

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:

Investigator: Morthole, Ellen P
 Agency/Sponsor: :
 Title: Morthole_C2_Class

Proposal #: 00152681 (In Progress)
 Proposal Period: 01/01/2022 - 12/31/2026
 Version: 1

Budget Summary

Budget Summary : Version 1

Budget Status: **Incomplete** Final: Budget: Submit Cost Sharing:

On/Off Campus: Default Total Cost Limit: \$0.00
 Residual Funds: \$0.00 Total Direct Cost Limit: \$0.00
 OverHead Rate Type: MTDC Underrecovery Rate Type: MTDC

Comments:

Budget Totals

Direct Cost : \$0.00	Indirect Cost : \$0.00	Total Cost : \$0.00
Under Recovery : \$0.00	Cost Share : \$0.00	Period : 01/01/2022 12/31/2026

Budget Periods

Period	Start Date	End Date	No. Mon.	Direct Cost	Indirect Cost	Recovery	Cost Sharing	Total Cost
1	01/01/2022	12/31/2022	12.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	01/01/2023	12/31/2023	12.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	01/01/2024	12/31/2024	12.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	01/01/2025	12/31/2025	12.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	01/01/2026	12/31/2026	12.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Save

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

1. 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**.
5. 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.