

# Instructions for the 104b Budget Spreadsheet

- Enter the Fiscal Year in cell B1 of the sheet named "Summary". **Do not modify any other values in this sheet.** It will automatically calculate values based on what you enter on the individual project sheets.
- Enter each project on a separate sheet, starting with the sheet named "Project 1". Fifteen project sheets are provided. Please do not delete any unneeded sheets - simply leave them blank.
- On each project sheet, enter the Fiscal Year, PI and the Project Title in cells B1 to B3.
- On each project sheet, either use the menu links at the top or scroll down to access the "Salary and Wage Breakdown", "Fringe Benefits Breakdown" and "Tuition Breakdown" tables. For each table, provide names along with each person's role (click in the Role cell to select from a menu of roles), and then enter the Federal and Non-Federal funding amounts. Note that filling out these tables will automatically populate the corresponding section in the main table at the top of the sheet. **Do not edit the Salaries and Wages, Fringe Benefits, or Tuition sections in the main table at the top of the sheet.**
- In the main table at the top of the sheet, enter amounts for Supplies, Equipment, Services/Consultants, Travel, Other Direct Costs, and Indirect Costs.
- In the main table at the top of the sheet, enter the University cost breakdown. A warning will appear in the "University Funding Check" area to the right if the sum of the amounts allocated to the Institute's campus and other campuses does not match the total amount proposed for the project.
- We have included two example budget justifications for your reference. One provides examples of good practices, while the other demonstrates issues that would cause the budget to be rejected and thus delay processing (disallowed expenses, insufficient detail, etc.). Please refer to these examples to ensure that your submission can be processed as quickly and efficiently as possible.