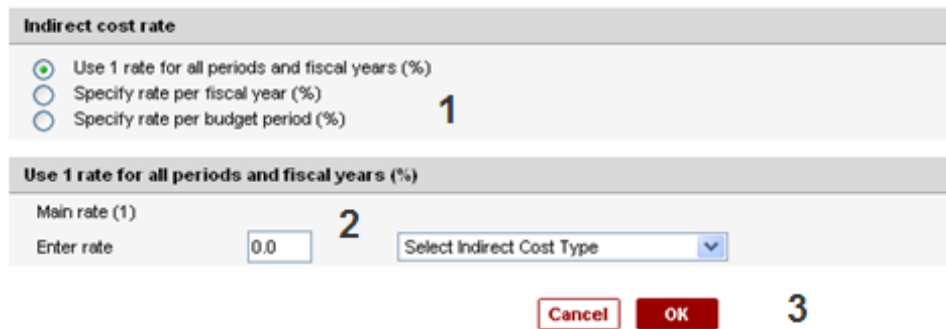
Indirect cost rate		
Rate	IDC rate	IDC type
Main Rate (1)	69.0	MTDC Organized Research (A02)

Indirect cost basis	Period 1 of 5: 09-01-2011 to 08-31-2012	Total (\$)
Total direct costs (\$)		
Costs not subject to overhead (\$)	<a href="#">Edit exclusions</a>	0
Additional Costs not subject to overhead (\$)	<input type="text"/>	
Total direct costs subject to overhead (\$)		0

- 1.) Select the appropriate cost rate option base on your budget.
- 2.) Identify the rate for each period and select the appropriate type from the drop down.
- 3.) Select "OK" once completed to return to the cost calculator screen

Select the radio button for the rate type and then enter in appropriate rates. If more than one concurrent rate exists, first select the appropriate radio button and then select <Add concurrent rate>.



**Indirect cost rate**

- Use 1 rate for all periods and fiscal years (%)
- Specify rate per fiscal year (%)
- Specify rate per budget period (%)

**Use 1 rate for all periods and fiscal years (%)**

Main rate (1)

Enter rate

Select Indirect Cost Type

[Help with this page](#)

**Guidance links**

[HU Indirect Cost Rates](#)

If your project includes subagreements you will need to select “**Edit exclusions**” from the indirect cost calculator screen:

Indirect cost rate			<b>Select rate</b>	
Rate	IDC rate	IDC type		
Main Rate (1)	69.0	MTDC Organized Research (A02)		
Indirect cost basis			Period 1 of 5: 09-01-2011 to 08-31-2012	Total (\$)
<b>Total direct costs (\$)</b>				
Costs not subject to overhead (\$)	<b>Edit exclusions</b>		0	0
Additional Costs not subject to overhead (\$)	<input type="text"/>			
Total direct costs subject to overhead (\$)			0	0

1. This section is informational only and will show you what line items are normally excluded for the different IDC rate types.

2.) In this section you will see a list of the subrecipients that you have previously identified will list four radio buttons underneath each. You need to flag the policy for the IDC that Harvard is taking on each of the subrecipients. The first three options available are for those typically allowed by most sponsors. If you are building a request for a sponsor that has a sub IDC policy that does not fit any of these options( i.e. Gates Foundation), select “**Other**” and enter comments in the comment field on the request homepage.

3.) Once you have identified your subrecipients HUD policies select “**OK**” to return to the indirect cost calculator screen and “**OK**” again to return to the main budget page.

Changing the indirect cost basis will automatically change exclusions. For category Other Expenses, exclusions may be set per line item.

Indirect cost basis:

Categories	Included in base?
Personnel (Salary)	Yes
Personnel (Fringe Benefits)	Yes <b>1</b>
Consultant Costs	Yes
Equipment	No
Supplies	Yes
Travel	Yes
Patient Care Costs - Inpatient	No
Patient Care Costs - Outpatient	No
Alterations and Renovations	No
<b>Other Expenses</b>	
Sub no.	Consortium/Contractual <b>2</b>
5045157	5045157-Massachusetts General Hospital:
	<input type="radio"/> Excluded <input type="radio"/> On entire amount <input type="radio"/> On 1st \$25,000 <input type="radio"/> Other

**3**

- 1.) Enter the total direct and indirect for each budget period (the direct amount should include the subagreement amounts even though they will be called out separately)
- 2.) Use the arrows to navigate between periods
- 3.) If you have subagreements on your budget select each sub link to record the totals for each sub in the periods of their involvement.

