

## SALARY ANNIVERSARY DATE INFLATION IN COEUS PREMIUM

### o ENTERING PERSONNEL LINE ITEMS – SALARY ANNIVERSARY DATE INFLATION

Use this new method to budget for PostDocs!  
You no longer have to enter the PostDocs in the Budget Personnel section multiple Times.

While most salary increases for Brown personnel occur on the start of the new fiscal year (July 1st), there are some individuals that have their salary increase based on the [Date of Hire](#) or [Anniversary Date](#) (e.g. post docs).

(In Coeus, the salary inflation rates table is set to automatically increase salaries on July 1st.)

In order to apply inflation based on **Anniversary Date of Hire** instead of 07/01/FY, a **new enhancement in Coeus has been introduced that allows calculating inflation for budget personnel for any of the 365 possible dates in the year.**

The following procedures document how to enter the personnel whose salary increase is effective on anniversary hire date.

#### INTRODUCTION

**All Personnel Line Items (Cost Elements/Sub Codes) except the following listed below can be used to inflate salary on the anniversary hire date**

- \* A161061 - a) Faculty Salary - Manual Inflation - (Full FB)
- \* A091061 - a) Post Doc (Non-Senior) - Manual Inflation (Full FB)
- \* A101061 - a) Post Doc (Senior) - Manual Inflation (Full FB)

*Each of the above noted budget line items / Sub Codes below are mapped to the Inflation Type - **Faculty Salaries – Manual Inflation**. This Inflation Type does not calculate inflation (i.e. inflation rate is set to 0%) across budget periods.*

**The following scenario/example will walk you through the process of budgeting someone who has a salary inflated on their Anniversary Date:**


Proposal is budgeting for a TBA Post-Doc whose salary increase occurs on the anniversary date of hire. The Proposal Budget details are:

Proposal Start Date: **10/01/2014**  
Proposal End Date: **09/30/2019**

TBA Post-Doc Hire Date is **10/01/2014** (4% increase is scheduled for hire date anniversary so the next salary inflation will take place **10/01/2015 – which is the Anniversary Date that we will input into Coeus for this scenario**)

TBA Post-Doc Starting Salary: **\$34,000**

#### PROCEDURE

1. In the **Budget Section**, navigate to the [Budget Persons Window](#) to update the personnel by selecting **Edit → Persons** from the menu bar - .

The [Budget Persons Window](#) will open displaying information for any individual already added to this window.

2. Click on the [**FIND PERSON**] button to open the [Persons Table](#) and search for an applicable TBA placeholder.
3. In the [Persons Table](#) enter **tba\*** in the **Last Name** field of the Person Search window and click on the [**Find**] button to conduct your search and generate the listing of **TBA placeholders** to choose from.

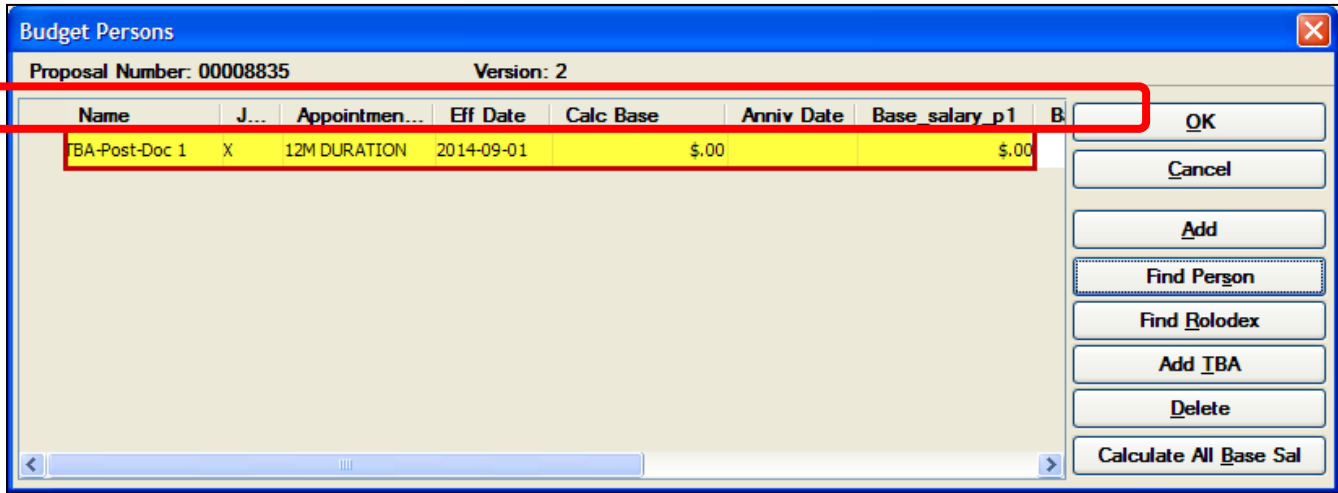
4.5.1 P2 – Anniversary Date Supplement

- Select the appropriate **TBA placeholder(s)** you wish to add by clicking the name to highlight it and click on the [OK] button



