

An aerial photograph of a university campus, likely the University of Colorado Boulder, showing various academic buildings and a prominent mountain range in the background. The image is in grayscale, with a yellow border framing the central text area.

Campus Revised Budget Training

Spring 2025



Introduction

Objectives

- What is a budget revision?
- When is it necessary?
- Who is responsible?

BUDGET REVISIONS

There are two types of budget revisions that are typically required on sponsored projects:

Proposal phase (before an award is made)

- These are handled by the OCG Proposal Analyst

Post-Award phase (after an award is made)

- These are primarily handled by the Principal Investigator and Department Administrators
- OCG involvement is limited to reviewing the budget revision request, forwarding if necessary, submitting it to the sponsor, and updating InfoEd

INTRODUCTION

BUDGET REVISION or BUDGET DEVIATION?

WHAT IS A BUDGET REVISION?

When a sponsor requires and approves a revised budget and **issues an amendment to the award**. The awarded budget is changed in InfoEd and PeopleSoft.

- The need for a budget revision is always driven by the sponsor, either through a direct request for a revised budget or a requirement for prior approval of budget changes.
- Participant support or subaward/subcontract changes always require a Reallocation Form and an internal modification in infoEd.

WHAT IS A BUDGET DEVIATION?

Budget Deviations occur when the agreement terms and conditions allow actual expenditures to differ from the awarded budget. No change is made to the awarded budget in InfoEd or PeopleSoft.

- Budget Deviations always occur during the Post-Award phase and do not require sponsor approval. They are adjustments to spending that are allowed within the terms and conditions of an award.
- If a budget deviation is necessary, please work with your Research Financial Services (RFS) Grant Accountant if you have questions about the Budget Journal Entry (BJE) process.

OTHER DEFINITIONS

Proposal Budget

Submitted to the sponsor indicating that we have considered costs associated with the Scope of Work (SOW) and have a basis for the amount we are requesting.

Budget Justification

Narrative to support Proposal Budget and SOW.

Awarded Budget

Approved by the sponsor and incorporated in the award document, either directly or through reference. This budget is loaded into InfoEd and PeopleSoft.

Budget Reallocation

The budget entered in InfoEd and PeopleSoft is changed, as a result of changes in amounts budgeted for subrecipient and/or participant support costs.

Resources



[Revised Budget Guidance on OCG website](#)

Procedural Statement for [Sponsored Project Budget Deviations & Revisions](#)

[Level of Budget Detail \(LOBD\) FAQs](#)

[Level of Budget Detail \(LOBD\) Process](#)

[Reallocation Form](#)

Sponsor Approval

Objectives

- When to request a Budget Revision
- Process to request a Budget Revision
- Next steps following Sponsor Approval



WHEN TO REQUEST SPONSOR APPROVAL



Refer to the award document to understand agreement requirements.

If unsure on requirement for Sponsor approval, reach out to your department's OCG Contract/Grant Officer.



What to look for

- Budget or reference to budget included in award document
- Language stating that spending must be in accordance with approved budget
- Language stating that any spending outside of budget must have Sponsor approval

PROCESS TO REQUEST SPONSOR APPROVAL

Department (PI/DRA)

If Sponsor approval is required, reach out to your OCG Contract/Grant Officer for next steps

- Provide updated budget with details as to categories that are changing and **why**
- Use ESTTOOL if Sponsor does not require a specific format

OCG Contract/Grant Officer

Will reach out to Sponsor Administrative Contact with request and will let PI/DRA know if additional information is needed

SPONSOR APPROVED...NOW WHAT?

If Sponsor approves budget with an agreement modification, the OCG Contract/Grant Officer will work action through InfoEd as an Admin modification.

If Sponsor approved budget via email with NO agreement modification, the action is treated as a Budget Deviation.

NOTE: If the approved budget makes changes to participant support and/or Subcontract line items, the OCG Contract/Grant Officer **will always** work a Restricted Budget Reallocation modification through InfoEd to update budget in InfoEd record that will then be reflected in the financial system.



