



Creating a Non-Detailed Budget

The General Budget Information SmartForm

1. Select the name of the budget that you are preparing to complete.

A screenshot of a web interface showing a "Budgets" tab. The tab has two sub-tabs: "Budgets" and "History". Below the sub-tabs is a section titled "Working Budgets". Under this section is a table with a header row containing the word "Name". Below the header is a single row with a small icon of a document and the text "Pittsburgh Curling Club".

2. You will now be in the Budget (BU) WorkSpace. Select Edit Budget.

A screenshot of a web interface showing a "Next Steps" section. Below the section title is a large, dark blue button with the text "Edit Budget" in white.

3. Complete the General Budget Information SmartForm.

4. Enter a Title (or keep the default title). Select the Principal Investigator. Indicate whether this is a Subaccount budget or not. Determine the work location.

*** Budget title:** ?

Pittsburgh Curling Club

*** Principal Investigator for this budget:**

Eric Larson

*** Is this a Subaccount budget?** ?

☐ Yes ☒ No [Clear](#)

*** Is this work On or Off Campus?** ?

If you change the rate from On-Campus, it will be necessary to click [SAVE](#) above for the correct rates to appear.

☒ On Campus
☐ Off Campus

5. Does this budget use the standard indirect cost base and rates? The rate pulled into your budget is determined by the type of project selected on the Funding Proposal General Proposal Information SmartForm. If this rate is correct indicate Yes.

*** Does this budget use the standard indirect cost base and rates?**

☒ Yes ☐ No [Clear](#)

Standard F&A cost base and rates

F&A Cost Base	Period	1	2
	Start:	7/1/2023	7/1/2024
	End:	6/30/2024	6/30/2025
MTDC	Rate:	59%	59%

If the indirect cost rate pre-populated into your budget is not the rate that is going to be used select No, enter the rates into the table, and select why a different rate is being used.

*** Does this budget use the standard indirect cost base and rates?** ?

☐ Yes ☒ No [Clear](#)

Standard F&A cost base and rates

F&A Cost Base	Period	1	2
	Start:	7/1/2023	7/1/2024
	End:	6/30/2024	6/30/2025
MTDC	Rate:	59%	59%

Non-standard F&A cost base and rates

F&A Cost Base	Period	1	2
	Start:	7/1/2023	7/1/2024
	End:	6/30/2024	6/30/2025
MTDC	Rate:	10%	10%

[Clear](#)

*** If no, indicate why:** ?

☐ Sponsor Mandated
☐ F&A Waiver

6. Indicate that a detailed budget is not going to be completed within MyFunding. A detailed budget will be required to be uploaded.

*** Do you intend to complete a detailed budget?**
☐ Yes ☒ No [Clear](#)

*** Upload sponsor budget**
[None]

7. Will this budget be included in the proposal? Selecting Yes incorporates the budget in the total dollars found on the Funding Proposal's Financials tab.

Include in proposal budget?
☒ Yes ☐ No [Clear](#)

8. Verify the salary cap.
9. Complete the inflation rate questions.

Apply inflation rate to personnel costs?
☒ Yes ☐ No [Clear](#)

Enter inflation rates:

	Inflation Rate	Inflate Period 1
Personnel Cost:	<input type="text" value="3"/> %	<input type="checkbox"/>
General Cost:	<input type="text" value="3"/> %	<input type="checkbox"/>

The Personnel Cost Definition SmartForm

1. When preparing a non-detailed budget this SmartForm can be bypassed.

The Personnel Costs SmartForm

1. When preparing a non-detailed budget this SmartForm can be bypassed.

The General Cost Definition SmartForm

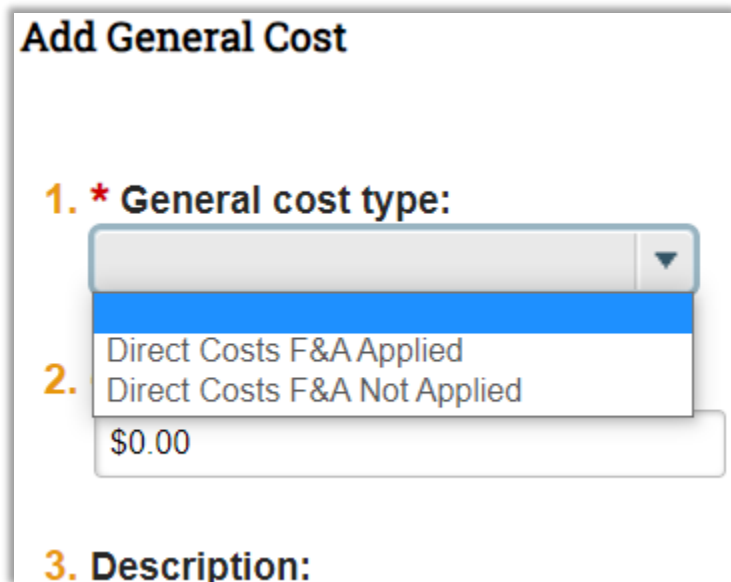
1. For a non-detailed budget there will be two selectable budget categories. Direct Cost F&A Applied and Direct Cost F&A Not Applied. Select the appropriate category, enter an amount, provide a description, and determine if inflation is to be applied. If you select to not apply inflation the budget table on the General Costs SmartForm will be open for editing.

Add General Cost

1. * **General cost type:**

2.

3. **Description:**





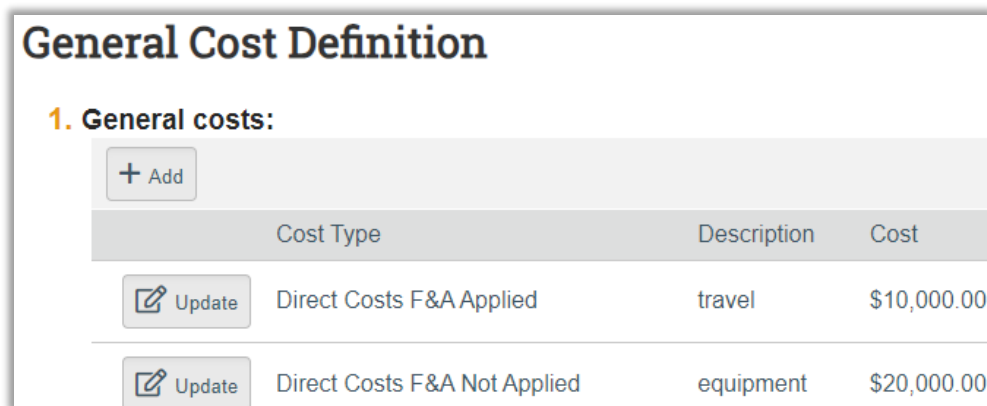
2. Select OK to add the budget items.

General Cost Definition

1. **General costs:**

+ Add

Cost Type	Description	Cost	
 Update	Direct Costs F&A Applied	travel	\$10,000.00
 Update	Direct Costs F&A Not Applied	equipment	\$20,000.00



The General Costs SmartForm

1. If you selected that inflation is not to be applied for any category on the General Costs Definition SmartForm the entry for that item will be editable in the General Costs table. One reviewed and complete save and exit the SmartForm.

General Costs		
<div>Save</div>	Period 1 3/9/2021 3/8/2022	Period 2 3/9/2022 3/8/2023
Cost Type: Direct Costs F&A Applied Description:travel	\$10,000.00 ▶	\$10,000.00 ▶
Cost Type: Direct Costs F&A Not Applied Description:equipment	\$20,000.00 ▶	\$20,000.00 ▶
General Cost Total:	\$30,000.00	\$30,000.00