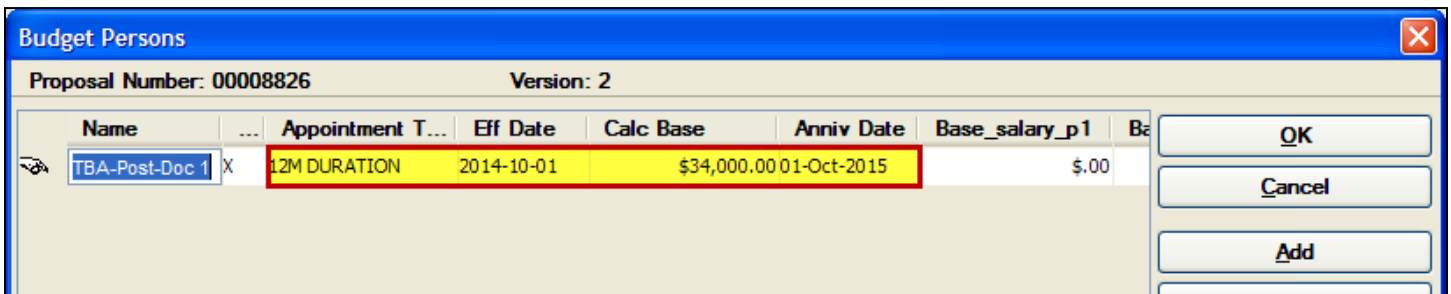
Use the scroll bar to move down the TBA listing. For this example, click the **TBA-Post-Doc 1** cell.

The selected individual will appear in the Budget Persons Window.



- Complete the Appointment Type, Eff Date, Cal Base, Anniv Date, and Base-salary p (optional) fields for that individual based on the information providede earlier in this section:

**Appointment Type:** 1  
**Eff Date:** 10/01/2014 (Date of Hire)  
**Calc Base:** 34000 (starting salary)  
**Anniversary Date:** 10/01/2015  
 \*Anniversary Date should have the same month and day as the Eff Date and then the year in which the first inflation should take place (e.g. a year from the Eff Date)



- Click the [OK] button to close out of the Budget Persons Window and return to the Modify Budget Window.

- In Period 1 Tab, select **Items → Add Line Item** from the menu bar -

A blank line item will display in the Period 1 tab, highlighted is yellow.

## 4.5.1 P2 – Anniversary Date Supplement

Create Budget for Proposal 00008826, Version 2

Summary Period 1 Total

Start Date: 01-Oct-2014 End Date: 30-Sep-2015 Cost Limit: \$0.00 No. of Months: 12.0

Total Cost: \$0.00 Direct Cost: \$0.00 Indirect Cost: \$0.00

Underrecovery: \$0.00 Cost Sharing: \$0.00 Direct Cost Limit: \$0.00

Line	CE	Cost Element Description	Description	Qty	Cost	Start Date	End Date
1				0.00	\$0.00	01-Oct-2014	30-Sep-2015

- Select **Items** → **Select Cost Element** from the menu bar or double click on the **CE field** to display the list of Available Cost Elements. The **Cost Elements Window** will open.
- Select the appropriate Salary Line item:  
For our example, we will chose **A161061 – a) Post-Doc (Non-Senior) – Anniversary Inflation** and click the **[OK]** button.

Cost Elements

Code: Description:

Code	Description
A031090	a) Faculty Salary - Summer
A121070	a) Faculty Salary - NIH CAP - Academic / Year
A131090	a) Faculty Salary - NIH CAP - Summer
A151061	a) Faculty Salary - NIH CAP -Non-Regular Research
A081070	a) Faculty Salary - Manual Inflation
A141061	a) Faculty Salary - Non-Regular Research
A021060	a) Faculty Salary - Part Time (PT Rate)
<b>A161061</b>	<b>a) Post Doc (Non-Senior) - Anniversary Inflation</b>
A091061	a) Post Doc (Non-Senior) - Manual Inflation
A171061	a) Post Doc (Senior) - Anniversary Inflation
A101061	a) Post Doc (Senior) - Manual Inflation
A061550	a) Grad R/A Academic Year (No FR)

OK Cancel



Post Doc (Non-Senior) is used for TBA Post-Docs since they are not considered Senior / Key Personnel. This category will map to the Post Doctoral Associates under Other Personnel on the R&R Budget form.

The selected personnel line item is displayed highlighted in yellow.