Budget by Total Direct & Total Indirect Costs Only  
 Budget by Selected Template Category  
 Budget by Line Items

**Clear budget amounts**

2

<b>Edit dates</b>		Period 1 of 3: 07-01-2012 to 06-30-2013	<b>Total (\$)</b>
<b>Personnel</b>			
Senior Personnel			
Dutt, Jonathan - Principal Investigator			
Morand, Jessica Frances - Co-Investigator			
Other Personnel - Post Doctoral Associates			
Other Personnel - Other Professional			
Other Personnel - Graduate Students			
Other Personnel - Undergraduate Students			
Other Personnel - Secretarial - Clerical			
Other Personnel - Other			
Fringe Benefits			
Dutt, Jonathan - Principal Investigator			
Morand, Jessica Frances - Co-Investigator			
<b>Non-Personnel</b>			
Equipment			
Travel			
Participant Support			
Other Direct Costs - Materials & Supplies			
Other Direct Costs - Publication Costs/Documentation/Dissemination			
Other Direct Costs - Consultant Services			
Other Direct Costs - Computer Services			
Other			
<b>Subagreement</b>			
Subawards (Subagreements)			
605661-Princeton University 3			
<b>Total costs</b>		1	
Total direct costs			<input type="text"/>
Less costs not subject to overhead			
Total direct costs subject to overhead			
Total indirect costs : rate ( 69.00%)		<b>Edit indirect costs</b>	<input type="text"/>
Total costs			
		Targeted amount (\$)	507,000
		Difference amount (\$)	507,000

When you select the sub link you should enter the totals for each period that the subagreements will be involved. You will enter all of the dollars (including the subs IDC amount) under Total Proposed Subagreement Costs. You will get an error if you attempt to enter the line items, as line items were not entered on the main budget.

Edit subagreement budget

**Edit subagreement budget**

Number: 5056661

Subrecipient: Princeton University

Subrecipient PI: Einstein, Albert

Issued dates: N/A

Issued dollars: N/A

Periods default from the request budget. Enter amounts per category for each budget period applicable to this subagreement. At a minimum, enter total amount requested per budget period for which subagreement is proposed. Total amounts will default to main request budget as a line item.

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To use the download functionality, select <Save> to commit changes. Then, select the Download this page link.

Subagreement Proposed dates : 07-01-2012 - 06-30-2014

Categories	Period 1 (\$) 07-01-2012 to 06-30-2013	Period 2 (\$) 07-01-2013 to 06-30-2014	Period 3 (\$) 07-01-2014 to 06-30-2015	Total (\$)
Salaries+Wages	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Fringe Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Consultants	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Other Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Other Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Indirect Costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	
*Total proposed subagreement costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	

\*required fields

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The screen you are on is : SC R0017 EditSubagreementBudget Privacy Statement

Once you have completed this screen select “OK” to return to your main budget page.

If your "Total costs" and "Targeted amount" totals are equal you will see a "0" populate in the "Difference amount" field. If there are values populating in the "Difference amount" field, ensure that all your budget period totals and adjust your "Targeted amount" total. You have then completed your budget and can select "OK" to return to your request homepage.

Total indirect costs : rate ( 69.00%)	<a href="#">Edit indirect costs</a>	64,480	164,480
Total costs		364,480	1,164,480

Targeted amount (\$) 1,164,480  
Difference amount (\$) 0

[Cancel](#) [Save](#) [OK](#)

## Competing Renewals

Competing renewals are requests that create a proposal for funding that builds upon the previous project but will require formal peer review at sponsor level. These result in the creation of a new segment within a project and if awarded will result in the creation of a new fund number.

Competing Renewals mimic the initial request process. Please refer to the above initial request screen shots and instructions for details on how to enter budgets for this request type.

## Revised to Resubmit

Revised to resubmit requests (R2R) are requests that are going through the sponsor review process for a second (or more) time after being rejected or returned without funding. When building these requests GMAS will duplicate the prior version of the budget in the request. Users must then edit changes as necessary.

