



## PROPOSAL: HOW TO ENTER A SUMMARY BUDGET

Your Pre-Award Grants person can assist you with completing a summarized budget in the Budget Versions tab in Streamlyne.

1) Login to **Streamlyne** and open the proposal from your Streamlyne **Action List** by clicking the **'Id'** number.

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- 2) Click on the **Budget Versions** tab.
  - a. Enter 'Summary Budget' for the Name of the budget, click Add, then click Open.

*	Budget Versions (01	/01/20	22 - 12/3	1/2025)							
	Budget Versions 🧿										
	* Name	,	Version #	Direct Cost	F & A	Total	Final	Budget S	Status	Act	ions
Add:											dd
Hide	Summary Budget		1	0.00	0.00	0.00		select	~	Open	Сору
	Residual Funds:				F&A R	ate Type	e: MTDO	0		1	
	Cost Sharing:	0.00			Last	Updated	<b>l:</b> Jul 27	, 2021 5:02	:46 PM		
	Unrecovered F&A:	0.00			Last Upo	dated By	<b>/:</b> hfrank	ken@uada.e	edu		

- 3) In the **Budget Periods & Totals** screen you can enter the summary budget by year OR delete all but one line, change the Period End Date and enter an overall total direct cost and F&A for all the years combine.
  - a. You only need to enter the amounts into the **Direct Cost**, **F&A Cost** and **Cost Sharing** fields. (Only list cost share if applicable.)
    - i. If you listed Cost Share you will need to click the **Distribution & Income** tab and list the **Percent** and **Source Account** for each cost share amount.
  - b. Then click Save.

(SCREENSHOTS NEXT PAGE)





	augoti onouo u					Sum	nmary Budget b	ov Year
В	udget Periods 🧿							,
tions	# Period Start Date	Period End Date	No. of Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing
Add				0.00	0.00	0.00	0.00	0.00
Delete	1 01/01/2022	12/31/2022	12.0	150,000.00	100,000.00	50,000.00	0.00	20,000.00
Delete	2 01/01/2023	12/31/2023	12.0	150,000.00	100,000.00	50,000.00	0.00	0.00
Delete	3 01/01/2024	12/31/2024	12.0	150,000.00	100,000.00	50,000.00	0.00	0.00
Delete	4 01/01/2025	12/31/2025	12.0	150,000.00	100,000.00	50,000.00	0.00	0.00
tals								
	01/01/2022	12/31/2025	48.0	\$ 600,000.00	\$ 400,000.00	\$ 200,000.00	\$ 0.00	\$ 20,000.00
		Generate All Period	ds C	alculate All Periods	Default Periods	Save Reload	Close	
♥ В	udget Periods & <sup>-</sup>	Generate All Period	ds C	alculate All Periods	Default Periods	Save Reload	Close	Combine
✓ B B	udget Periods & udget Periods	Generate All Period	ds C	alculate All Periods	Default Periods	Save Reload	Close	Combine
♥ B B ctions	udget Periods & udget Periods (?) # Period Start Date	Generate All Period Totals Period End Date	ds C No. of Months	alculate All Periods	Default Periods	Save Reload Summary But F&A Cost	Close dget All Years ( Unrecovered F&A	Combine Cost Sharing
✓ B B ctions Add	udget Periods & udget Periods (?) # Period Start Date	Generate All Period Totals Period End Date	ds C No. of Months	alculate All Periods Total Sponsor Cost 0.00	Default Periods	Save Reload Summary But F&A Cost 0.00	Close dget All Years C Unrecovered F&A	Combine Cost Sharing
B     B     Ctions     Add     Delete	udget Periods & udget Periods (?) # Period Start Date 1 01/01/2022 ())	Generate All Period Totals Period End Date	ds C No. of Months 48.0	alculate All Periods Total Sponsor Cost 0.00 600,000.00	Default Periods           Direct Cost           0.00           400,000.00	Save         Reload           Summary Bur           F&A Cost           0.00           200,000.00	Close dget All Years O Unrecovered F&A 0.00 0.00	Combine Cost Sharing 0.00 20,000.00
B     B     Ctions     Add     Delete     Dtals	udget Periods & udget Periods (?) # Period Start Date 1 01/01/2022 iiii	Generate All Period Totals Period End Date 12/31/2025	ds C No. of Months 48.0	alculate All Periods Total Sponsor Cost 0.00 600,000.00	Default Periods Direct Cost 0.00 400,000.00	Save         Reload           Summary But           F&A Cost           0.00           200,000.00	Close dget All Years C Unrecovered F&A 0.00 0.00	Combine Cost Sharing 0.00 20,000.00
✓ B B ctions Add Delete itals	udget Periods & udget Periods (?) # Period Start Date 1 01/01/2022 01/01/2022	Generate All Period Totals Period End Date	ds C No. of Months 48.0 48.0	alculate All Periods Total Sponsor Cost 0.00 600,000.00 \$ 600,000.00	Default Periods Direct Cost 0.00 400,000.00 \$ 400,000.00	Save         Reload           Summary Bur           F&A Cost           0.00           200,000.00           \$ 200,000.00	Close dget All Years C Unrecovered F&A 0.00 0.00 \$ 0.00	Combine Cost Sharing 0.00 20,000.00 \$ 20,000.00
B B C C C C C C C C C C C C C C C C C	udget Periods & udget Periods (?) # Period Start Date 1 01/01/2022 1 01/01/2022	Generate All Period	ds C No. of Months 48.0 48.0	alculate All Periods	Default Periods           Direct Cost           0.00           400,000.00           \$ 400,000.00	Save         Reload           Summary But           F&A Cost           0.00           200,000.00           \$ 200,000.00	Close dget All Years C Unrecovered F&A 0.00 0.00 \$ 0.00	Combine Cost Sharing 0.00 20,000.00 \$ 20,000.00

- c. Once your budget is complete
   check the 'Final?' box and
   choose Complete from the
   'Budget Status' drop-down.
- d. Click Save.
- e. Then click the **return to proposal** tab on the top left.

## Budget Overview 🕤

