

**UNIVERSITY OF NEW HAMPSHIRE
OFFICE OF SPONSORED RESEARCH**

**Abbreviated Instructions for Use of
Sponsored Program Proposal Budget Spreadsheet (Rev. 5/2006)**

Draw down to your desktop a budget spreadsheet template from the UNH Office of Sponsored Research web site for each new proposal (<http://www.unh.edu/osr/proposals/budget.html>) (Alternately, keep a blank copy of the template for future use, but be certain the template is current.) The date in the “Projected Start Date” field will automatically reference the F&A and fringe rates appropriate for the proposal project period if you are using a current template.

Step 1: Go to the *Setup* tab to create a customized spreadsheet. As you place your cursor on each field, you will see text information to help you complete the field. Select a sufficient number of faculty (note faculty are designated by “type” of appointment) to cover all faculty who could possibly be involved in the project. There are some default numbers built in which you can type over or retain. Contact your OSR Grant/Contract Administrator (GCA) if you have questions about which F&A base and rate to use, or if your budget does not fit this structure. When done with the setup, change the Lock field from N to Y. **Once the setup is complete, you can’t go back to revise the spreadsheet so be sure to include all the budget periods and number of faculty you will need for the project.**

Step 2: Move to the *Sponsor* tab and, based on entries from Step 1, the spreadsheet will populate itself automatically. Begin entering needed budget line items. For faculty salaries:

1. Enter 4% inflation rate under column B if you want the salary amounts to inflate, beginning with the first budget period.
2. Enter current base salary
3. Enter # of months of salary requested
4. Click on grey box “Process Faculty Inflation”.

The spreadsheet has some built-in shortcuts for entering the remaining line items. Contact your GCA or refer to the detailed instructions if needed. If the budget should include sub-agreements*, or cost share or program income** see below.

Step 3: When completed, save a copy of the spreadsheet and give it a name that will “link” it to your proposal narrative. Print the budget to route with the proposal and Internal Approval Form (Yellow Sheet). When printing, do not change print area. The spreadsheet will print the budget on two pages.

***Sub-agreements:** Enter data for sub-agreements on the *SubAwards* spreadsheet, not directly into the *Sponsor* spreadsheet. Use a separate line for each sub-agreement. When finished, click on grey box “Calculate F&A” and return to the *Sponsor* spreadsheet. Return to the *SubAwards* spreadsheet if you need to revise information.

****Cost Share or Program Income:** Enter data for cost share into the *Cost Sharing* spreadsheet, and program income into the *Program Income* spreadsheet, not directly into the *Sponsor* spreadsheet. Return to these spreadsheets if you need to revise information.