To begin making changes to a R2R request budget you must select “**Edit**” next to the budget component on the request homepage:

- [Log a notice](#)
- [Revise to resubmit](#)
- [Request closeout](#)
- [Request rollback](#)

[open all](#) | [close all](#)

Request attributes	
<b>Request number</b>	5382512
<b>Retroactive</b>	No
<b>Type</b>	Initial request
<b>Status</b>	Submitted to sponsor
Request information <span style="float: right;"><a href="#">Edit</a></span>	
<b>Tub</b>	370, FCOR*FAS Core
<b>Org</b>	31240, FCOR*CCB Org Res
<b>Title</b>	GMAS Budgets
<b>Project type</b>	Basic research and all other
<b>Principal investigator</b>	Dutt, Jonathan
<b>Sponsor</b>	Diagnostics For All, Inc.
<b>Sponsor type</b>	US Foundation/society
<b>Prime sponsor</b>	NIH
<b>Prime sponsor type</b>	US Federal Government
<b>OMB A21 functional code</b>	Organized Research ( A02)
<b>Discipline</b>	Chemistry
<b>Sponsor tracking number</b>	
<b>Response to RFP?</b>	Yes
<b>Preponderance of effort?</b>	On-campus
Comments <span style="float: right;"><a href="#">Edit</a> <a href="#">Close</a> ▲</span>	
There are no comments associated with this request	
<b>Submission requirements</b>	▪ due to sponsor 01-12-2012 <span style="float: right;"><a href="#">Edit</a> <a href="#">Open</a> ▼</span>
<b>Budget</b>	▪ Proposed 09-01-2012 to 08-31-2017   Total(\$) 1,500,000 <span style="float: right;"><a href="#">Edit</a> <a href="#">Open</a> ▼</span>
<b>Approval attributes</b>	▪ 1 apply   10 do not apply <span style="float: right;"><a href="#">Edit</a> <a href="#">Open</a> ▼</span>
<b>Approvals</b>	▪ 6 total   4 needed   0 pending   2 done   0 exempt   0 notified   0 N/A <span style="float: right;"><a href="#">Open</a> ▼</span>
<b>Required signatures</b>	▪ 5 total:   0 needed   5 done <span style="float: right;"><a href="#">Edit</a> <a href="#">Close</a> ▲</span>



To adjust your budget period dates select **“Edit dates”** from the top of the screen:

- Budget by Total Direct & Total Indirect Costs Only
- Budget by Selected Template Category
- Budget by Line Items

**Edit modular budget**

**Clear budget amounts**

**Edit dates**

Period 1 of 5: 09-01-2012 to 08-31-2013



Personnel

You can then add or delete a period and modify their corresponding start and end dates. When done select **“Ok”** to go back to the budget homepage:

Editing budget periods and/or dates may affect requested personnel amounts and indirect cost calculations in the request budget. This information must be updated manually after such changes are made.

**Add Period**

**Delete latest period**

### Edit period dates

	Start date (mm-dd-yyyy)		End date (mm-dd-yyyy)
Period 1	09-01-2012		08-31-2013
Period 2	09-01-2013		08-31-2014
Period 3	09-01-2014	↔	08-31-2015
Period 4	09-01-2015		08-31-2016
Period 5	09-01-2016		08-31-2017

**Cancel**

**OK**

To start with a “clean slate” for your period totals you can select “**Clear budget amounts**” from the top of the budget screen to wipe out all of the populating direct and indirect totals and adjust your target amount if applicable:

- Budget by Total Direct & Total Indirect Costs Only
- Budget by Selected Template Category
- Budget by Line Items

**Edit modular budget** **Clear budget amounts** ←

<b>Edit dates</b>		Period 1 of 5: 09-01-2012 to 08-31-2013	Total (\$)
<b>Personnel</b>			
<b>Personnel (Salary)</b>			
Dutt, Jonathan - Principal Investigator			
<b>Personnel (Fringe Benefits)</b>			
Dutt, Jonathan - Principal Investigator			

If your IDC rate has changed since the previous submission you should adjust it by selecting “**Edit indirect costs**”:

<b>Iterations and Renewals</b>			
<b>Other Expenses</b>			
<b>Total costs</b>			
<b>Total direct costs</b>			<input type="text"/>
Less costs not subject to overhead			
Total direct costs subject to overhead			
<b>Total indirect costs : rate ( 0.69%)</b>	<b>Edit indirect costs</b>		<input type="text"/>
<b>Total costs</b>			

