**Quick Guide for Entering NIH Salary Cap Information in COEUS Premium**

**Complete the Budget Persons Window in COEUS**

- When entering the base salary for your individuals, if someone is over the NIH cap, enter their true salary in the Base field and complete the NIH Salary CAP Worksheet.

**Complete the NIH Salary Cap Worksheet**

- **Enter the Name**
  - In the Faculty Name Cell, enter the name of the individual this spreadsheet is being completed for.

- **Enter Current Salary**
  - In the Current Salary Cell, enter the Salary information.

- **Enter Inflation/Escalation Rate**
  - In the Escalation Rate cell, enter the inflation rate to be applied to the salary every July 1st (usually 4%).

- **Select the appropriate section of the spreadsheet**
  - Based on the appointment type of the individual, select the appropriate section of the spreadsheet to use for your calculations.

- **Enter the %Effort**
  - Enter the %Effort for the Individual for every Fiscal Year of the Proposal.
  - Use the Academic and/or Summer Salary sections of the spreadsheet depended on when the individual is working on the project.

**Add Correct Cost Elements in COEUS Budget**

- Add the appropriate cost elements into the budget
  - Faculty Salary – NIH Cap – Academic Year
  - Faculty Salary – NIH Cap – Summer
  - Faculty Salary – NIH Cap – Non Regular Research

**Add the Individual to the Cost Element**

- If necessary, adjust Start and End Dates in the Budget Persons Window.
- If Project Period crosses fiscal years make sure to split the fiscal years into separate lines in the Budget Persons Window.
- In the %Effort field enter their %Effort on the Project
- In the %Charged field enter the %effort distribution to the NIH account number calculated in the spreadsheet.

**Upload the NIH Salary Cap Worksheet in the Narrative Section**

- Use the “NIH Salary Cap Worksheet” Narrative Type.

**Please Note** – You should NOT submit NIH Salary Cap Cost Share to the Sponsor – Refer to the Cost Sharing instructions on how NOT to submit cost share.