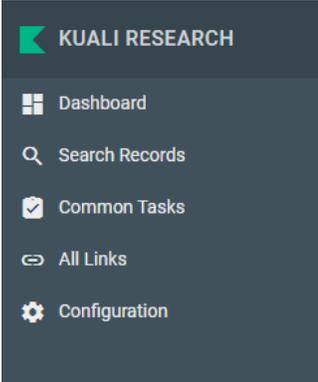


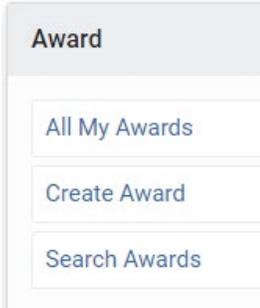
Kuali Award Budget Adjustment Instructions (KSAP)

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
1	0.00	0.00	0.00	In Progress	New	open 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
01/01/2017	11/30/2017	1,259,830.00	791,570.40	468,259.60	0.00	0.00	0.00	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	▶ show
Travel	▶ show
Participant Support	▶ show
Other Direct (1 line item)	▶ show
Non specified personnel	▶ show

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:

While in the budget go to the Distribution and Income tab.

Non-Personnel	Distribution & Income	Budget
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Click show to expand the cost share line

Cost Sharing (2)	▶ show
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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 (2) hide							
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"/>	<input type="button" value="add"/>
1	<input type="text" value="1"/>	<input type="text" value="0.00"/>	<input type="text" value="Aerospace"/>	<input type="text" value="200.00"/>	(select)	<input type="text"/>	<input type="button" value="delete"/>
2	<input type="text" value="1"/>	<input type="text" value="0.00"/>	<input type="text" value="Electrical"/>	<input type="text" value="123.75"/>	(select)	<input type="text"/>	<input type="button" value="delete"/>
Total Allocated:				\$323.75			
Unallocated:				\$0.00			
Cost Sharing Summary							
				Period 1: 06/01/2021 - 05/30/2022:			\$323.75
				Total Cost Sharing:			\$323.75

Unrecovered F&A

Distribution and Income Tab-Open the Unrecovered F&A section.

Enter "xxxx" in the Source Account column for each line.

Check that the unallocated amount is zero. If not, then add the amount listed to one of the lines to make sure that the unallocated is \$0

Ex. amount in unallocated

Unrecovered F&A (1) hide						
Unrecovered F&A Distribution List						
	Fiscal Year	Applicable Rate	Campus	Source Account	Amount	
Add:	<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>	<input type="text"/>	<input type="text" value="0.00"/>	
1	<input type="text" value="2026"/>	<input type="text" value="0.00"/>	Yes <input type="button" value="v"/>	<input type="text" value="0000000"/>	<input type="text" value="0.00"/>	
Total Allocated:					\$0.00	
Unallocated:					\$263.74	
Unrecovered F&A Summary						
					Period 1: 08/01/2025 - 07/31/2026:	\$263.74

Ex. \$0 in unallocated

Unrecovered F&A (1) hide						
Unrecovered F&A Distribution List						
	Fiscal Year	Applicable Rate	Campus	Source Account	Amount	
Add:	<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>	<input type="text"/>	<input type="text" value="0.00"/>	
1	<input type="text" value="2026"/>	<input type="text" value="0.00"/>	Yes <input type="button" value="v"/>	<input type="text" value="0000000"/>	<input type="text" value="263.74"/>	
Total Allocated:					\$263.74	
Unallocated:					\$0.00	
Unrecovered F&A Summary						
					Period 1: 08/01/2025 - 07/31/2026:	\$263.74

When the budget is complete, go the Budget Actions tab and click Submit which returns the budget the SRS research administrator.

If your total is \$2 off or less, you can also go to the SUMMARY tab, change the dollars in the F&A category and save to get to the final total awarded.

If the difference is more than \$2, you need to make the changes in the individual project periods.

Do NOT override the fringe benefit amount on the summary tab.