**Targeted amount (\$)**

You can then toggle through each period using your navigation arrows and enter your direct and indirect totals:

09-01-2012 to 08-31-2013	▶▶	To

<b>total costs</b>		
<b>total direct costs</b>	→	<input type="text"/>
Less costs not subject to overhead		
Total direct costs subject to overhead		
<b>total indirect costs : rate ( 0.69%)</b>	<b>Edit indirect costs</b>	<input type="text"/>
<b>total costs</b>		

**Continuations:**

Continuation requests are requests that are asking for the next anticipated period of funding for a previously awarded project. They are also often referred to as non-competing continuations and are most often created to capture the submission of a NIH progress report.

When entering these requests in GMAS, the budget will populate with figures that come from both the initial request or competing renewal that created the segment as well what has been anticipated in the most recent award notice. If there is a variance, that amount will be reflected in the “Difference” line at the bottom of the screen.

<b>Non-Personnel</b>		<b>Edit non-personnel</b>	
<input type="checkbox"/> Consultant Costs			<input type="text"/>
<input type="checkbox"/> Equipment			<input type="text"/>
<input type="checkbox"/> Supplies			<input type="text"/>
<input type="checkbox"/> Travel			<input type="text"/>
<input type="checkbox"/> Patient Care Costs - Inpatient			<input type="text"/>
<input type="checkbox"/> Patient Care Costs - Outpatient			<input type="text"/>
<input type="checkbox"/> Alterations and Renovations			<input type="text"/>
<input type="checkbox"/> Other Expenses	125,000		<input type="text"/> 135,000
Other Expenses	125,000	<b>Calculate per unit cost</b>	<input type="text"/> 135,000
<b>Total costs</b>			
<b>Total direct costs</b>	125,000		135,000
Less costs not subject to overhead			0
Total direct costs subject to overhead	125,000		125,000
<b>Total indirect costs: Rate ( 69.00% )</b>	0	<b>Edit indirect costs</b>	86,250
<input type="checkbox"/> Manual Override			
<b>Total costs</b>	202,524		221,250
Total Anticipated For Period 2			202,524
Difference			(18,726)

Information populating from the initial request or competing renewal

Information populating from the latest award notice

Cancel Save OK

Your IDC rate will also pre-populate based off the initial or competing renewal request. If this needs to be changed you can do so by selecting **“Edit indirect costs”**...

<b>Total direct costs</b>		150,000	275,000
Less costs not subject to overhead		0	0
Total direct costs subject to overhead		150,000	275,000
<b>Total indirect costs : rate (69.00%)</b>	<b>Edit indirect costs</b>	99,201	176,725
<b>Total costs</b>		249,201	451,725
	<b>Targeted amount (\$)</b>		451,725

Selecting **“Select rate”**...

<b>Indirect cost rate</b>			<b>Select rate</b>
<b>Rate</b>	<b>IDC rate</b>	<b>IDC type</b>	
Main Rate (1)	69.0	MTDC Organized Research (A02)	
<b>Indirect cost basis</b>	<b>Period 1 of 2: 01-01-2012 to 12-31-2012</b>		<b>Total (\$)</b>
<b>Total direct costs (\$)</b>		150,000	275,000
Costs not subject to overhead (\$)	<b>Edit exclusions</b>	0	0
Additional Costs not subject to overhead (\$)			
Total direct costs subject to overhead (\$)		150,000	275,000
<b>Total indirect costs (\$)</b>		103,500	189,750

And adjusting your rate information accordingly.

<b>Indirect cost rate</b>	
<input checked="" type="radio"/>	Use 1 rate for all periods and fiscal years (%)
<input type="radio"/>	Specify rate per fiscal year (%)
<input type="radio"/>	Specify rate per budget period (%)
<b>Use 1 rate for all periods and fiscal years (%)</b>	
Main rate (1)	
Enter rate	<input type="text" value="69.0"/> <input type="text" value="MTDC Organized Research (A02)"/>
<input type="button" value="Cancel"/> <input type="button" value="OK"/>	

Once you have verified the IDC rate, to accurately reflect the amount requested, modify the total direct and indirect values to match the anticipated amount for the period you are requesting. Refer to the sponsor notice to confirm these values.