Resources

[Sponsor Contact Guidance Procedural Statement](#)

[OCG Directory](#)

[OCG Revised Budget Guidance](#)

Large Budget Revisions

Objectives

- Definition of a large budget change/revision.
- Revised Budget Development tips
- Budget Revision Processes (when necessary)
- CU & Federal resources



DEFINITIONS

Budget

Detailed statement outlining estimated project costs to support work under a sponsored project. This is the award's financial plan.

Budget Period

The interval of time, typically twelve months, the project period is divided for budgetary and funding purposes.

Budget Justification

Narrative to support Proposal Budget and the Scope of Work (SOW).

Budget Proposal

Submitted to the sponsor indicating that we have considered costs associated with the SOW and have a basis for the amount we are requesting.

DEFINITIONS

Milestone

An action or event marking a *significant* change or stage in development.

Scope / Statement of Work [SOW]

A detailed outline of the tasks, deliverables, and timelines involved in a project

Awarded Budget

Approved by the sponsor and incorporated in the award document, either directly or through reference. This budget is loaded into InfoEd and PeopleSoft.

Budget Deviation

Significant change from the sponsor-approved budget which may or may not require OCG or CCO approval (contact your Grant Officer or Area Accountant) OR actual expenditures that differ from the awarded budget. No change is made to the awarded budget in InfoEd or PeopleSoft.

DEFINITIONS

Budget Reallocation

The InfoEd / People Soft budget is changed, resulting in changes to amounts budgeted for subrecipient and/or participant support costs.

Budget Revision

Sponsor requires and approves a revised budget and issues an amendment to the award. The awarded budget is changed in InfoEd and PeopleSoft.

Burn Rate

How quickly is the awarded cash / other assets being utilized to cover allowable costs.

LARGE BUDGET REVISIONS

SPONSOR INITIATED

OCG will prepare new budget

- Grant or Contract Officer / Proposal Analyst
- PI needs to be intimately involved

CU INITIATED

Post-award, the **Principal Investigator** and/or the **Department Administrator** are **responsible** for ensuring projects are on target with the information detailed in the award. If there is a need to develop a revised budget, spend plan, burn rates, etc. to ensure progress, this is the sole responsibility of the Principal Investigator and/or the Department Administrator. Your OCG Grant or Contract Officer can confirm whether sponsor approval will be needed and would submit the revision to the sponsor.

SPONSOR APPROVAL NOT REQUIRED

Is it a “Large” Financial Revision that **DOESN'T REQUIRE SPONSOR APPROVAL**?

- Extension of time or milestones [No budget revision is necessary – updated terms and conditions maybe necessary]
- New Task or milestone with no additional funding [New SpeedType?]

Is it greater than 25% of the total amount awarded [to date]?

- Requires PI statement

LARGE BUDGET REVISIONS

EXAMPLES

Total Award to date - \$1,250,000

Total Budget change - \$ 450,000

Percentage – 36.0% - **YES**

Total Award to date - \$1,250,000

Total budget change - \$250,000

Percentage – 20.0% - **NO**

Total Award to date - \$5,000,000

Change in Personnel - \$1,350,000

Percentage – 27% - **MAYBE**

- If already budgeted as personnel – **NO**
- Moving costs from sub awardees or other costs – **YES**

LARGE BUDGET REVISIONS

SPONSOR APPROVAL REQUIRED

- Change in scope or objective of the project.
 - Change in key personnel.
 - The disengagement of more than three months, or a 25 percent reduction in time by the Principal Investigator.
 - The inclusion, unless waived by the Federal awarding agency, of costs that require prior approval in accordance with 2 CFR 200, Subpart E–Cost Principles or 45 CFR Appendix IX.
 - The transfer of funds budgeted for participant support costs as defined in 2 CFR 200.1.
- Sub-awarding, transferring or contracting out any work under a federal award.
 - Additional items added to the award that require sponsor approval – additional equipment, conferences, PI time
 - Changes in the approved cost share or matching.
 - Any budgetary restrictions (activity or cost) noted in award documents [terms & conditions].
 - Change(s) will result in revised agreement.

