

	P1 (05/01/2017 - 04/30/2018)	Totals
Non-personnel		
Calculated Direct Costs	\$0.00	\$0.00
Non-personnel Subtotal	\$0.00	\$0.00
Totals		
Total Direct Cost	\$250,624.00	\$250,624.00
Total F&A Costs	\$135,336.96	\$135,336.96
Totals Subtotal	\$385,960.96	\$385,960.96

Notes:

When a Detailed Budget is not deemed necessary for a Development Proposal, a *Summary* Budget can be created instead. Consult with your OSP representative if you need guidance regarding sponsor requirements.

Procedure:

There are two approaches to creating a new Budget:

- A. Via [Budget Versions](#) from the upper menu bar at the top of the proposal screen
- B. From the [Budget](#) section in the left-hand Navigation Bar

To create a Summary Budget, perform the following steps:

1. With Development Proposal open in Edit Mode, click on Budget Versions

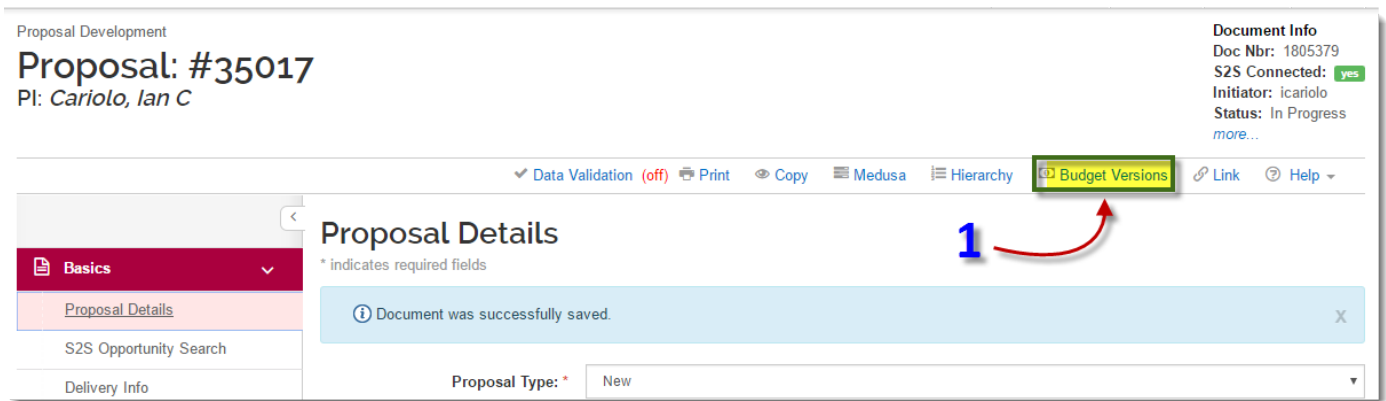


Figure 1-Budget Versions

2. After modal window opens, click on +Add Budget
3. Name your new budget
4. Click "Start a Summary Budget" radio button

The following budgets are linked to this proposal.

Name	Version	Direct Cost	F&A	Total	Start	End	Status	Comments	Actions
Summary Test	1	0.00	0.00	0.00	05/01/2017	04/30/2018	Incomplete		Action
Summary Budget 2	2	250,624.00	135,336.96	385,960.96	05/01/2017	04/30/2018	Incomplete		Action

Create a Budget Version

Proposal: 35017

Budget Name: *

Would you like to create a detailed budget or enter a summary only?: *

Start a detailed budget

Start a summary budget

Cancel Create Budget

Figure 2 –New Budget

5. Click "Create Budget" button
6. Input the (Total) *Direct Cost* **for each period**
7. Input the (Total) *F&A Cost* **for each period**
 1. After you click Save, the *Total Sponsor Cost* will populate automatically

Recalculate with changes Reset to period defaults

+ Add Budget Period

Period Start Date *	Period End Date *	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit	Actions
		12.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total:			Total: 12.00	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00	

This figure will update automatically after clicking Save.

Figure 3 –Total Direct and Indirect

Related Documentation:

Minimum Routing Requirements

<http://kc.mit.edu/sites/kc/files/uploads/qc.pd.7-26-16.v2.kc-pd-minimim-routing-requirements.pdf>

Getting Help

For questions or problems using Kuali Coeus Proposal Review & Approval Quick Reference Card, email the Support Team at ra-help@mit.edu Include your **Name**, **Contact Information**, and the **Proposal Number**.