

## Entering an Operational Grant & Contract Budget into the Financial Planning Workbook

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.

### Need Assistance?

For questions and issues about specific YBT functions or data:

- Email [ybtsupport@yale.edu](mailto:ybtsupport@yale.edu) or
- Call the YBT help desk at **203.436.5929**

System documentation and training materials can also be found on the [YBT home page](#), as well as at <http://yalebiz.yale.edu/yale-budgeting-tool/>.

The report will populate with all grant awards with spending activity in either the last three years of actuals or your GP workbook.

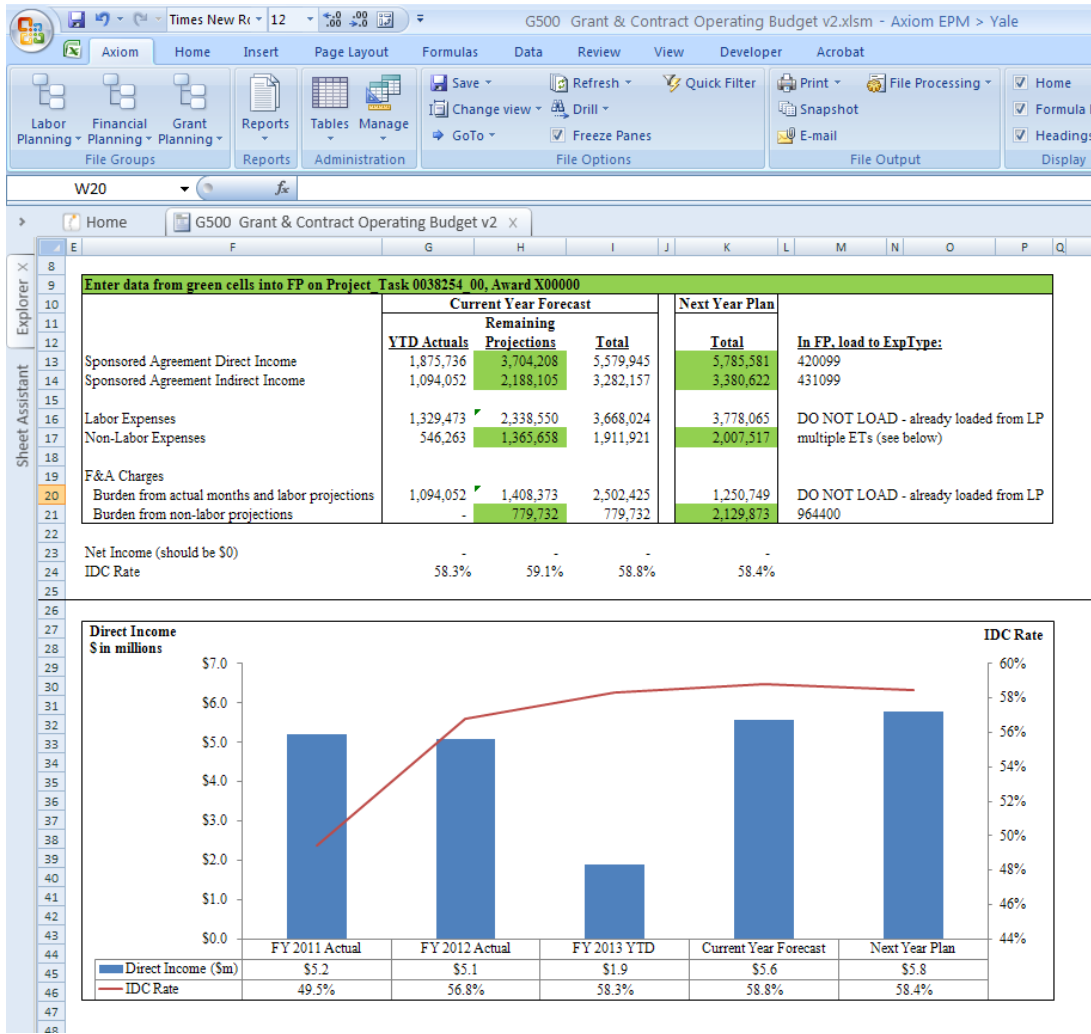
It is sorted by PI Name and includes a Yes/No column for Burden. If a grant award has expenses with no overhead (for instance, Equipment or Subaward expenses), then that grant will have two rows. The first row will show the direct costs that do not receive overhead (Burden = No) and the second row will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

