

Initial and Renewal budgets

The Initial and Competing renewal budgets in GMAS provide a high-level summary of the proposed budget that has been/is being submitted to the sponsor. This job aid provides guidance on how to record the high-level budget information in GMAS initial and competing renewal proposals.

Prerequisites

This job aid assumes that the reader has an understanding of the basic functionality and terminology of GMAS.

How to navigate to the proposal budget

The proposal budget can be accessed in the following ways from the proposal homepage:

1. If the proposal budget has not been added yet, there will be an “Actions required” item at the top of the proposal homepage that indicates the proposal budget is missing.

Actions required	
⚠ Required information is missing for John Harvard	Edit
⚠ Proposal budget is missing	Edit
⚠ Approval questions have not been answered	Edit
⚠ School questions have not been answered	Edit

2. If the proposal budget has been entered, it will appear in a panel on the proposal homepage. *

Initial proposal - version 2 - 6338655

Comments (0) | Related links | Info | Lock and route for signatures

Research team: 6
Subagreements: 0
Accounts: 1

Under development | Under review | Authorized | Submitted

Due to central in 14 days on Jun 6, 2019
Due to sponsor in 28 days on Jun 20, 2019

Central reviewer
Unassigned

Actions required

- Required information is missing for Zhi-Min Yuan [Edit]
- Approval questions have not been answered [Edit]

Open all | Close all

Proposed dates and dollars | Apr 1, 2017 - Mar 31, 2022 | \$358,657 | Edit budget | Edit dates

Approvals | 9 total | 2 needed | 1 attributes apply

School specific information | 4 questions answered "No" | Show all

Interfaculty involvement | None

Documents | 0 documents

- Selecting the “Proposed dates and dollars” link in the panel will navigate to a view screen for the budget.
- Selecting the <Edit budget> button in the panel will navigate to the edit view of the budget.
- Selecting the <Edit dates> button in the panel will open a modal where the dates can be edited.

***Note:** Budgets that were entered into GMAS prior to April 8th as detailed budgets will not display an edit button or a link to the view screen. In these cases, the dollars can be viewed in the proposal budget expand.

Editing the proposal budget

The proposal budget can be edited by departments up until the proposal is locked and routed for signatures. Budgets are entered by direct, indirect, and subagreement dollars. The budget only allows for entry at the total dollar value (no cents).

Budget without subagreement

Edit proposed budget

	Period 1 May 1, 2019 - Apr 30, 2020	Period 2 May 1, 2020 - Apr 30, 2021	Period 3 May 1, 2021 - Apr 30, 2022	Period 4 May 1, 2022 - Apr 30, 2023	Period 5 → May 1, 2023 - Apr 30, 2024	Total (7 periods) May 1, 2019 - Apr 30, 2026
Direct costs						
Subject to OH	\$51,000	\$62,500	\$123,654	\$123,654	\$98,467	\$449,275
Not subject to OH	\$13,000	\$52,026	\$64,233	\$13,000	\$5,623	\$147,912
Total direct	\$64,000	\$114,526	\$187,907	\$136,654	\$94,090	\$597,187
Indirect costs						
Modified Total Direct Costs						One rate for all periods
IDC rate	69.50%					
Total indirect	\$35,445	\$43,438	\$85,940	\$85,940	\$61,485	\$312,248
Total proposed amount	\$99,445	\$157,974	\$273,847	\$222,594	\$155,575	\$909,435

Cancel Done

Budget with subagreement

Edit proposed budget

	Period 1 May 1, 2019 - Apr 30, 2020	Period 2 May 1, 2020 - Apr 30, 2021	Period 3 May 1, 2021 - Apr 30, 2022	Period 4 May 1, 2022 - Apr 30, 2023	Period 5 → May 1, 2023 - Apr 30, 2024	Total (7 periods) May 1, 2019 - Apr 30, 2026
Subagreement costs						
Massachusetts General Hospital	\$15,000	\$15,000	\$25,000	\$25,000	\$30,000	\$110,000
Subject to OH	\$15,000	\$10,000	\$0	\$0	\$0	\$25,000
Not subject to OH	\$0	\$5,000	\$25,000	\$25,000	\$30,000	\$85,000
Total subagreement costs	\$15,000	\$15,000	\$25,000	\$25,000	\$30,000	\$110,000
Harvard direct costs						
Subject to OH	\$36,000	\$47,500	\$98,654	\$98,654	\$58,467	\$339,275
Not subject to OH	\$13,000	\$52,026	\$64,233	\$13,000	\$5,623	\$147,912
Harvard total direct	\$49,000	\$99,526	\$162,907	\$111,654	\$64,090	\$487,187
Total direct costs						
Subject to OH	\$51,000	\$57,500	\$98,654	\$98,654	\$58,467	\$364,275
Not subject to OH	\$13,000	\$57,026	\$89,233	\$38,000	\$5,623	\$232,912
Total direct	\$64,000	\$114,526	\$187,907	\$136,654	\$94,090	\$597,187
Indirect costs						
Modified Total Direct Costs						One rate for all periods
IDC rate	69.50%					
Total indirect	\$35,445	\$39,963	\$68,565	\$68,565	\$40,635	\$253,173
Total proposed amount	\$99,445	\$154,499	\$256,472	\$205,219	\$134,725	\$850,360

