

BROWN


## NIH – MODULAR BUDGET IN COEUS

**PROCEDURE**

1. Complete the Coeus Detailed Budget.
2. In the Modify Budget for Proposal Window, navigate to the Summary tab
3. In the Summary tab, click the **Modular Budget** checkbox to have it checked.

4. In **Period 1** of the Detailed Budget, enter a **Direct Cost Limit** in **\$25,000 Modules plus any Subcontract F&A Costs** (subcontract F&A costs are not part of the NIH Direct Cost Limit).

Line	CE	Cost Element D	Cost	Start Date	End Date
1	A031090	a) Faculty Salary	\$11,681.28	01-Sep-2012	31-Aug-2013
2	A011070	a) Faculty Salary	\$6,240.00	01-Sep-2012	31-Aug-2013
3	A141061	a) Faculty Salary	\$19,630.00	01-Sep-2012	31-Aug-2013
4	A061550	a) Grad R/A Acade	\$20,800.00	01-Sep-2012	31-Aug-2013
5	A051570	a) Grad R/A Summ	\$6,933.33	01-Sep-2012	31-Aug-2013
6	C323910	c) Travel Domestic	\$3,000.00	01-Sep-2012	31-Aug-2013
7	A041590	a) Grad R/A - Healt	\$690.00	01-Sep-2012	31-Aug-2013
8	A071560	a) Grad R/A - Tuitio	\$10,797.00	01-Sep-2012	31-Aug-2013
9	C293010	c) Supplies-Researc	\$10,000.00	01-Sep-2012	31-Aug-2013
10	C219999	c) Miscellaneous/Se	\$8,000.00	01-Sep-2012	31-Aug-2013
11	C263310	c) Professional / Co	\$6,000.00	01-Sep-2012	31-Aug-2013
12	D019400	d) Subcontracts <=	\$25,000.00	01-Sep-2012	31-Aug-2013
13	D069400	d) Subcontracts-Indirect (No Brown F&A) - ...	0.00	\$10,000.00	01-Sep-2012 31-Aug-2013

5. Select **File** → **Save** from the menu bar -  to save the changes you have made.
6. Select a *Non-Personnel line item* in **Period 1** that an Indirect Costs are calculated on and from the menu bar select **Items** → **Sync to Direct Cost Limit**.

Coeus - Szulc, Katarzyna - Coeus Trng

File Edit View Action Budget Periods **Items** Maintain Departmental Admin Central Admin Report Window Help

Add Line Item... Ctrl+A  
 Insert Line Item... Ctrl+I  
 Delete Line Item...  
 Edit Details...  
 Select Cost Element...  
 Personnel Budget...  
 Sync to Period Cost Limit Ctrl+Z  
 Sync to Direct Cost Limit Ctrl+D  
 Apply to later periods

Modify Budget for Proposal 000

Summary Period 1 Period 2 Period 3 T

Start Date: 01-Sep-2012 End Date: 31-Aug-2013 Cost Limit: \$0.00 No. of Months: 12.0  
 Total Cost: \$2,458,788.08 Direct Cost: \$151,250.83 Indirect Cost: \$80,453.59  
 Underrecovery: \$0.00 Direct Cost Limit: \$160,000.00

Line	CE	Cost Element Description	Description	Qty	Cost	Start Date	End Date
1	A031090	a) Faculty Salary - Summer			\$11,681.28	01-Sep-2012	31-Aug-2013
2	A011070	a) Faculty Salary - Academic			\$6,240.00	01-Sep-2012	31-Aug-2013
3	A141061	a) Faculty Salary - Non-Regular Research			\$19,630.00	01-Sep-2012	31-Aug-2013
4	A061550	a) Grad R/A Academic Year (No FB)			\$20,800.00	01-Sep-2012	31-Aug-2013
5	A051570	a) Grad R/A Summer (PT Rate)			\$6,933.33	01-Sep-2012	31-Aug-2013
6	C323910	c) Travel Domestic		0.00	\$3,000.00	01-Sep-2012	31-Aug-2013
7	A041590	a) Grad R/A - Health Fee		0.00	\$690.00	01-Sep-2012	31-Aug-2013
8	A071560	a) Grad R/A - Tuition		0.00	\$10,797.00	01-Sep-2012	31-Aug-2013
9	C293010	c) Supplies-Research		0.00	\$10,000.00	01-Sep-2012	31-Aug-2013
10	C219999	c) Miscellaneous/Service Facilities/Recharg...		0.00	\$8,000.00	01-Sep-2012	31-Aug-2013
11	C263310	c) Professional / Consultant Services		0.00	\$6,000.00	01-Sep-2012	31-Aug-2013
12	D019400	d) Subcontracts <= \$25,000 (Brown F&A ...		0.00	\$25,000.00	01-Sep-2012	31-Aug-2013
13	D069400	d) Subcontracts-Indirect (No Brown F&A) - ...		0.00	\$10,000.00	01-Sep-2012	31-Aug-2013

*In this example, the Supplies Line Item was selected because F&A applies to it. This is the Line Item that will be synced to the Direct Cost Limit*


Upon clicking on the “Sync to Direct Cost Limit” you will notice that the amount of the Cost has changed for the line item selected, the Direct Cost match the Direct Cost Limit, and the Indirect Cost are re-calculated based on the new Direct Cost number.