To capture the total direct, modify the "Other Expenses" line.

Non-Personnel		Edit non-personnel	
<input type="checkbox"/> Consultant Costs			
<input type="checkbox"/> Equipment			
<input type="checkbox"/> Supplies			
<input type="checkbox"/> Travel			
<input type="checkbox"/> Patient Care Costs - Inpatient			
<input type="checkbox"/> Patient Care Costs - Outpatient			
<input type="checkbox"/> Alterations and Renovations			
<input type="checkbox"/> Other Expenses	125,000		125,000
Other Expenses	125,000	Calculate per unit cost	125,000
<b>Total costs</b>			
<b>Total direct costs</b>	125,000		125,000
Less costs not subject to overhead			0
Total direct costs subject to overhead	125,000		125,000
<b>Total indirect costs: Rate (69.00%)</b>	0	Edit indirect costs	86,250
<input type="checkbox"/> Manual Override			
<b>Total costs</b>	202,524		211,250
Total Anticipated For Period 2			202,524
Difference			(8,726)

Enter the total direct cost in the lower "Other Expenses" line (It will then populate in the line above)

Cancel Save OK

To capture the total indirect you can either click on the calculator icon to do a direct calculation....

Non-Personnel		Edit non-personnel	
<input type="checkbox"/> Consultant Costs			
<input type="checkbox"/> Equipment			
<input type="checkbox"/> Supplies			
<input type="checkbox"/> Travel			
<input type="checkbox"/> Patient Care Costs - Inpatient			
<input type="checkbox"/> Patient Care Costs - Outpatient			
<input type="checkbox"/> Alterations and Renovations			
<input type="checkbox"/> Other Expenses	125,000		125,000
Other Expenses	125,000	Calculate per unit cost	125,000
<b>Total costs</b>			
<b>Total direct costs</b>	125,000		125,000
Less costs not subject to overhead			0
Total direct costs subject to overhead	125,000		125,000
<b>Total indirect costs: Rate (69.00%)</b>	0	Edit indirect costs	86,250
<input type="checkbox"/> Manual Override			
<b>Total costs</b>	202,524		211,250
Total Anticipated For Period 2			202,524
Difference			(8,726)

If there are no excluded items in the budget period you can select the calculator icon to populate the indirect costs

Cancel Save OK

or if there are excluded items from your IDC base, check off the **“Manual Override”** box to open up the indirect cost field for manual entry.

Non-Personnel		<b>Edit non-personnel</b>	
<input type="checkbox"/> Consultant Costs			<input type="checkbox"/>
<input type="checkbox"/> Equipment			<input type="checkbox"/>
<input type="checkbox"/> Supplies			<input type="checkbox"/>
<input type="checkbox"/> Travel			<input type="checkbox"/>
<input type="checkbox"/> Patient Care Costs - Inpatient			<input type="checkbox"/>
<input type="checkbox"/> Patient Care Costs - Outpatient			<input type="checkbox"/>
<input type="checkbox"/> Alterations and Renovations			<input type="checkbox"/>
<input type="checkbox"/> Other Expenses			<input type="checkbox"/>
Other Expenses			<input type="checkbox"/>
<b>Total costs</b>			
<b>Total direct costs</b>			125,000
Less costs not subject to overhead			0
Total direct costs subject to overhead	125,000		125,000
<b>Total indirect costs: Rate (69.00%)</b>			86,250
<input checked="" type="checkbox"/> Manual Override			<input type="text" value="77,524"/>
<b>Total costs</b>	202,524		202,524
Total Anticipated For Period 2			202,524
Difference			0

Use the "Manual Override" check box to open up the indirect cost field for manual entry

**Edit indirect costs**

Once you have captured these items you can select **“OK”**:

<b>Total costs</b>	202,524	202,524
Total Anticipated For Period 2		202,524
Difference		0

The amount will then appear on the request homepage:

**Delete this request**
**Lock and route for signatures**

[open all](#) | [close](#)

