B[udget Line Summary]

Use the Budget Line Summary to build a budget for your grant proposal after you have created the proposal and budget header with the UF Start Proposal Page.

- Log into the system via the myUFL portal, using your GatorLink user ID and password ([http://my.ufl.edu](http://my.ufl.edu))

- Navigate to Grants > Proposals > Budget Line Summary

- Perform a Budget Line Summary search
  - If you know the proposal ID or project ID, click the drop down next to one or both of those fields and choose contains.
  - Type in proposal ID and/or project ID without leading zeros.
  - If you do not know the proposal or project ID, you can search by other fields such as employee ID or department.
  - Click “Search” button.
  - Click the hyperlink for your Budget Line Summary.

- For first line item:
  - Use lookup to identify budget category.
  - Enter amount in Total Direct field or click Details button to calculate amount.

  - If category is PERSON (Personnel), the Personnel Detail page contains the following fields:
    - Row_Number: Use lookup to choose employee.
    - Empl Rcd#: If employee has multiple jobs, click the lookup and choose the correct job.
    - Appointment Type: If applicable, you can check the appropriate box. Note: the system calculates salary on a 12-month basis regardless of appointment type. (Use the Begin/End Dates fields to reflect a 9-month appointment, for example.)
    - Begin/End Dates: Adjust the beginning and ending dates as necessary to reflect the appointment type or the employee’s period of work on this project.
    - Effort Pct: Adjust this field to reflect the percentage of employee’s total time she or he will be spending on the project.
    - COL Incr Pct and Dt: If applicable, use these fields to enter cost-of-living increase percentage and the effective date.
    - Merit Incr Pct and Dt: If applicable, use these fields to enter anticipated merit pay increase percentage and the effective date.
    - Salary and Fringe
      - Amounts default in based on HR information.
      - If employee is not in system:
        - Enter salary in Annualized Salary field or Fixed Salary Amt field.
        - Enter fringe information in Annual Fringe Amount and/or Fringe Rate fields or as fixed salary in Fixed Fringe Amt.
      - Note: If you enter a fixed salary amount or a fixed fringe amount, those amounts become the total salary and fringe for that record and the system will no longer calculate such features as Percent of Effort.
To add multiple employees to the Personnel Detail page, use the add-a-row button to add records.
Click “OK” to return to Budget Line Summary.

For additional lines: Click the add-a-row button to add more lines.
  ▶ Use the lookup to enter category.
  ▶ Type amount in Total Direct or use the Details button to calculate amount.

Budget totals, including both direct costs and Facilities and Administrative (F&A) costs, will calculate and recalculate based on your selections.

Notes
  ▶ Click on the “Save” button to save work.
  ▶ You cannot change the category for a line once you have entered it. Instead, you will need to delete the row and add a new row.
  ▶ Unless you have multiple budget periods, Total Sponsor Budget on Budget Line Summary should equal the amount entered for Target Sponsor Budget from the UF Start Proposal Page.