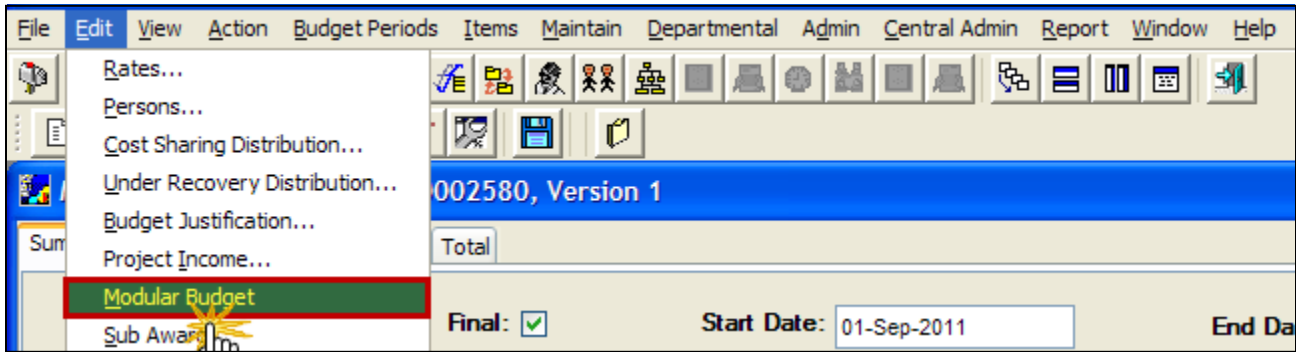
Modify Budget for Proposal 00002807, Version 1

Summary Period 1 Period 2 Period 3 Total

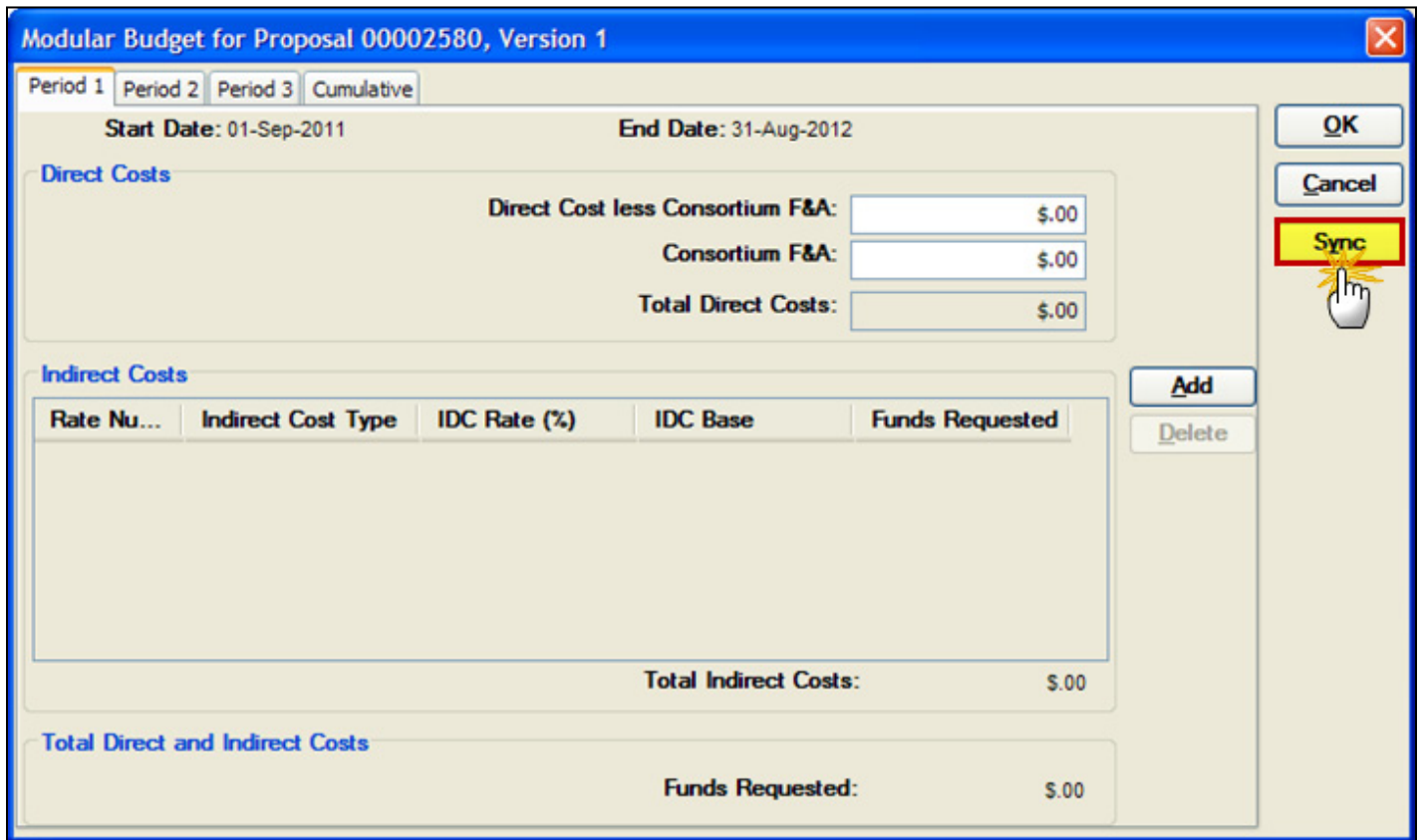
Start Date: 01-Sep-2012 End Date: 31-Aug-2013 Cost Limit: \$0.00 No. of Months: 12.0  
 Total Cost: \$245,878.08 Direct Cost: \$160,000.00 Indirect Cost: \$85,878.08  
 Underrecovery: \$0.00 Cost Sharing: \$0.00 Direct Cost Limit: \$160,000.00