Request attributes			
Request number		Retroactive	No
Type	Continuation	Institutional authorities	Yes
Status	Under development	Snap	Yes
Request information			<b>Edit</b>
Tub			
Org			
Title			
Project type	Basic research and all other		
Principal investigator			
Sponsor	NIH/NICHD		
Sponsor type	US Federal Government		
Prime sponsor			
Prime sponsor type			
OMB A21 functional code	Organized Research ( A02)		
Discipline	Biological		
Sponsor tracking number			
Comments			<b>Edit</b> Close ▲
There are no comments associated with this request			
Submission requirements			
▪ due to sponsor 07-01-2012 <span style="float: right;"><b>Edit</b> Open ▼</span>			
Budget			
▪ Proposed 03-01-2013 to 02-28-2014   Total(\$) 202,524 <span style="float: right;"><b>Edit</b> Open ▼</span>			
SNAP questions			
<span style="float: right;"><b>Edit</b> Open ▼</span>			
Approval attributes			
▪ 0 apply   11 do not apply <span style="float: right;"><b>Edit</b> Open ▼</span>			
Approvals			
▪ 2 total   1 needed   0 pending   1 done   0 exempt   0 notified   0 N/A <span style="float: right;">Open ▼</span>			
Accounts			
▪ 1 total   1 active   0 validated   0 under development   0 closed <span style="float: right;">Open ▼</span>			
Subagreements			
▪ 0 total   0 modified through this request <span style="float: right;">Open ▼</span>			
Research staff			
▪ 1 individuals			
Interfaculty involvement			<b>Edit</b> Open ▼
▪ 0 Total			
Other school info			<b>Edit</b> Open ▼
▪ FCOR^FAS Core			
Documents			Open ▼
▪ 0 Document(s)			

## Supplements

Supplements are requests that are asking for funds not anticipated by an existing award during an authorized period of performance. These requests require the creation of a separate budget for the supplemental costs in GMAS.

To begin select **“Finish & edit budget”** from the request guided steps...

The guided steps necessary for this request are complete.

To create the request-specific budget at this time, select <Finish & edit budget>. Select this button to save information entered in guided steps and initiate the process of creating a budget.

To create the budget at a later time, select <Finish & go to request>. Select this button to save information entered in guided steps and open Request summary homepage, from which budget and other entered request information will be editable.

**Cancel** **Back** **Finish & edit budget** **Finish & go to request**

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The screen you are on is : SCR0882FinishGoToBudget Privacy Statement

Or select **“Edit”** on the budget component for requests that have been previously created:

<b>Preponderance of effort?</b>	On-campus	
<b>Comments</b>	There are no comments associated with this request	<b>Edit</b> Close ▲
<b>Submission requirements</b>	▪ due to sponsor 07-01-2013	<b>Edit</b> Open ▼
<b>Budget</b>	▪ Proposed 09-01-2012 to 08-31-2014   Total(\$)	<b>Edit</b> Open ▼
<b>Approval attributes</b>	▪ 0 apply   11 do not apply	<b>Edit</b> Open ▼

You will then be taken to a blank budget that you can begin editing:

**Map to proposed accounts**
Download this page

		Period 1 of 1: 09-01-2012 to 08-31-2014	Total (\$)
<b>Personnel</b> <span style="float: right;"><b>Add personnel</b></span>			
<input type="checkbox"/> <b>Senior Personnel</b>			
Dutt, Jonathan - Principal Investigator			
Whitesides, George McClelland - Principal Investigator			
<input checked="" type="checkbox"/> <b>Other Personnel - Post Doctoral Associates</b>			
<input checked="" type="checkbox"/> <b>Other Personnel - Other Professional</b>			
<input checked="" type="checkbox"/> <b>Other Personnel - Graduate Students</b>			
<input checked="" type="checkbox"/> <b>Other Personnel - Undergraduate Students</b>			
<input checked="" type="checkbox"/> <b>Other Personnel - Secretarial - Clerical</b>			
<input checked="" type="checkbox"/> <b>Other Personnel - Other</b>			
<input type="checkbox"/> <b>Fringe Benefits</b>			
Dutt, Jonathan - Principal Investigator			
Whitesides, George McClelland - Principal Investigator			
<b>Non-Personnel</b> <span style="float: right;"><b>Edit non-personnel</b></span>			
<input checked="" type="checkbox"/> <b>Equipment</b>		<input type="text"/>	
<input checked="" type="checkbox"/> <b>Travel</b>		<input type="text"/>	
<input checked="" type="checkbox"/> <b>Participant Support</b>		<input type="text"/>	
<input checked="" type="checkbox"/> <b>Other Direct Costs - Materials &amp; Supplies</b>		<input type="text"/>	
<input checked="" type="checkbox"/> <b>Other Direct Costs - Publication Costs/Documentation/Dissemination</b>		<input type="text"/>	
<input checked="" type="checkbox"/> <b>Other Direct Costs - Consultant Services</b>		<input type="text"/>	
<input checked="" type="checkbox"/> <b>Other Direct Costs - Computer Services</b>		<input type="text"/>	
<input checked="" type="checkbox"/> <b>Other</b>		<input type="text"/>	
<b>Total costs</b>			
<b>Total direct costs</b>			
Less costs not subject to overhead			
Total direct costs subject to overhead			
<b>Total indirect costs: Rate ( 0.69% )</b>		<b>Edit indirect costs</b> <input type="text"/>	0
<input type="checkbox"/> Manual Override			
<b>Total costs</b>			0

