Open Kuali  [https://ucincinnati.kuali.co/dashboard](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.
In the Actions Column- right click on open for the child level you need to adjust, and then click open in new tab.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Award ID</th>
<th>Sponsor Award ID</th>
<th>Lead Unit ID</th>
<th>Lead Unit</th>
<th>Account ID</th>
<th>Award Status</th>
<th>Award Title</th>
<th>Sponsor ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>open copy medusa View invoices</td>
<td>013302-00001</td>
<td>60000330</td>
<td>COM Cancer Biology</td>
<td>Awarded</td>
<td>RON signaling suppresses innate immune responses in breast cancer</td>
<td>000166</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Then scroll down and click the Open button.

Opens on Parameters tab

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

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

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

Make required adjustments.
**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](image)

Click show to expand the cost share line

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](image)

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.