Line	CE	Cost Element Description	Description	Qty	Cost	Start Date	End Date
1	A031090	a) Faculty Salary - Summer		1.00	\$11,681.28	01-Sep-2012	31-Aug-2013
2	A011070	a) Faculty Salary - Academic		1.00	\$6,240.00	01-Sep-2012	31-Aug-2013
3	A141061	a) Faculty Salary - Non-Regular Research		1.00	\$19,630.00	01-Sep-2012	31-Aug-2013
4	A061550	a) Grad R/A Academic Year (No FB)		1.00	\$20,800.00	01-Sep-2012	31-Aug-2013
5	A051570	a) Grad R/A Summer (PT Rate)		1.00	\$6,933.33	01-Sep-2012	31-Aug-2013
6	C323910	c) Travel Domestic	Conference Travel	0.00	\$3,000.00	01-Sep-2012	31-Aug-2013
7	A041590	a) Grad R/A - Health Fee	Grad RA Health Fee	0.00	\$690.00	01-Sep-2012	31-Aug-2013
8	A071560	a) Grad R/A - Tuition	25% of Grad RA Tuition	0.00	\$10,797.00	01-Sep-2012	31-Aug-2013
9	C293010	c) Supplies-Research		0.00	\$18,749.17	01-Sep-2012	31-Aug-2013
10	C219999	c) Miscellaneous/Service Facilities/Recharg...		0.00	\$8,000.00	01-Sep-2012	31-Aug-2013
11	C263310	c) Professional / Consultant Services		0.00	\$6,000.00	01-Sep-2012	31-Aug-2013
12	D019400	d) Subcontracts <= \$25,000 (Brown F&A ...		0.00	\$25,000.00	01-Sep-2012	31-Aug-2013
13	D069400	d) Subcontracts-Indirect (No Brown F&A) - ...		0.00	\$10,000.00	01-Sep-2012	31-Aug-2013

7. Select **File** → **Save** from the menu bar -  to save the changes you have made in Period 1 and follow the above instructions to complete the remaining periods of the budget.
8. When all the Budget Periods are adjusted, Select **Edit** → **Modular Budget** from the menu bar to open the Modular Budget for Proposal Window.

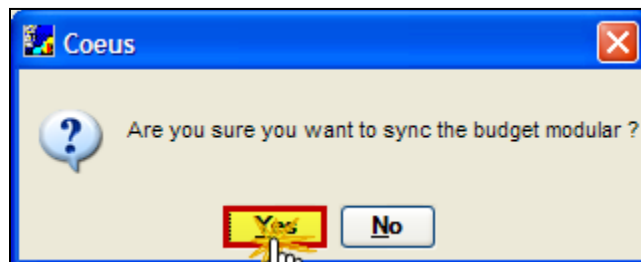


The Modular Budget for Proposal Window will open.



There are tabs for each budget period located at the top of the window. In addition, there is a tab labeled, Cumulative, which shows the totals for all the periods of your Modular budget.

- Since the details of the Detailed Budget do not populate the Modular Budget window until you synchronize the budgets. Click the [Sync] button. The following message will be displayed.



- Click the [Yes] button.