LARGE BUDGET REVISIONS

SPONSOR APPROVAL NOT NEEDED (Usually)

- Employee changes - postdocs, research assistants, administration and lab support
- PI's Vacation or sick leave less than three months or 25% time
- Transfer between cost categories but within the approved budget
- Subaward or contractor completing tasks prior to end date or under budget
- Transfer of subsequent cost share payments – within the original proposal/award

- PostDoc Susan is replaced by PostDoc Bill.
- Project manager resigns – replacement hired.
- Transfer \$500 from office supplies to lab equipment.
- Sub-awardee finishes their work 2 months early and/or \$5K under budget
- Total revision is under 10% of the total approved budget (subject to the terms & conditions).
- Overspent \$5K in salaries/benefits but underspent in supplies & materials (less than 25% total).

PREPARATION OF NEW BUDGET

Items to remember

- Staff salary changes affects benefits
- Additional tuition & stipends need to be communicated to Dept HR staff
- Total price of supplies & equipment (shipping / delivery etc.)
- New sub agreements may be necessary
- F & A (Indirect Costs)
- Cost Share revisions (if necessary)

All costs must be

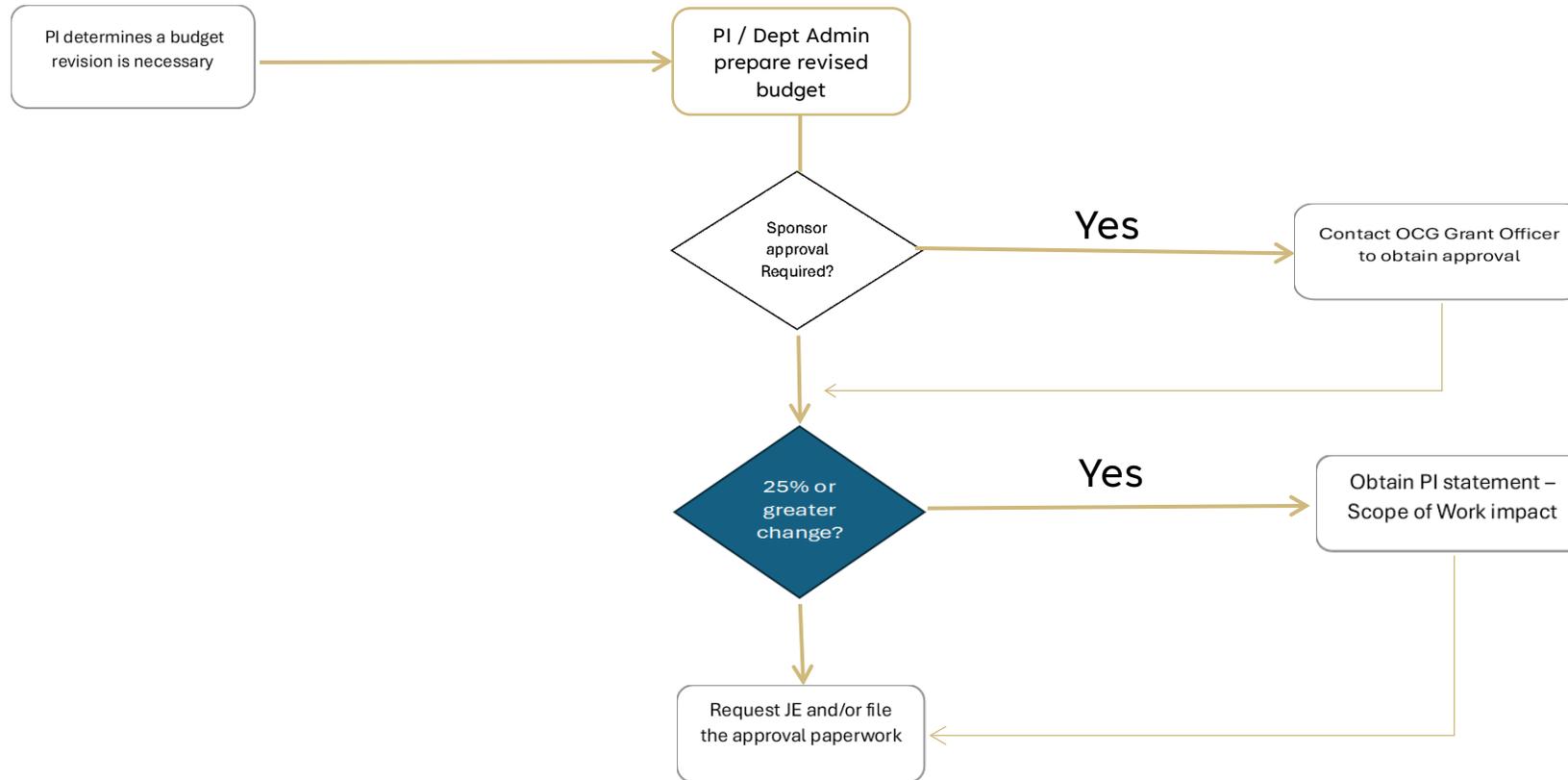
- Allowable
- Allocable
- Reasonable
- Consistent

