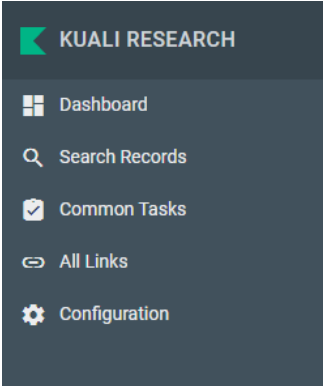


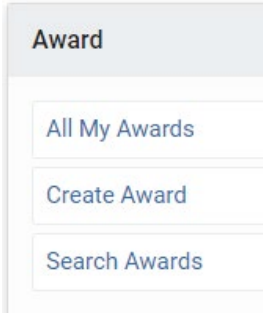
# Kuali Award Budget Adjustment Instructions (KSAP)

Open Kuali <https://ucincinnati.kuali.co/dashboard>

Common Tasks on left menu



## Search Awards





Type in award number (get this from SRS administrator) with an asterisk \* before and after the number.

Award ID:


Sponsor Award ID:


Account ID:


Award Status:  


Sponsor ID:  

Award Title:


Investigator:  


Lead Unit ID:  

Lead Unit:  

OSP Administrator Username:  

Archive Location:

Archive Date From:  

Archive Date To:  

Document Status:  Final  Saved  Both  Canceled

In the Actions Column- right click on open for the child level you need to adjust, and then click open in new tab.

Actions	Award ID	Sponsor Award ID	Lead Unit ID	Lead Unit	Account ID	Award Status	Award Title	Sponsor ID
open copy medusa View Invoices	013302-00001		60000330	COM Cancer Biology		Awarded	RON signaling suppresses innate immune responses in breast cancer	000168

Click on the Budget Versions tab in the child level award record



Then scroll down and click the Open button.

Budget Versions ?

Version #	Direct Cost	F & A	Total	Budget Status	Award Budget Type	Actions
Add: <input type="text"/>						<input type="button" value="new"/>
<input type="button" value="hide"/> Yr 1	1	0.00	0.00	0.00	In Progress	New <input type="button" value="open"/> <input type="button" value="copy"/>

Award Version 1 F&A Rate Type:

Opens on Parameters tab

Enter the total budget amount for each budget period you are setting up in the Cost limit field

	Period Start Date	Period End Date	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit	Actions
1	<input type="text" value="01/01/2017"/>	<input type="text" value="11/30/2017"/>	1,259,830.00	791,570.40	468,259.60	0.00	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	

**Personnel Tab**– Open personnel detail at the bottom of the page. (continue drilling down for more specific details)

Hit calculate to see fringe

Adjust effort as needed

\*To balance an award budget with only personnel to match the obligated total?

Get the salary as close as you can using the %effort function w/o going over the total amount.

Then go to the non-personnel tab and enter a summary budget line to bring the total to the correct amount. This puts those remaining funds on a budget reserve line.

-500000 Summary budget should only be used for awards that do not include F&A

-SUMMTDC Summary Budget with MTDC should be used when F&A is allowed on the award.

\*\*If you have 9 month personnel you need to add one of these 2 object codes: EXCMPFED Extra Compensation (AAUP) - Federal Fringe Rates or EXCMPNON Extra Compensation (AAUP) - Non Federal Fringe Rates as appropriate to sponsor type for \$0. (No actual salary calculations should be done on this object code.)

**Non-Personnel** – Click Show on categories that have a number to see details.

Equipment	<a href="#">▶ show</a>
Travel	<a href="#">▶ show</a>
Participant Support	<a href="#">▶ show</a>
Other Direct (1 line item)	<a href="#">▶ show</a>
Non specified personnel	<a href="#">▶ show</a>

Make required adjustments.

*Note: If the proposal was to NIH and included Data Management Costs under object code DMSC0001 you will need to remove that object code and add those expenses to the appropriate object codes where they are needed. The DMSC0001 code will not go through KSAP.*

**Cost Limit Sync** – Go to a specific non-personnel line item and click to show Line Item Details

Click on Sync to cost limit (system will automatically calculate to cost limit)

Go back to summary to make sure it matches the obligated and grant budget

Go to budget actions tab to submit to SRS

**Cost Share Allocation:**

<b>Non-Personnel</b>	<b>Distribution &amp; Income</b>	<b>Budget</b>	and Income tab.
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Click show to expand the cost share line

<b>Cost Sharing (2)</b>	<a href="#">▶ show</a>
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Enter the department account covering the cost share in the source account field for each line.

Make sure that all the cost share is divided between however many lines are there and the unallocated amount is zero.

Cost Sharing Distribution List

	Project Period	Percentage	Source Account	Amount	Unit Name	Unit	Action
Add:	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.00"/>	(select)	<input type="text"/>	<a href="#">add</a>
1	<input type="text" value="1"/>	<input type="text" value="0.00"/>	A100001	3,264.50	CEAS - Aerospace Eng	60002872	<a href="#">delete</a>
2	<input type="text" value="1"/>	<input type="text" value="0.00"/>	A100001	14,902.00	CEAS - Aerospace Eng	60002872	<a href="#">delete</a>
				<b>Total Allocated:</b>	\$18,166.50		
				<b>Unallocated:</b>	-\$1,243.50		

Go to the summary tab to conform the budget total matches the award notice.

Go to the Budget Actions tab and click submit. This will send an email to the SRS RA so they can review and approve the budget for transfer to SAP.