Cancel Done

Budget periods (found on both budgets with and without subagreements)

Period 1	Period 2	Period 3	Period 4	Period 5 →	Total
May 1, 2019 - Apr 30, 2020	May 1, 2020 - Apr 30, 2021	May 1, 2021 - Apr 30, 2022	May 1, 2022 - Apr 30, 2023	May 1, 2023 - Apr 30, 2024	(7 periods) May 1, 2019 - Apr 30, 2026

The budget periods are listed at the top of the budget. Budget periods can be viewed in five period increments. If there are more than five periods, an arrow will be visible on the last period to view the next five periods, and on the first period to view the previous five periods. The "Total" column will always display on the right and indicate the total number of budget periods, and the dates that all of the budget periods span.

If the budget periods need to be edited follow these steps:

1. Navigate back to the request homepage by selecting <Cancel> or <Done> from the budget entry screen.
2. Select the <Edit dates> button on the budget panel .

Proposed dates and dollars Apr 1, 2017 - Mar 31, 2022 \$358,657 Edit budget **Edit dates** +

3. From the "Edit dates" pop-up window, the start date, number of periods, and period end dates can be edited.

Edit dates



Start date

Number of periods

Period 1	Jul 1, 2018 -	6/30/19	
Period 2	Jul 1, 2019 -	6/30/20	
Period 3	Jul 1, 2020 -	6/30/21	
Period 4	Jul 1, 2021 -	6/30/22	
Period 5	Jul 1, 2022 -	6/30/23	

The dates can also be edited from the budget view screen by selecting the secondary button at the top of the view screen and then selecting <Edit dates>.

View proposed budget

	Period 1	Period 2	Period 3	Period 4	Period 5	Total
	Jul 1, 2018 -	Jul 1, 2019 -	Jul 1, 2020 -	Jul 1, 2021 -	Jul 1, 2022 -	Jul 1, 2018 -

Subagreement costs (found on budgets with subagreements)

Subagreement costs – The amount entered here for each budget period represents the subagreement dollar totals.

Subagreement costs						
Commonwealth of Massachusett...	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>

Subagreement OH policy drop-down – The subagreement overhead policy will default to “Excluded from IDC”.

Options in the drop-down include:

- Excluded from IDC – no overhead will be taken on the subagreement amount entered
 - All of the subagreement dollars will display in the “Not subject to OH” field below
- IDC on entire subagreement – overhead will be taken on the subagreement amount for every budget period
 - All of the subagreement dollars will be displayed in the “Subject to OH” field below
- IDC on 1st \$25,000 – overhead will be taken on the subagreement up until \$25,000 (starting from the first budget period)
 - Subagreement dollars under or up to 25k will be displayed in the “Subject to OH” field below
 - Subagreement dollars over 25k will be displayed in the “Not subject to OH” field below

Example: If there is \$20,000 listed in the subagreement amount for the first period and \$30,000 in the second period

- \$20,000 will display in the “Subject to OH” field and \$0 will display in the “Not subject to OH” field for the first period
- \$5,000 will display in the “Subject to OH” field and \$25,000 will display in the “Not subject to OH” field for the second period
- IDC on 1st \$50,000 – overhead will be taken on the subagreement up until \$50,000 (starting from the first budget period)
 - Subagreement dollars under or up to 50k will be displayed in the “Subject to OH” field below
 - Subagreement dollars over 50k will be displayed in the “Not subject to OH” field below

Example: If there is \$40,000 listed in the subagreement amount for the first period and \$30,000 in the second period