Note

Large purchases towards the end of the award period could be questioned.

LARGE BUDGET REVISIONS

FLOW CHART



Resources



[Electronic Research Administration System - InfoEd](#)

Office of Contracts and Grants

- [Policies, Procedures & Guidelines](#)
- [Revised Budgets](#)
- [Uniform Guidance](#)

Federal Office of Management & Budget [Uniform Guidance](#)

[OMB Federal Financial Management](#)

Reporting Financial Data

Objectives

- Determine Reporting Requirements
- CU DATA m-fin Reports
- Formatting and Submission



REPORTING EXPENDITURES

as part of the Budget Revision

Verify the financial information needed.

- Cumulative expenditures to date
- Expenditures broken out by expense categories
- Agency Reporting Templates
- If applicable, review the most recent financial report

Note: The Grant Accounting team in the Campus Controller's Office, Research Financial Services unit, is responsible for the preparation of financial status reports per the award reporting schedule. Request a copy of the most recent financial report from the Grant Accountant assigned to the award. Refer to the 'Finding my Grant Accountant' resources.

FINANCIAL REPORTS IN CU DATA

M-Fin Financial Detail

View an itemized list of all transactions for revenue, expense, and balance sheet accounts for a given date range. The date range (periods) depend on the requirements of the report.

M-Fin Outstanding Encumbrances

View an itemized list of all expenses committed but not yet incurred for a given Speedtype or Purchase Order.

M-Fin Project Expenditures by Month

Summarized project Expenditures by Month for any specific range of months.

M-Fin Compensation Summary

Total compensation by employee/position, broken out between salary, benefits and other. Includes applicable benefits rate by position.

M-Fin Award Report

A one-page summary of the financial activity associated with an award, or group of awards, including project attributes, F&A rates, and direct vs. F&A costs.

Additional reports: [m-Fin Reports Training](#)

FORMATTING AND SUBMISSION

- 1** Use the appropriate m-fin report to populate required data in the financial section of the report.
 - The agency may request a copy of a CU Data financial report. Determine the level of detail requested by the agency to choose the appropriate report.
 - If a prior financial report was submitted, review to ensure requested data reconciles with the submitted reports.
- 2** Prepare and format the report to be included with the budget revision submission. Expense categories that may be included in report:
 - Salary and benefit breakdown
 - Tuition & Fees
 - Operating expenses by expense category
 - Travel
 - Equipment
 - Indirect Costs
- 3** Provide the completed report to OCG. OCG will organize the documentation for the budget revision and submit to the sponsor.



