The Operational Grant & Contract budget is the amount of projected SPENDING on Federal (SourceSubGroup=FEDGC) and Non-Federal (SourceSubGroup=NFDGC) awards. Please note that this projection is separate and distinct from the FUNDED INSTALLMENTS for the fiscal year being budgeted in your Grant workbooks in YBT.

There are two YBT reports to help you create and then enter the operational grant budget, one for ARRA awards and one for non-ARRA awards, into your financial workbook.

NOTE: The instructions below are for your non-ARRA awards. If you have ARRA awards for which you need to budget, use the same instructions with the following two differences:

1) Report name is G501 Grant & Contract Operating Budget - ARRA
2) Enter the budget to award XS0000.

To Enter an Operational Grant & Contract Budget for your non-ARRA awards:

1) Run the G500 Grant & Contract Operating Budget report
   a. YBT>>>Axiom Tab>>Reports>>Report
      Library>>02-University Standard reports>>
      G500 Grant & Contract Operating Budget.

2) Click the Refresh Button
   a. Enter the parameters for your report.
   b.

NOTE: In addition to filtering on a value in the Org Hierarchy, you can also choose to exclude awards that have expired, show ExpType detail and/or show Project detail using this dialog box.
The report will populate with all grant awards with spending activity in either the last three years of actuals or your GP workbook.

It is sorted by PI Name and includes a Yes/No column for Burden. If a grant award has expenses with no overhead (for instance, Equipment or Subaward expenses), then that grant will have two rows. The first row will show the direct costs that do not receive overhead (Burden = No) and the second row will show the award’s other direct costs (Burden = Yes).

3) To make your projections for Q2 Forecast and/or Budget, enter the full fiscal year projection amount into the appropriate yellow column.
   a. The first yellow column is the projected non-labor spend for the Current Year Forecast.
   b. The second yellow column is the projected non-labor spend for the Next Year Plan.

4) Click the “Load to FP” at the bottom of the sheet to view a tab which calculates the information you will input into your YBT financial workbook.
   a. In the Current Year Forecast section, the labor expenses are current year actuals for closed months plus the projections from the remaining months.
   b. In the Next Year Plan section, the labor projections are coming from your labor plans.

5) Load the green-shaded numbers to the Project_Task, Award and ExpTypes indicated on row 9 of the tool.
Notice that the tool also includes a simple graph showing the Direct Income and Overhead rate over a five year trend. This chart is included to give the user a quick sanity check that the projections are in line with recent history.
NOTE: Non-Labor Expenses must be spread across a number of ExpTypes in the FP workbook.

At the bottom of the “Load to FP” tab is an automatically generated spread of Non-Labor Expenses based on the prior year’s actuals.

The user is by no means required to spread Non-Labor expenses using this methodology, but rather is there as a guide for those who wish to use it.

Notice that the totals here match the Non-Labor expenses in the screenshot above.
6) Open your Financial workbook and navigate to (or insert, if necessary) the PTAO block 0038254_00_X00000_ORG.

Note: X00000 and XS0000 are used for this purpose ONLY.

7) Enter the Direct Income, Indirect Income, Non-Labor Expenses and Burden from non-labor projections as indicated above.
   a. Insert new ExpTypes as necessary.

NOTE: The dollars to enter for Current Year Forecast are the Remaining Projections. YTD Actuals and Labor Expenses are already loaded at the individual award level.

8) To check the results of your work, run a YBT report that is either filtered on Grants & Contracts (for example, F700) or includes a Grants & Contracts column to show you all of the Grant & Contract data summed together. Remember, the ending balance must be zero.