Budget Information



How do I enter budget information into my proposal when I am using Coeus Lite?

Creating a New Budget

Much of the functionality of this tab was intended for use during System-to-System submissions which we do not do anymore. The only component still used is the Budget Summary.

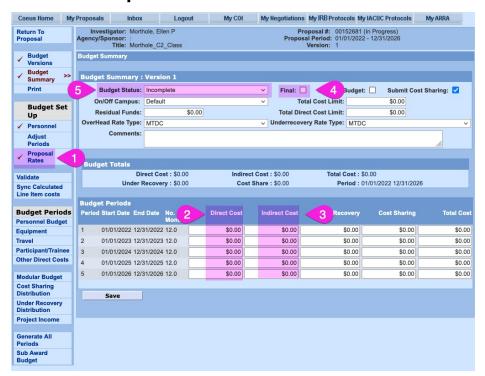
- 1. Select <Budget> tab.
- 2. The Budget tab may open to one of several windows. You want to get to the Budget Summary window. If after you select <Budget> and other windows appear merely click through them by clicking 'Ok', 'Yes', 'SAVE,' etc. until Budget Personnel appears like the screenshot below:



3. Select < Budget Summary>.



Enter Proposal Rates and Budget Summary Information – Numbers coordinate with steps below:



VERIFY/EDIT F&A RATE (in Proposal Rates window).

 Click on Proposal Rates and verify rates are current and accurate. Edit the rates if needed and click <SAVE>.

Current IDC Rate Information can be found here: https://finance.jhu.edu/depts/cost/ca_rate_agree.html

ENTER BUDGET INFORMATION

- 2. Enter **Direct Costs** (in Direct Cost Column).
 - DC \$\$ = Enter amounts for each period. This should match your budget spreadsheet and budget justification you upload in attachments.
- 3. Enter Indirect Costs (in Indirect Cost Column).
 - IDC \$\$ = Enter amounts for each period. This should match your budget spreadsheet and budget justification you upload in attachments.
- 4. Check Final Box.
- Change Budget Status to Complete.
- 6. Click on **<Save>**.
- 7. Click on < Return to Proposal>.

Returning to The Budget to Make Changes

If you have marked your budget final and you try to return to the PD and make changes, you will need to:

- 1. Click on Budget Versions.
- 2. Mark Budget Status: Incomplete.
- 3. Click on **<Open>**.
- 4. Click on Budget Summary and make changes as needed.