Resources

CU -DATA System in the portal

[OCG Reporting & Deliverables](#)

[Campus Controller m-Fin Reports Training](#)

[Find your Grant Accountant](#)

Cost Share Budget Revisions

Objectives

- Understanding the cost share commitment and revision requirements
- Reviewing and reconciling initial commitment
- Completing the cost share portion of the ESTTOOL
- Update the cost share addendum



COST SHARE BUDGET REVISIONS

PROCEDURE OVERVIEW

Step #1: Determine the requirements of the cost share portion of the budget revision.

Step #2: Review current cost share status.

Step #3: Add the cost share amounts to the revised ESTTOOL.

Step #4: Revise the Cost Share Addendum.

COST SHARE BUDGET REVISIONS

STEP #1: Determine cost share requirements for the budget revision.

Confirm that **mandatory** or **voluntary committed** cost share is a requirement of the award. Voluntary uncommitted cost sharing is generally not reported to the sponsor.

- Review documents in InfoEd and locate the cost share addendum(s).
- Review agency cost share requirements.
- Review budget revision requirements for the cost share portion.
- Determine if an adjustment needs to be made to the cost share.

Every award is unique, and the cost share requirements must always be reviewed.

COST SHARE BUDGET REVISIONS

STEP #2: Review current cost share status.

1. Review the **cost share addendum(s)** and budget (ESTTOOL) in InfoEd.
2. Review cost share speedtype(s) associated with the award by running an m-fin report. Cost share **speedtype(s)** linked to the project are **fund type(s) 12, 22, 32, 70**.
3. Review other types of cost share associated with the award.
 - **Third party cash** cost share: separate awards in the PS system, fund 30/31/33.
Locate these awards by reviewing the 'Linkage' section of InfoEd.
Note: Billing third party cash cost share is an RFS responsibility.
 - **In-Kind** cost share: review all in-kind commitment documentation in InfoEd supporting the contribution.
Note: Department is responsible for collection in-kind documentation.
 - **Subrecipient** cost share: review subrecipient invoices for cost share reporting.
4. Request the most recent **cost share certificate** generated by the **Cost Share Accountant in RFS**.

COST SHARE BUDGET REVISIONS

STEP #2: Review current cost share status.

5. Review expenses and cash transfers and reconcile with original cost share addendum.

- Are the proper expenses (example: AY salary) posting to the appropriate cost share speedtype?
- Have all the **cash transfers** been made by internal CU units?
- Are **Subs** reporting cost sharing on their invoices?
- Are **third party cash** cost share agencies being billed?
- Are the **in-kind commitments** being fulfilled by the donor?

6. Compare actual expenditures to date with total anticipated cost share contribution to determine if an adjustment to the cost share commitment is needed for the budget revision.

If an additional or adjustment to the cost share commitment is necessary, determine what is allowed to be used as cost share - key personnel AY time, GRA, etc., unrecovered F&A. Work with the PI to determine sources for the commitment.

STEP #3: Adjust the cost share on the ESTTOOL.

1. Expand the columns for the cost share portion of the ESTTOOL.
2. AY time for Key Personnel: adjust the percentage to confirm the correct amount. Benefits and F&A will automatically populate on the sheet.
3. GRA salary/benefits/tuition/fees: enter percentage cost share commitment.
4. Subrecipient: enter amount if matching.
5. Other: enter amounts in other matching categories such as equipment.
6. Complete the cost share addendum using the cost share tab on the revised ESTTOOL. *Detailed in Step #4.*

Note: If internal CU units are contributing cash, approvals may be needed depending on the unit.

COST SHARE BUDGET REVISIONS

STEP #4: Revise the Cost Share Addendum

Section #1: PI/Faculty Effort Salary & Fringe. Enter amounts in this section that match the amounts entered in the cost share column on the ESTTOOL.

