

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.

Show	COM	<u>178348</u>	Proposal Development Document	SAVED		Initiated
----------------------	-----	---------------	-------------------------------	-------	--	-----------

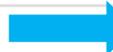


- 2) Click on the **Budget Versions** tab.
 - a. Enter '**Summary Budget**' for the **Name** of the budget, click **Add**, then click **Open**.

▼ Budget Versions (01/01/2022 - 12/31/2025)

Budget Versions ⓘ

* Name	Version #	Direct Cost	F & A	Total	Final	Budget Status	Actions
Add: <input type="text"/>							Add
Hide Summary Budget	1	0.00	0.00	0.00	<input type="checkbox"/>	select ▼	Open Copy
Residual Funds:		F&A Rate Type: MTDC					
Cost Sharing:	0.00	Last Updated: Jul 27, 2021 5:02:46 PM					
Unrecovered F&A:	0.00	Last Updated By: hfranken@uada.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)

Budget Periods & Totals Summary Budget by Year

Budget Periods ⓘ

Actions	#	Period Start Date	Period End Date	No. of Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing
<input type="button" value="Add"/>		<input type="text"/>	<input type="text"/>		<input type="text" value="0.00"/>				
<input type="button" value="Delete"/>	1	01/01/2022	12/31/2022	12.0	150,000.00	100,000.00	50,000.00	0.00	20,000.00
<input type="button" value="Delete"/>	2	01/01/2023	12/31/2023	12.0	150,000.00	100,000.00	50,000.00	0.00	0.00
<input type="button" value="Delete"/>	3	01/01/2024	12/31/2024	12.0	150,000.00	100,000.00	50,000.00	0.00	0.00
<input type="button" value="Delete"/>	4	01/01/2025	12/31/2025	12.0	150,000.00	100,000.00	50,000.00	0.00	0.00
Totals									
		01/01/2022	12/31/2025	48.0	\$ 600,000.00	\$ 400,000.00	\$ 200,000.00	\$ 0.00	\$ 20,000.00

Budget Periods & Totals Summary Budget All Years Combine

Budget Periods ⓘ

Actions	#	Period Start Date	Period End Date	No. of Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing
<input type="button" value="Add"/>		<input type="text"/>	<input type="text"/>		<input type="text" value="0.00"/>				
<input type="button" value="Delete"/>	1	01/01/2022	12/31/2025	48.0	600,000.00	400,000.00	200,000.00	0.00	20,000.00
Totals									
		01/01/2022	12/31/2025	48.0	\$ 600,000.00	\$ 400,000.00	\$ 200,000.00	\$ 0.00	\$ 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 ⓘ

* Project Start Date : 01/01/2022

* Project End Date : 12/31/2025

Total Direct Cost Limit :

Final?

select
Complete
Incomplete

On/Off Campus :

Comments :