When you synchronize the budget by clicking the **[Sync]** button, Coeus brings in the associated rates and Direct and Indirect costs from the detailed budget and applies them to the budget periods in the Modular Budget.

**Modular Budget for Proposal 00002807, Version 1**

Period 1 | Period 2 | Period 3 | Cumulative

Start Date: 01-Sep-2012 | End Date: 31-Aug-2013

**Direct Costs**

Direct Cost less Consortium F&A: \$150,000.00

Consortium F&A: \$10,000.00

Total Direct Costs: \$160,000.00

**Indirect Costs**

Rate Nu...	Indirect Cost Type	IDC Rate (%)	IDC Base	Funds Requested
1	MTDC	62.0	\$138,513.00	\$85,878.08

Total Indirect Costs: \$85,878.08

**Total Direct and Indirect Costs**

Funds Requested: \$245,878.08

**The Modular Budget Window (each period tab) has the following fields:**

Direct Costs Area:

- **Direct Costs less Consortium F&A** – this field is the summary of the direct cost line items excluding [d) Subcontracts-Indirect (with Brown F&A) and d) Subcontracts-Indirect (without Brown F&A)] for that period, **it is rounded up to the nearest \$25,000.**
- **Consortium F&A** – this field is the total F&A included in subcontract budget(s) [d) Subcontracts-Indirect (with Brown F&A) and d) Subcontract-Indirect (without Brown F&A)]. **This total is not rounded.**
- **Total Direct Costs** – this field is the total of the **Direct Costs less Consortium F&A** and **Consortium F&A.**

Indirect Costs Area (Each period has an indirect costs area that shows the total indirect costs for each IDC Rate within that period. If there are multiple IDC Rates within a period, a separate row will be displayed for each IDC Rate):

- **Indirect Cost Type** – this field indicates the type of IDC base, such as modified total direct cost (MTDC) or total direct cost (TDC), etc.
- **IDC Rate (%)** – this field indicates the rate of indirect cost applied.
- **IDC Base** – this field total of the direct cost line items that accrue IDC.  
\*Note - Coeus populates this field with the IDC Base of the Detailed budget.
- **Total Indirect Costs** – this field displays the total Indirect Costs requested.


Total Direct and indirect Costs Area

- **Funds Requested** – this field displays the total Direct Costs plus the applicable F&A.


- To view the Modular Budget for another period, click on that period. To view the Total Modular budget for all the periods, click on the Cumulative Tab.


Category	Value
Total Direct Cost less Consortium F&A for Entire Project Period:	\$450,000.00
Total Consortium F&A for Entire Project Period:	\$30,000.00
Total Direct Costs for Entire Project Period:	\$480,000.00
Total Indirect Costs for Entire Project Period:	\$256,658.33
Total Direct Costs and Indirect Costs for Entire Project Period:	\$736,658.33

- You can make any changes necessary to the synchronized Modular Budget by clicking in the field and changing the value. Remember to make adjustments to the modular budget for each individual period if necessary.

 If you manually edit the fields in the Modular Budget window do not click on the [Sync] button again. If you do click the [Sync] button, any data that you had entered in the fields will be overwritten with the information from the Detailed Budget!

- When the Modular Budget is complete click the [Ok] button to close out of the window.

- Select **File** → **Save** from the menu bar - . **(Remember to Save often!)**

 For Grants.gov submissions, once you have completed the Modular Budget, you need to make sure that the **PHS398 Modular Budget** form is set to “**Include**” with your submission.

To include the Modular Budget Form with your submission follow these steps:

- In the Proposal Development Section, select **Action** → **Grants.gov** to open the Grants.gov Submission Details widow.
- Click the Forms tab to view the Forms that are included with the submission.
- For the PHS398 Modular Budget form, click the checkbox in the “Include” column.

Form Name	Mandatory	Incl...	Available
PHS Cover Letter V1-2	<input type="checkbox"/>	<input type="checkbox"/>	Available
RR SF 424 V1-2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
RR Other Projects V1-3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
RR Key Person Expanded V1-2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
RR Budget V1-1	<input type="checkbox"/>	<input type="checkbox"/>	Available
RR SubAward Budget V1.2	<input type="checkbox"/>	<input type="checkbox"/>	Available
PHS398 Cover Page Supplement V1-4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
<b>PHS398 Modular Budget V1-1</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Available
PHS398 Research Plan V1-3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
PHS398 Checklist V1-3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
Performance Site V1-4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available

- Click the [Save] button and save the changes and then click on the [Close] button to close out of the window.



Submission of a Modular Budget may also require the following additional narratives/attachments: **Personnel Justification, Consortium Justification, and Narrative Justification.**

These documents need to be uploaded in the **Narratives for Proposal section** of the Proposal. For complete instructions on how to upload Narratives please refer to **COEUS Premium Proposal Preparation User Guide.**