Section #2: CU Boulder Cash Cost Share. Enter the commitment amounts for each CU Boulder unit contributing to the cost share. Each unit should be listed with their contribution amounts. The source speedtype is required at the time of submission.

Section #3: Value of F&A. Enter the amount of F&A to be used toward the cost share commitment.

COST SHARE BUDGET REVISIONS

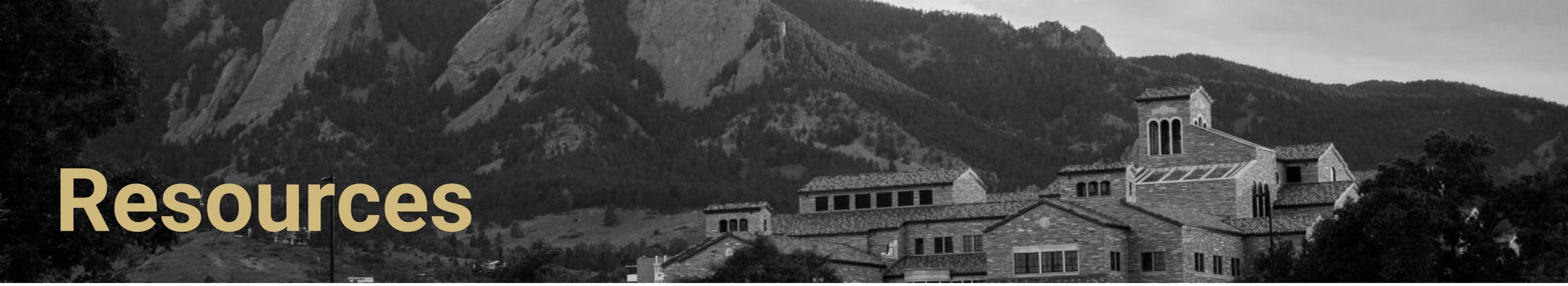
STEP #4: Revise the cost share addendum

Section #4: Value of In-Kind Non-Cash Cost Share. List the in-kind contributions.

Section #5: Value of External Cost Share. List the contribution amounts from outside organizations who agreed to contribute cash to the project. At CU Boulder this is considered **third party cash cost share** and a separate award is setup in the finance system to collect payments from the contributing organization.

Notes: add relevant notes.

Required Signatures: Route a PDF of this document to obtain the required signatures. Return the completed document to OCG.



Resources

[CCO Cost Share Policy](#)

[OCG Cost Share Policy](#)

BIO BREAK



Budget Mechanics

Objectives

- How to Revise OCG's Cost Estimation Tool (ESTTOOL)
- Resources: [Cost Estimation Tool Business Processes](#)
- Required prerequisites: [Budgeting 101](#) & [Budgeting 102](#)





Because an ESTTOOL has been created by the Proposal Analyst, calculations are already provided.

Revisers are not starting from scratch, but may need to consider updating to current salary, fringe, tuition + fees, inflation, and F&A rates.

GENERAL NOTES

DO NOT delete any rows or columns. Totals will not sum correctly if any rows or columns are deleted.

Rows can be added or repurposed within each section (i.e. within **Salaries and Wages**, within **Fringe Benefits**, etc).

Do not add columns between Column A and Column CS.

Cost Categories: **A. Salaries and Wages**, **B. Fringe Benefits**, **C. Capital Equipment**, **D. Travel**, **E. Participant Support** may be repurposed for any costs within that category. **Cost Category F. Other Direct Costs** may be repurposed with the following exceptions:

- **Subcontracts** rows 178-182
- **Off-site Facility Rental** row 188
- **Tuition & Fees** rows 189-190.

