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THE STATE UNIVERSITY OF NEW JERSEY

**RUTGERS**

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Business Managers Meeting

November 15, 2004

# Business Managers Meeting

## 11/15/04 Agenda

- Budget Templates
  - By Joseph Delgado and Maryellen O'Brien
- Grants.gov Presentation
  - By Katie Root



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# ORSP Budget Templates

By Joseph Delgado and  
Maryellen O'Brien

# Budget Template Overview

- Template Improvements:
  - Common Improvements.
  - Cost Sharing.
  - Non-Cost Sharing.
- Contact and Website Information.

# Common Improvements

The image displays two versions of Rutgers University budget templates. The top version shows a Microsoft Excel spreadsheet titled 'ORSPNCSBudget.xls' with a 'Budget Period (5 Year)' table. The bottom version shows a 'Sponsored Programs Budget Template' with a 'Rate Code' table and a 'Varies below' callout box.

		Budget Period (5 Year)					
		2005	2006	2007	2008	2009	2010
Subcode	Subcode Description	1	2	3	4	5	6
12000	Salaries - Regular Employees	32.50%	34.00%	35.00%	36.00%	37.00%	38.00%
12000	Salaries - Regular Faculty	32.50%	34.00%	35.00%	36.00%	37.00%	38.00%
12100	Co-Adjunct Salaries	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%
12300	Wages of Labor	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%
12500	Student Wages	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
12800	Other Compensation	7.50%	8.00%	8.00%	8.00%	8.00%	8.00%
13000	Summer Employment/10 month	7.50%	8.00%	8.00%	8.00%	8.00%	8.00%

  

		Rate Code			
		EY 2006	EY 2007	EY 2008	EY 2009
1	Varies below	0.00%	0.00%	0.00%	0.00%
7	If rate code=7, enter rate percentages for Years 1-5	54.00%	54.00%	54.50%	54.50%
8	If base code=8, enter rate and exhibit in FR & for Years 1-5	0	0	0	0

- Date template modified.
- Variables worksheet.
  - Can maintain variables for all budget periods in one place.
  - Interchangeable with both templates.
- Tool-tips updated.
- Removed “Do Not Write Below this Line” cells on worksheets.

# Cost Sharing Improvements

- Some minor improvements.
- Budget Period ID.
- Title block on all sheets from Summary page.

The screenshot shows a spreadsheet titled "Sponsored Programs Cost Sharing Budget Template" for "Period 1". The spreadsheet includes a title block at the top with the Rutgers logo and the text "Using Budget Template Last Updated on: 10/11/04". Below this, there are fields for "Title", "PI", and "Exp #", each with a yellow highlight and a red arrow pointing to it. The main body of the spreadsheet is divided into sections: "Facilities & Administrative Costs Rate & Base", "Budget Detail", and a table of "Expense Classification". The "Expense Classification" table has columns for "Sub", "Expense Classification", "Percent Funding", "Confidence", "Cost Sharing From Base Account", "Cost Sharing From New Base Account", "Total Budget", and "Res/Proj Budget". The table lists various expense categories such as Salaries, Stipends, and Travel.

Sub	Expense Classification	Percent Funding	Confidence	Cost Sharing From Base Account	Cost Sharing From New Base Account	Total Budget	Res/Proj Budget
12000	Salaries - Regular Employees						
12000	Salaries - Regular Faculty						
12100	Consultant Salaries						
12200	Wages of Labor						
12300	Student Fees						
12400	Other Compensation						
12500	Student Employment - 18 month						
12600	Faculty Summer Compensation						
12700	Postdoctoral Associates						
12800	Graduate Teaching Assistants						
A. Total Section 4 Page:							

# Non-Cost Sharing Improvements

- Standard title block.
- For each budget period:
  - Custom rate percentages.
  - Custom F&A bases.
- Rate check on Personnel sheet.

A		B		D		E		F		G		H		I		J		K	
1 Rutgers, The State University of New Jersey																			Sponsored Programs Budget Template
2 Title:		Enter Proposal Title here										Date:		(mm/yy)		Log:		Enter Log here	
3 PI:		Enter PI's Full name here										Project Period:		(mm/yy)		to		(mm/yy)	
4 Facilities & Administrative Costs Rate & Base:				Enter		Rate Code		Enter		Base Code									
5 Description:																			
6 Sponsor Funding:																			
7		If rate code=1, enter rate percentages for Years 1-5		0.00%		0.00%		0.00%		0.00%		0.00%		0.00%					
8		If base code=3, enter amt. subject to F&A for Years 1-5		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -					
9																			
10																			
11 Expense Classification (see comment)		FY 2005		FY 2006		FY 2007		FY 2008		FY 2009									
12 Sub-code		Cost Rate Base Percentages:		55.50%		54.00%		54.00%		54.50%		54.50%							
13		Enter Amounts in Whole \$ only		Year 1		Year 2		Year 3		Year 4		Year 5		Total		Notes			
14 12000*		Salaries - Regular Employees & Faculty		0		0		0		0		0		0					
15 12100*		Co-Adjutant Salaries		0		0		0		0		0		0					
16 12300*		Wages of Labor		0		0		0		0		0		0					
17 12500*		Student Wages		0		0		0		0		0		0					
18 12900*		Other Compensation		0		0		0		0		0		0					
19 13300*		Summer Employment - 10 month		0		0		0		0		0		0					
20 13500*		Faculty Summer Compensation		0		0		0		0		0		0					
21 13700*		Post-Doctoral Associates		0		0		0		0		0		0					
22 15000*		Graduate/Teaching Assistants		0		0		0		0		0		0					
23		A Total Salaries & Wages (Personnel Worksheet)		0		0		0		0		0		0					

A		B		C		D		E		F		G							
1 Rutgers, The State University of New Jersey																			Sponsored Programs Personnel Budget
2 Fringes Description & Rates:		FY 2005		FY 2006		FY 2007		FY 2008		FY 2009									
3		Current		Estimated								% Check							
4 Salaries - Regular Employees		32.50%		34.00%		35.00%		36.00%		37.00%		Default							
5 Co-Adjutant Salaries		9.00%		9.00%		9.00%		9.00%		9.00%		Default							
6 Type 4 Wages of Labor		9.00%		9.00%		9.00%		9.00%		9.00%		Default							
7 Type 5 Rutgers Student Employees		0.00%		0.00%		0.00%		0.00%		0.00%		Default							
8 Other Compensation		7.50%		8.00%		8.00%		8.00%		8.00%		Default							
9 Summer Employment - 10 month		7.50%		8.00%		8.00%		8.00%		8.00%		Default							
10 Faculty Summer Compensation		0.00%		0.00%		0.00%		0.00%		0.00%		Default							
11 Post Doctoral Associates Salaries		27.50%		28.50%		29.50%		30.50%		32.00%		Modified							
12 Graduate/Teaching Assistant Salaries		23.00%		24.00%		25.00%		26.00%		27.00%		Default							
13		You are advised to build salary increases of 3% into first 3% into future year budgets																	
14 DIRECT COSTS		Year 1		Year 2		Year 3		Year 4		Year 5		Total							

# Website and Contact Info.

Download

Excel 2000/2003 Templates

<http://orsp.rutgers.edu/CostShare>

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