Values populating in the "Targeted amount" field are coming from what was entered in the request guided steps

→

Targeted amount (\$)	169,000
Difference amount (\$)	169,000

Cancel Save OK

If your IDC rate has changed since the previous submission you should adjust it first by selecting “**Edit indirect costs**”:


<b>Other Expenses</b>			
<b>Total costs</b>			
<b>Total direct costs</b>			<input type="text"/>
Less costs not subject to overhead			
Total direct costs subject to overhead			
<b>Total indirect costs : rate ( 0.69% )</b>	<b>Edit indirect costs</b>		<input type="text"/>
<b>Total costs</b>			

**Targeted amount (\$)**

Otherwise proceed by entering your direct costs by filling in your period totals in the “Other ” category:

<input type="checkbox"/> Equipment		<input type="text"/>
<input type="checkbox"/> Travel		<input type="text"/>
<input type="checkbox"/> Participant Support		<input type="text"/>
<input type="checkbox"/> Other Direct Costs - Materials & Supplies		<input type="text"/>
<input type="checkbox"/> Other Direct Costs - Publication Costs/Documentation/Dissemination		<input type="text"/>
<input type="checkbox"/> Other Direct Costs - Consultant Services		<input type="text"/>
<input type="checkbox"/> Other Direct Costs - Computer Services		<input type="text"/>
<input type="checkbox"/> Other		<input type="text"/>

And then entering your indirect costs by **selecting the calculator icon** if there are no exclusions ...

<b>Total direct costs</b>		100,000	<b>100,000</b>
Less costs not subject to overhead			
Total direct costs subject to overhead			
<b>Total indirect costs: Rate ( 69.00% )</b>	<b>Edit indirect costs</b> 	0	
<input type="checkbox"/> Manual Override			
<b>Total costs</b>		100,000	<b>100,000</b>

**Targeted amount (\$)** 169,000  
**Difference amount (\$)** 69,000

or the “Manual Override” check box to open up the field for manual entry:

<b>Total direct costs</b>		100,000	<b>100,000</b>
Less costs not subject to overhead		0	0
Total direct costs subject to overhead		100,000	100,000
<b>Total indirect costs: Rate ( 69.00% )</b>	<b>Edit indirect costs</b>	69,000	69,000
<input checked="" type="checkbox"/> Manual Override		<input type="text"/>	
<b>Total costs</b>		100,000	<b>100,000</b>
		<b>Targeted amount (\$)</b>	<b>169,000</b>
		<b>Difference amount (\$)</b>	<b>69,000</b>

\*Please keep in mind that if your supplement has multiple periods you will need to toggle between periods and capture totals that correspond to each one.

\*\*Also if your supplement includes subawards costs you will need to enter period totals for each sub as well.

### Modular Budgets:

Some NIH applications allow you to use a modular budget format, where funds are requested in lump sums of \$25,000 intervals rather than requiring a full detailed budget. Submissions with modular budgets can also be captured in GMAS by following the below steps:

After completing the request guided steps and selecting “Finish and edit budget”, Select “Edit modular budget” towards the top of the screen:

Select budget level via radio buttons.

Note: changing the budgeting level during the process of creating a budget will delete all information.

<Map to proposed accounts> will only appear for category and line item level budgeting and will allow pre-award mapping to proposed accounts. <Edit modular budget> will only appear if the sponsor is NIH. The subagreement link will allow budgeting to each specific subagreement. Select <Edit dates> to adjust request dates and save the budget.

