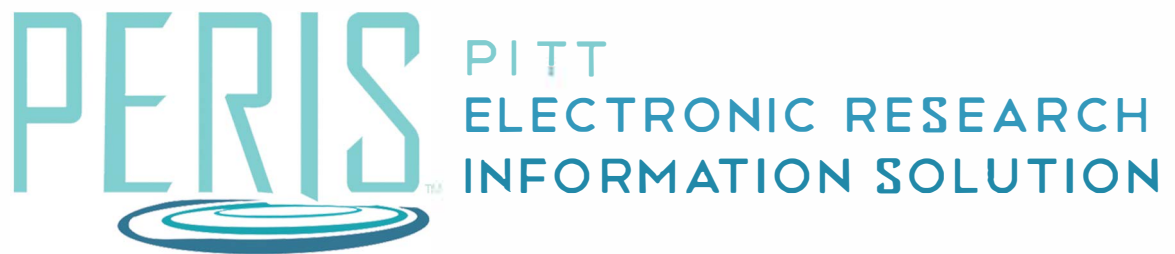




University of Pittsburgh



Quick Reference

BUDGETS.....2

Budgets

Budgets | History | SF424 Summary | Attachments | F

Working Budgets

ID	Name	SmartForm
BU00000144	National Institutes of Health	[Edit]

Edit Budget

General Budget Information

- Budget title:** National Institutes of Health
- Principal Investigator for this budget:** Test Study Staff
- Is this a Subaccount budget?** No

Personnel Costs

Personnel Costs Form

Person: Test Study Staff

Appt: 12 months

Role: PD/PI

Key: Apply Inflation Rate

Base Salary: \$ 100000.00

Period: 6/14/2017 - 6/13/2018

Effort: 50 %

SalReq: 50 %

Base: \$ 100000.00

Req: \$ 50,000.00

General Costs

General Costs Form

*Cost Type: Direct Costs F&A Applied

Desc: Travel

Cost: \$ 2000.00

Apply Inflation:

Apply Indirects:

Period: 6/14/2017 - 6/13/2018

Attachments for Internal Purposes:

- Attachments:** There are no items to display

Finish

Where to start?

- With the Funding Proposal open and the Budgets tab selected, click the name of the Budget to open.
- Click *Edit Budget*.

How do I complete the Budget?

- Supply general budget information and click *Continue*.
- On each budget grid:
 - Set budget variables such as inflation rate.
 - Select the number of line items you want to create and click *Add*.
 - Supply the requested cost information for each item.
 - Click *Continue*.

How do I finish the budget?

- On the last page click *Add* if you want to attach supporting documents such as instructions or a budget justification.
- When satisfied with your budget entries and attachments click *Finish*.