PI Name	Award	Award Description	Burden (Y/N)	Total Direct Costs			Current Year Forecast Direct Costs			Next Year Plan Direct Costs		
				FY 2011 Actual	FY 2012 Actual	FY 2013 YTD	Labor	Non-Labor	Total Expenses	Labor	Non-Labor	Total Expenses
Do, Jane	A12345	Aaaaaa	Y	-	-	-	-	-	-	-	-	-
Do, Jane	A12346	B888888	Y	-	-	-	-	-	-	-	-	-
Do, Jane	A12347	Cc00000	N	720	934	-	-	-	-	-	-	-
Do, Jane	A12347	Cc00000	Y	157,987	132,866	41,879	98,039	-	98,039	8,099	-	8,099
Do, Jane	A22233	D666666	N	8,710	705	-	-	-	-	-	-	-
Do, Jane	A22233	D666666	Y	95,943	148,071	-	-	-	-	-	-	-
Do, Jane	A44455	Ee00000	N	-	387	6,110	-	-	-	-	-	-
Do, Jane	A44455	Ee00000	Y	13,569	140,079	85,743	88,811	-	88,811	-	-	-
Do, Jane	A66677	Ff00000	Y	-	78,227	84,191	273,762	-	273,762	307,040	-	307,040
Smith, Joe	A33333	Gg00000	N	30,000	-	-	-	-	-	-	-	-
Smith, Joe	A33333	Gg00000	Y	-	387	-	-	-	-	-	-	-
Smith, Joe	A88899	Hh00000000	N	-	-	27,737	68,903	-	68,903	11,484	-	11,484
Smith, Joe	A88899	Hh00000000	Y	94,145	106,621	-	-	-	-	-	-	-
Smith, Joe	A00000	Ii00000000	N	166,757	17,650	-	-	-	-	-	-	-
Smith, Joe	A00000	Ii00000000	Y	29,768	1,084	-	-	-	-	-	-	-
Smith, Joe	R00011	Jj000000	N	18,039	1,584	11,531	-	-	-	-	-	-
Smith, Joe	R00011	Jj000000	Y	350,349	455,753	147,320	206,376	-	206,376	-	-	-
Smith, Joe	R12345	Kk0000000	N	4,543	1,110	-	-	-	-	-	-	-
Smith, Joe	R12345	Kk0000000	Y	239,470	328,317	106,729	222,468	-	222,468	-	-	-

The bottom of the report allows you to enter new awards that have not yet been entered into your YBT G&C workbook or pending awards. Simply enter an award name, projected spend, and IDC rate (the rightmost column), and the model will calculate the relevant information for your budget.

- 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.

	CY Forecast Remaining Projections	NY Plan	FY 2012 Actual	% of Total
MR8100 - Student/Postdoc Aid				
MN8100 - Fellowship & Stipends	\$ 35,393	\$ 52,028	41,596	2.6%
MN8110 - Tuition Related	\$ 21,760	\$ 31,987	25,573	1.6%
MR8200 - Materials and Supplies				
MN8210 - Supplies	\$ 694,403	\$ 1,020,772	816,095	50.8%
MN8220 - Books, Periodicals & Subscriptions	\$ 870	\$ 1,280	1,023	0.1%
MN8230 - Animals	\$ 120,147	\$ 176,616	141,202	8.8%
MN8240 - Chemicals & Radioisotopes	\$ 138,515	\$ 203,618	162,790	10.1%
MR8300 - Service Expenses				
MN8320 - General Services	\$ 4,167	\$ 6,126	4,897	0.3%
MN8335 - Design, Printing, Promotions	\$ 1,976	\$ 2,905	2,322	0.1%
MN8336 - Lab/Research Services	\$ 93,440	\$ 137,357	109,816	6.8%
MN8345 - Maintenance Services	\$ 174	\$ 255	204	0.0%
MR8700 - Travel & Business Expenses				
MN8700 - Travel Expenses	\$ 24,952	\$ 36,680	29,325	1.8%
MN8740 - Business Meals	\$ 1,945	\$ 2,860	2,286	0.1%
MN8775 - Conference & Seminar Fees	\$ 10,847	\$ 15,945	12,747	0.8%
MR8800 - Equipment & Furnishings				
MN8815 - Equip & Furnishings - Cap	\$ 105,630	\$ 155,276	124,141	7.7%
MN8830 - Equip Maintenance	\$ 53,578	\$ 78,759	62,967	3.9%
MN8882 - Equip & Computers Non Cap	\$ 40,614	\$ 59,702	47,731	3.0%
MR8900 - Dues/Fees				
MN8900 - Fees	\$ 17,247	\$ 25,353	20,270	1.3%
MR9100 - Other Expenses				
MN9110 - G&C Related	\$ 0	\$ 1	1	0.0%
	<b>\$ 1,365,658</b>	<b>\$ 2,007,517</b>		

**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.