Create Budget for Proposal 00008826, Version 2


Summary Period 1 Total

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Total Cost: \$0.00 Direct Cost: \$0.00 Indirect Cost: \$0.00

Underrecovery: \$0.00 Cost Sharing: \$0.00 Direct Cost Limit: \$0.00

Line	CE	Cost Element Description	Description	Qty	Cost	Start Date	End Date
1	A161061	a) Post Doc (Non-Senior) - Anniversary Inf...		0.00	\$0.00	01-Oct-2014	30-Sep-2015

10. To add Personnel Budget detail for the salary line item, select **Items** → **Personnel Budget** from the menu bar - .

*This step is extremely important for establishing the accurate salary amount of personnel and for calculating the appropriate person months on the Grants.gov budget forms.*

The Personnel Budget Details Window opens above the Modify Budget Window. (In this window you choose which personnel are included in this salary line item/cost element/sub code)

11. Click on the **[Add]** button to open the Select Budget Persons Window.

The individuals listed in this window are the individuals that were previously entered in the Budget Persons Window.

12. Click one of the **TBA-Post-Doc 1** and click the **[OK]** button.

The individual selected will be displayed in the Personnel Budget Details Window. The personnel details identify the effort and time frame the individual will commit to the project.



Name	Job Code	Start Date	End Date	Period	% Charged	% Effort	Salary
TBA-Post-Doc 1	X	01-Oct-2014	30-Sep-2015	Summer	.00	.00	\$.00

Completing the personnel details for each individual on the project is a critical component to ensure Coeus makes the accurate salary calculations for budgeted personnel.

13. Check and adjust if necessary the Start Date and End Date fields for each individual added to the salary cost element. The Start Date and End Date for the selected personnel default to the Start and End Date of the proposal period. Typically, Post-Docs work the full period/calendar period. If that is the case you do not need to modify the dates.
14. Select the appropriate Period from the drop down list. The field defaults to **Summer** and must be changed to reflect the appropriate period.

The Period defines the committed time frame for the individual and is used to calculate the number of Person Months that populates the Grants.gov budget forms.

In this example, select **Calendar** from the Period drop-down menu.

15. Enter the percentage of the person's salary to be charged to the project in the % Charged field -i.e. portion of costs borne by sponsor. (This value cannot be greater than the % Effort value.)

In this example, enter **100**.

16. Enter the percentage of the person's time to be charged to the project in the % Effort field.

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When % Effort is greater than the % Charged, Cost Sharing will be generated when the [CALCULATE] button is clicked. If there is no salary cost sharing, then the **% Charged** and **% Effort** fields are the same. (See related topic - *Cost Sharing / Cost Sharing Distribution*)

In this example, enter **100**.

**Personnel Budget Details**

Cost Elm.: A161061 : (Non-Senior) - Anniversary Inflation Start Date : 01-Oct-2014 End Date : 30-Sep-2015

Desc.:

Cost: \$34,000.00 Underrecovery: \$0.00 Cost Share: \$0.00 Quantity: 1.00

Name	Job Code	Start Date	End Date	Period	% Charged	% Effort	Salary
TBA-Post-Doc 1	X	01-Oct-2014	30-Sep-2015	Calendar	100.00	100.00	\$34,000.00

Rate Class	Rate Type	Apply	Cost	Cost Sharing
MTDC	MTDC	<input checked="" type="checkbox"/>	\$27,837.51	\$0.00
Employee Benefits	FT Rate (Faculty)	<input checked="" type="checkbox"/>	\$10,540.00	\$0.00

Buttons: OK, Cancel, Add, Delete, Details, Calculate, Persons

17. Click the [OK] button to close out of the Personnel Budget Details Window and return to the Modify Budget for Proposal Window, Period 1 tab.

When the out-years of the budget are generated, Coeus will calculate the appropriate salary for this individual, for each budget period based on the Anniversary Date of the salary.

Create Budget for Proposal 00008826, Version 2

Cost Element	Description	Period 1	Period 2	Period 3	Period 4	Period 5	Total
A161061	a) Post Doc (Non-Senior) - Anniversary Inflation	\$34,000.00	\$35,360.00	\$36,774.40	\$38,245.38	\$39,775.19	\$184,154.97
	OH - MTDC	\$27,837.51	\$28,951.00	\$30,109.04	\$31,313.40	\$32,565.94	\$150,776.89
	Employee Benefits - FT Rate (Faculty)	\$10,540.00	\$10,961.60	\$11,400.07	\$11,856.07	\$12,330.31	\$57,088.05
	<b>Total</b>	<b>\$72,377.51</b>	<b>\$75,272.60</b>	<b>\$78,283.51</b>	<b>\$81,414.85</b>	<b>\$84,671.44</b>	<b>\$392,019.91</b>

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