Creating and Evaluating PennERA S2S Records to Meet Sponsor-Mandated Budget Limits

September 28, 2016
Agenda

- Introduction
- Determining the Limit
- Reviewing Completed Budget Data Prior to Submission
- Entering the Budget in the Record

Questions?
Introduction

- Sponsors may impose budgetary funding limits.

- Review sponsor guidelines to determine what limitations may apply.
Determining the limit

- Read the text in the FOA!

- Is the limit on Total Costs, Total Direct Costs, or ???
  - Is the limit
    - = equal to,
    - > greater than,
    - < less than,
    - ≥ equal to or greater than, or
    - ≤ equal to or less than the stated value?

- Are there annual as well as project limits?
Determining the limit

- Common misconception about standard annual NIH limit*
  - Wrong – Not greater than $500,000.
  - Correct – Cannot be equal to or greater than $500,000 without prior approval.
    - Therefore, budget must be $499,999.00 or less.

- PennERA validates for this amount.

*Based on annual Total Direct Cost less subcontract F&A.
Reviewing the Completed Budget

- Evaluate the built budget forms
  - Navigate to the Finalize tab.
  - Build the forms.
  - Open the PDF of the built budget section to evaluate.
Reviewing the Completed Budget

- Following examples are for proposals using the Research and Related (R&R) Detail Budget Forms.
Reviewing the Completed Budget

If limit applies to **Project Total Costs**:

- Go to R&R Cumulative Budget Page.
- Check value on line “Section I, Total Direct and Indirect Costs (G+H)”. 

Scroll down to Section I
Reviewing the Completed Budget

- If limit applies to **Project Total Direct Costs**:
  - Go to R&R Cumulative Budget page.
  - Check value on line “Section G, Direct Costs (A thru F)”.

![Cumulative Budget Table]

Scroll down to Section G

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section G, Direct Costs (A thru F)</td>
<td>$12,576,115.00</td>
</tr>
<tr>
<td>Section H, Indirect Costs</td>
<td>$1,885,997.00</td>
</tr>
<tr>
<td>Section I, Total Direct and Indirect Costs (G + H)</td>
<td>$14,462,112.00</td>
</tr>
</tbody>
</table>
Reviewing the Completed Budget

- If limit applies to each **Budget Period**
- **Total Cost:**
  - Go to the third page *for each budget period*.
  - Check value for “I. Total Direct and Indirect Costs”.

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![Image of budget page]

September 28, 2016
Reviewing the Completed Budget

- If limit applies to each **Budget Period**

  - Check value for “G. Direct Costs”.
  - Go to the third page *for each budget period*.
Reviewing the Completed Budget

- Open the PDF of the SF424 R&R on the Finalize tab.
  - Check “Estimated Project Funding” section.

<table>
<thead>
<tr>
<th>15. ESTIMATED PROJECT FUNDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Total Federal Funds Requested*</td>
</tr>
<tr>
<td>b. Total Non-Federal Funds*</td>
</tr>
<tr>
<td>c. Total Federal &amp; Non-Federal Funds*</td>
</tr>
<tr>
<td>d. Estimated Program Income*</td>
</tr>
</tbody>
</table>
Reviewing the Completed Budget

- If only a *Summary Budget* is required, review the SF424 R&R.
  - Check “Estimated Project Funding” section.

15. ESTIMATED PROJECT FUNDING

- a. Total Federal Funds Requested*  $14,462,112.00
- b. Total Non-Federal Funds*    $0.00
- c. Total Federal & Non-Federal Funds* $14,462,112.00
- d. Estimated Program Income*  $0.00
Entering the Budget

- Use Precision Calculation in Excel.
Entering the Budget

Excel data entry example:

- Actual entered or calculated values

- Displayed values (decimal precision = no decimals displayed)

- Displayed values after setting “precision as displayed”
Entering the Budget

- Any budget entry method can be used.
  - Regardless of budgeting method used, built budget forms should be checked.

- By-Project or By-Period Budgeting
  - No special data entry required.
  - Minimal data entry.
  - PennERA calculates all values.
Entering the Budget

- 424 Budgeting
  - Use to **exactly** match an Excel spreadsheet.
  - PennERA calculates **only** totals.
  - **Cannot** use escalation functionality.

- Use “Manual (lump sum)” and enter F&A to exactly match spreadsheet-calculated F&A.
PennERA Support

- **Online Reference Materials**
  - Reference materials are available at [www.upenn.edu/researchservices/PennERA.html](http://www.upenn.edu/researchservices/PennERA.html).

- **E-mail**
  - Questions can be e-mailed to [PennERAhelp@lists.upenn.edu](mailto:PennERAhelp@lists.upenn.edu).

- **Web**
  - A web form is available to enter information that will be directed to the Help Desk. Click on the Support icon visible in any PennERA browser window.

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