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- Budget by Total Direct & Total Indirect Costs Only
- Budget by Selected Template Category
- Budget by Line Items

**Edit modular budget** **Clear budget amounts**

<b>Edit dates</b>	Period 1 of 3: 07-01-2013 to 06-30-2014		Total (\$)
<b>Personnel</b>			
<b>Personnel (Salary)</b>			
Dutt, Jonathan - Principal Investigator			
<b>Personnel (Fringe Benefits)</b>			
Dutt, Jonathan - Principal Investigator			
<b>Non-Personnel</b>			
<b>Consultant Costs</b>			
<b>Equipment</b>			

You then want to capture your IDC rate by selecting **“Edit IDC rate”**

For NIH modular budgets, requested direct dollar amounts must be in increments of \$25,000 and must total between \$25,000 and \$250,000 per budget period. To eliminate the modular budget, select <Delete modular budget> or else the link between the request budget and modular budget will remain. Subagreement/Consortium F&A is the subrecipients internal indirect costs, not applicable HUIDC.

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**Guidance Link**

[NIH Modular Budget](#)

[HU Indirect Cost Rates](#)

Periods	Dates	Requested direct(\$) excluding sub. F&A	Subject to IDC (\$)	IDC rate (%)	Requested IDC (\$)	Subagreement F&A(\$)	Total requested (\$)
<b>Period 1</b>	<b>07-01-2013 to 06-30-2014</b>				<b>0</b>		<b>0</b>
	Main Rate (1)	<input type="text"/>	<input type="text"/>	0.0	0	<input type="text"/>	0
<b>Period 2</b>	<b>07-01-2014 to 06-30-2015</b>				<b>0</b>		<b>0</b>
	Main Rate (1)	<input type="text"/>	<input type="text"/>	0.0	0	<input type="text"/>	0
<b>Period 3</b>	<b>07-01-2015 to 06-30-2016</b>				<b>0</b>		<b>0</b>
	Main Rate (1)	<input type="text"/>	<input type="text"/>	0.0	0	<input type="text"/>	0
<b>Total modular costs</b>					<b>0</b>		<b>0</b>

**\*If your budget includes subagreements you will need to identify the HUIDC policy by editing your exclusions on the main budget page.**

Once you set your IDC rate you can then fill in your totals for **(1)** direct amounts (*excluding sub F&A*), **(2)** direct total subject to IDC and **(3)** subagreement FA for each period.

For NIH modular budgets, requested direct dollar amounts must be in increments of \$25,000 and must total between \$25,000 and \$250,000 per budget period. To eliminate the modular budget, select <Delete modular budget> or else the link between the request budget and modular budget will remain. Subagreement/Consortium F&A is the subrecipients internal indirect costs, not applicable HUIDC.

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**Guidance Link**

[NIH Modular Budget](#)

[HU Indirect Cost Rates](#)

**Edit IDC rate** **Edit dates** **Clear budget amounts** **Delete modular budget**

Periods	Dates	Requested direct(\$) excluding sub. F&A	Subject to IDC (\$)	IDC rate (%)	Requested IDC (\$)	Subagreement F&A(\$)	Total requested (\$)
<b>Period 1</b>	<b>07-01-2013 to 06-30-2014</b>	<b>1 25,000</b>	<b>2</b>		<b>13,800</b>	<b>3</b>	<b>38,800</b>
	Main Rate (1)	25,000	20,000	69.0	13,800		38,800
<b>Period 2</b>	<b>07-01-2014 to 06-30-2015</b>	<b>25,000</b>			<b>13,800</b>	<b>1,500</b>	<b>40,300</b>
	Main Rate (1)	25,000	20,000	69.0	13,800	1,500	40,300
<b>Period 3</b>	<b>07-01-2015 to 06-30-2016</b>	<b>25,000</b>			<b>13,800</b>	<b>1,500</b>	<b>40,300</b>
	Main Rate (1)	25,000	20,000	69.0	13,800	1,500	40,300
<b>Total modular costs</b>		<b>75,000</b>	<b>60,000</b>		<b>41,400</b>	<b>3,000</b>	<b>119,400</b>

**Cancel** **OK**

Your Requested IDC and Total Requested will auto populate.

When done select **“OK”** to be taken back to your main budget page.