- \$40,000 will display in the “Subject to OH” field and \$0 will display in the “Not subject to OH” field for the first period
- \$10,000 will display in the “Subject to OH” field and \$20,000 will display in the “Not subject to OH” field for the second period
-
- Other – overhead policy is something other than the above options (text field becomes available for description of policy)
 - All of the subagreement dollars will be displayed in the “Not subject to OH” field below

Subagreement costs

Commonwealth of Massachusett...	\$0	\$0	\$0	\$0	\$0	\$0	Excluded from IDC
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Subject to OH – The amount displayed here for each budget period represents the subagreement amount that will have an accompanied overhead cost (e.g., building operations and maintenance, IT expenses, security, administrative personnel such as grant managers, etc.). This is triggered by the subagreement IDC policy selected for each subagreement.

Subagreement costs

Commonwealth of Massachusett...	\$0	\$0	\$0	\$0	\$0	\$0	Excluded from IDC
Subject to OH	\$0	\$0	\$0	\$0	\$0	\$0	

Not subject to OH – The amount displayed here for each budget period represents the subagreement amount that will not have an accompanied overhead cost.

Subagreement costs

Commonwealth of Massachusett...	\$0	\$0	\$0	\$0	\$0	\$0	Excluded from IDC
Subject to OH	\$0	\$0	\$0	\$0	\$0	\$0	
Not subject to OH	\$0	\$0	\$0	\$0	\$0	\$0	

Total subagreement costs– The total subagreement costs is the sum of the “Subject to OH” and the “Not subject to OH” amounts (which is also equal to the amount entered in the subagreement amount field).

Subagreement costs

Commonwealth of Massachusett...	\$0	\$0	\$0	\$0	\$0	\$0	Excluded from IDC
Subject to OH	\$0	\$0	\$0	\$0	\$0	\$0	
Not subject to OH	\$0	\$0	\$0	\$0	\$0	\$0	
Total subagreement costs	\$0	\$0	\$0	\$0	\$0	\$0	

Direct costs (found on budgets without subagreements)/Harvard direct costs (found on budgets with subagreements)

Subject to OH – The amount entered here for each budget period represents the Harvard direct costs that will have an accompanied overhead cost (e.g., building operations and maintenance, IT expenses, security,

administrative personnel such as grant managers, etc.).

Harvard direct costs						
Subject to OH	\$0	\$0	\$0	\$0	\$0	\$0

Not subject to OH – The amount entered here for each budget period represents the Harvard direct costs that will not have an accompanied overhead cost.

Harvard direct costs						
Subject to OH	\$0	\$0	\$0	\$0	\$0	\$0
Not subject to OH	\$0	\$0	\$0	\$0	\$0	\$0

Total direct costs/Harvard total direct costs– The total direct amount is the sum of the “Subject to OH” and the “Not subject to OH” amounts.

Harvard direct costs						
Subject to OH	\$0	\$0	\$0	\$0	\$0	\$0
Not subject to OH	\$0	\$0	\$0	\$0	\$0	\$0
Harvard total direct	\$0	\$0	\$0	\$0	\$0	\$0

Total direct costs (found on budgets with subagreements)

Subject to OH – The amount displayed here for each budget period represent the sum of “Subject to OH” amounts from the “Subagreement costs” section of the budget, and the sum of “Subject to OH” amounts from the “Harvard direct costs” section of the budget.

Total direct costs						
Subject to OH	\$0	\$0	\$0	\$0	\$0	\$0

Not subject to OH – The amount displayed here for each budget period represent the sum of “Not subject to OH” amounts from the “Subagreement costs” section of the budget, and the sum of “Not subject to OH” amounts from the “Harvard direct costs” section of the budget.

Total direct costs						
Subject to OH	\$0	\$0	\$0	\$0	\$0	\$0
Not subject to OH	\$0	\$0	\$0	\$0	\$0	\$0

Total direct – The amount displayed here for each budget period represents the sum of “Subject to OH” amounts and “Not subject to OH” amounts from the “Total direct costs” section of the budget.

Total direct costs						
Subject to OH	\$0	\$0	\$0	\$0	\$0	\$0
Not subject to OH	\$0	\$0	\$0	\$0	\$0	\$0
Total direct	\$0	\$0	\$0	\$0	\$0	\$0

Indirect costs (found on both budgets with and without subagreements)

Indirect cost type drop-down – The indirect cost type drop-down found above the indirect cost rate(s) allows identification of the indirect cost type.

