MIT Office of the Vice President for Research
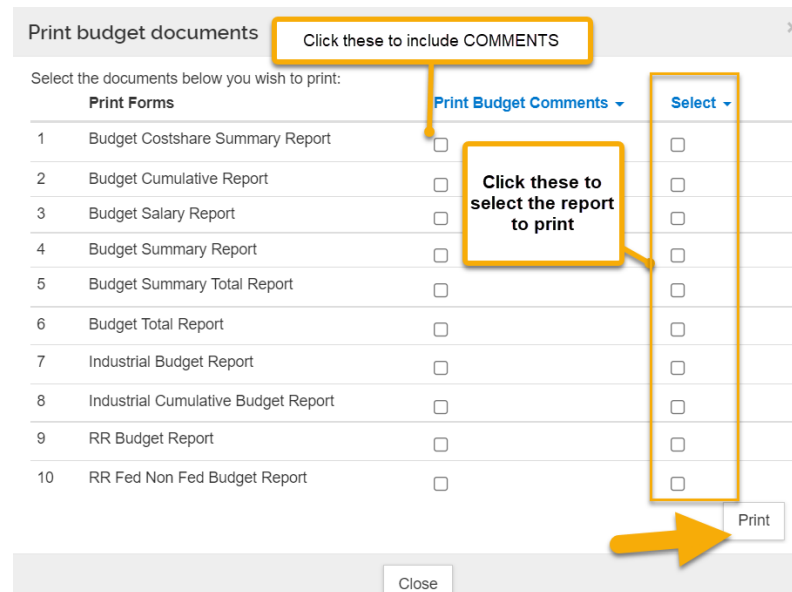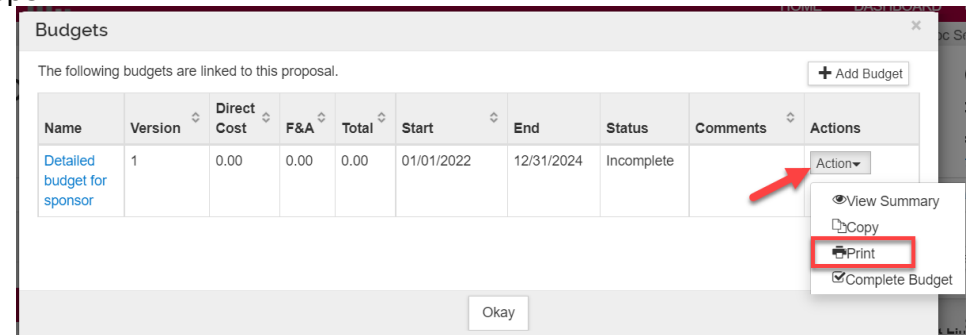Research Administration Services

Overview:

KC Detailed Budgets support a variety of printed reports that one may choose to send to PI/Researchers for review, send to a Sponsor, or used as a resource to input budget details into a Sponsor specific proposal system or budget form.

Printing KC Budget Print Reports:

To Print Budget Reports from KC Detailed Budget, follow these steps:

1. Click **Budget Versions** from the Budget window toolbar
2. Click the [**Action**] button on the row of budget version you wish to print
3. Click [**Print**] to open the printed report list
4. Select the report you wish to print by clicking in the box in the [**Select**] row
a. To include any comments added in the [Budget Settings] window, select the box in the "Print Comments" column
b. Click [**Print**] – PDF file opens

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KC Budget Print Report Options	Description
1. Budget Costshare Summary Report	Comprehensive report of all expenses by period with the addition of columns displaying total cost to sponsor, cost sharing, and total cost of project for each line item.
2. Budget Cumulative Report	Summary report of total expenses for a project. Also contains calculation methodology, detailing excluded expense categories from F&A, the F&A rates used (effective dates, bases, and calculated costs), Lab Allocation rates used (effective dates, bases and calculated costs), and fringe rates (EB and Vacation Accrual) used (effective dates, bases, and calculated costs).
3. Budget Salary Report	Table format report displays columnar data for salary expenses only, with calculated amounts for EB and Vacation Accrual
4. Budget Summary Report	Summary budget report of all expenses, by period, for a project
5. Budget Summary Total Report	Table format report displays columnar data for all expenses for a project
6. Budget Total Report	Table format report displays columnar data for all expenses for a project
7. Industrial Budget Report	Comprehensive report of all expenses by period for a project. Also contains calculation methodology, detailing excluded expense categories from F&A, the F&A rates used (effective dates, bases, and calculated costs), Lab Allocation rates used (effective dates, bases and calculated costs), and fringe rates (EB and Vacation Accrual) used (effective dates, bases, and calculated costs).
8. Industrial Cumulative Budget Report	Table format report displays columnar data for all expenses for a project
9. RR Budget Report	Comprehensive report that mimics Grants.gov RR Budget form. Expenses include details of personnel expenses (salary (including lab allocation salary costs), person months, fringe benefits), subtotal of salaries and wages, non-personnel costs (including lab allocation costs), F&A rate and base.
10. RR Fed Non Fed Budget Report	Comprehensive report that mimics Grants.gov RR Fed Non-Fed budget. Expenses include details of personnel expenses (salary, including lab allocation salary costs), person months, fringe benefits), subtotal of salaries and wages, non-personnel costs (including lab allocation costs), F&A rate and base. Includes columns for Total Costs, Federal Costs, and Non Federal Costs (aka cost sharing).