	Budget Smart Forms Information	
	Numbered items are skipped below when required information is self-explanatory.	
SmartForm Page	**Question**	**Directions**
General Budget Information	1. Budget title	Edit the display name of the budget to better identify the sponsor or the budget's content if necessary. **Example**: an internal subproject title should be edited to reflect the receiving department name.
	2. Principal Investigator for this budget	This drop-down list contains only the names of those identified as a PI or Co-PI on the proposal. Update as necessary.
	3. Does this budget use the standard F&A cost base and rates?	If yes, the standard rates display. If no, select either TDC or MTDC and use the arrow to duplicate the values in all periods (other bases will appear in the menu but will not be used at the proposal stage). **Note**: If an F&A cost waiver was requested, confirm the corresponding Ancillary Review was initiated and approved.
	4. Will you require detailed budget tables for this budget submission?	Select Yes if you need a detailed Travel budget (type of trip, # of trips, # of people). Select No if you will enter Travel costs as a line item on the General Costs page.
	5. Include in consolidated budgets?	If Yes, the budget will be included in the total proposal budget. If No, the budget will be excluded from the total proposal budget. **Note:** Select No if this is a draft budget that will not be used on the final proposal or if this is a cost-share budget not reported to the sponsor.
	6. Salary Cap	This field may be automatically populated with the sponsor's salary cap. You can override the default salary cap by typing a new amount. Follow sponsor guidelines for salary caps. **Note**: Salary cap overages do not need a cost share budget unless they are being reported to the sponsor as part of mandatory cost share.
	7. Apply inflation rate to personnel costs	This defaults to Yes. Update as necessary. **Note**: if you intend to apply inflation to salary costs for individuals at the salary cap, you will need to remove the Salary Cap; otherwise, no inflation will occur in out-years.
	8. Enter inflation rates	Update as necessary. Click the Inflate Period 1 box to apply the inflation rate to Period 1; otherwise, inflation will start with Period 2.
Personnel Cost Definition		Confirm all roles, appointments and base salaries are entered. Confirm inflation is entered correctly. Enter the Workday Personnel Budget Category for each person listed on this page. Confirm an additional row is entered for personnel with less than 12-month appointments. See the Funding Proposal Guide for detailed instructions on these types of appointments.
Personnel Costs		Confirm all effort and requested salary is entered correctly.

Travel Cost Definition		Confirm all travel costs are entered correctly.
Travel Costs		Confirm number of trips and people per trip are entered correctly.
Trainee Cost Definition		Confirm all trainees and corresponding costs are entered correctly. **Note**: Given that stipend amount is entered at the line item level, include separate line items for trainee categories/levels that have different stipends. The number of trainees per stipend level is entered on the next page.
Trainee Costs		Confirm the number of trainees is entered correctly.
General Cost Definition		Confirm all costs are entered correctly, with correct inflation.
General Costs		Confirm costs are included in appropriate budget categories.
F&A Cost Overrides		There is no data entry on this page. **Note**: This page reports the F&A cost base standard being used to calculate the F&A amount for this budget and if applicable, any overrides. Only Specialists in your School's Pre-Award office or OSP can change these settings.
Attachment		Do not attach any documents in this page. Attach any supporting budget documentation to the Funding Proposal using the "Add Attachments" activity. When complete, click the Finish button to exit the Budget SmartForm and return to the Budget Workspace.