- Modified total direct costs
- Total direct costs
- Training Grant/Career Dev MTDC

Indirect costs
Modified Total Direct Costs

Rate frequency drop-down – The rate frequency drop-down determines how the IDC rates will be identified. The following options are available:

- **One rate for all periods** - (this is the default) One rate will be identified for the entire budget (see “IDC rate” below).
- **IDC rate per budget period** – A rate will be identified for each budget period (see “IDC rates” below).
- **IDC rate per HU fiscal year** – A rate will be identified for each Harvard fiscal year that is represented across all the budget periods (see “Fiscal year IDC rates” below).

Indirect costs Modified Total Direct Costs One rate for all periods

IDC rate - The overhead for each budget period will be calculated based on the rate entered in this field.

Indirect costs Modified Total Direct Costs One rate for all periods

IDC rate	0.00%
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IDC rates – The overhead for each budget period will be calculated based on the rate represented for that specific budget period.

Indirect costs Modified Total Direct Costs IDC rate per budget period

IDC rates	0.00%	0.00%	0.00%	0.00%	0.00%
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Fiscal year IDC rates – The overhead for each budget period will be calculated based on a blended rate based on the dates of the budget period, and the dates of the fiscal year (see “Calculated IDC rates” below).

Indirect costs Modified Total Direct Costs IDC rate per HU fiscal year

Fiscal year IDC rates	FY20	0.00%	FY21	0.00%	FY22	0.00%	FY23	0.00%	FY24	0.00%	FY25	0.00%
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Calculated IDC rates – The calculated IDC rate represents the blended rate for each budget period based on the budget period dates and the fiscal year dates that overlap in that budget period.

IDC rate per HU fiscal year blended rate calculation example

- Budget period 1 is from 6/1/17 to 5/31/18 (total of 365 days)
- 30 days are in FY17 (6/1/17 - 6/30/17), which is 8.2% of the total budget period days
- 335 days are in FY18 (7/1/17 - 5/31/18), which is 91.8% of the total budget period days

If FY17 IDC rate is 50% and FY18 IDC rate is 60%, the blended rate is equal to:

$$(50\% * 8.2\%) + (60\% * 91.8\%) = 59.18\%$$

Indirect costs Modified Total Direct Costs IDC rate per HU fiscal year

Fiscal year IDC rates	FY20	0.00%	FY21	0.00%	FY22	0.00%	FY23	0.00%	FY24	0.00%	FY25	0.00%
Calculated IDC rates	0%	0%	0%	0%	0%							


Total indirect – The total indirect amounts are the sum of total direct costs subject to OH x the OH rate applied to the budget period.

(10,000 direct subject to OH * 69% = \$6,900 total indirect)

Indirect costs Modified Total Direct Costs IDC rate per HU fiscal year

Fiscal year IDC rates	FY20	0.00%	FY21	0.00%	FY22	0.00%	FY23	0.00%	FY24	0.00%	FY25	0.00%
Calculated IDC rates	0%	0%	0%	0%	0%							
Total indirect	\$0	\$0	\$0	\$0	\$0	\$0						

Pencil/Calculator icon – The pencil icon allows the total indirect amounts to be manually entered/edited for each budget period. The calculator icon will process the calculation for each budget period automatically. The default for the budget screen is to automatically calculate the indirect cost for each budget period.

Indirect costs												Modified Total Direct Costs		IDC rate per HU fiscal year	
Fiscal year IDC rates	FY20	0.00 %	FY21	0.00 %	FY22	0.00 %	FY23	0.00 %	FY24	0.00 %	FY25	0.00 %			
Calculated IDC rates ⓘ		0%		0%		0%		0%		0%		0%			
Total indirect		\$0		\$0		\$0		\$0		\$0		\$0			

Total proposed amount

The total proposed amount that displays for each budget period is the sum of the “Total direct” amount in the “Direct” (found on budgets without subagreements) or “Total Direct costs” (found on budgets with subagreements) section of the budget, and the “Total indirect” amount in the “Indirect costs” section of the budget.

Other budget types

GMAS screens are continuing to be converted to the new look and feel (such as the Initial and Renewal budget screens). While the Initial and Renewal budgets have been converted, the continuation and supplement budgets remain on old GMAS screens. In order to make the budget entry process simplified, the ability to enter/edit detailed budgets has been removed from old budget screens. When editing continuation or supplement budgets, all direct dollars should be captured in the “Other direct costs” section.

For feedback or questions, please reach out to the GMAS help desk at contactgmas@harvard.edu.