GENERAL NOTES

Some cost categories can be collapsed and expanded by clicking on the “–“or “+” sign on the far left of the spreadsheet:

- Capital Equipment
- Domestic Travel
- International Travel
- Participant Support
- Subcontracts
- Other
- Direct Distribution/Foreign Contingency

If the template is used as originally intended, formulas are built in for Salaries and Wages when using the Person-Months table (columns BC-CS). In addition, formulas are built in for inflation to salaries and fringe benefits, total fringe benefits for each listed individual, subtotals for each category, direct costs, and total costs. These can all be edited by clicking on the cell in question and deleting the formula.

GENERAL NOTES

Enter the number of budget periods in cell BD15. The following will 0 out for budget periods not in use: Salaries and Wages, Fringe Benefits, Travel, Conference Registration Fee(s), Tuition Remission, and Graduate Student Fees.

Column BC should reflect a 12-month “Base Salary” for NIH budgets. This is reflected in the NIH specific ESTTOOL.

Selecting “No” in cell BD16 will exclude inflation for fringe benefits in Year 1; selecting “Yes” will inflate fringe benefits beginning in Year 1. Select “Yes” if the start date is on or after July 1. If no selection is made, inflation is excluded from Year 1.

When separate budgets are requested for separate SpeedTypes by department, add a tab to the template for each department’s budget.

SALARIES AND WAGES

This section should include:

The role and name, if known, of the PI and all project personnel paid on the project.

Percent effort and number of months for each person with AY, Summer or CY (including Course Buyouts).

Salary for each year using applicable formula.

Employment Category – Select the appropriate employment category from the drop-down menu in Column A for each individual. This will ensure the appropriate selection of fringe benefit rate within the B. Fringe Benefits section.

SALARIES AND WAGES

Effort can either be typed directly into the row below personnel name or entered using Columns BC-CS. To use Columns BC-CS:

- Enter Base Salary for 100% time 9 or 12 months in Column BC, including applicable inflation for Year One.
- Check Appt. Mos. – Refers to an individual's 9- or 12-month appointment. Enter 9 or 12 as applicable. Must be same number of months reflected in the base salary.
- AY/CY/Sum. – Enter Academic Year, Calendar Year or Summer.
- % – Enter percent time per month to be worked on this project for each year.
- # Mos. – Enter number of months to be worked on this project for each year.
- P-Mos. – Person months for each year will auto-calculate.
- Once these details are added, % time and months will auto populate under **Salaries and Wages** based on Year One.
- Salary for each year will also auto populate with inflation each year.
- If effort varies from year to year, manually enter effort for subsequent years in % and # Mos. Columns in BJ-BW as appropriate.

SALARIES AND WAGES

Current **Graduate Research Assistant** salaries are available on [OCG's Frequently Needed Information web page](#).

Inflation is applied to salaries per University inflation rates and budgeting practices. Current inflation rates on [OCG's Frequently Needed Information web page](#).

NIH Specific:

[Postdoc Compensation Levels](#)

[Executive Level Salary Cap](#)

FRINGE BENEFITS

For each individual or TBN personnel, enter:

- Role and name, if known. This information will auto populate from the personnel listed in **Section A. Salaries and Wages**.
- The template automatically calculates fringe using the rate listed in Column H with applicable inflation factors. The selection in cell BD16 will exclude or include inflation beginning in Year 1 as applicable. The selection in cell BD68 will exclude or include inflation across all years of project. As standard practice, fringe should be inflated (“Yes” in BD68) *unless explicitly prohibited by Sponsor* (e.g., NASA).
- Column H, Fringe Benefit Rate – Auto populates based on entry in Column A, which auto populates from selection in Salaries and Wages section. If a different rate should be used, overwrite the calculation and enter the appropriate rate in Column H instead.

FRINGE BENEFITS

Fringe benefit rates are applied per University's current negotiated rate. Current fringe benefit rates on [CCO's Fringe Benefit Rate History web page](#).

Inflation is applied to fringe benefits per University inflation rates and budgeting practices. Current inflation rates on [OCG's Frequently Needed Information web page](#).

CAPITAL EQUIPMENT

For each piece of equipment, enter:

- Name of equipment
- Cost per year

Capital Equipment is one piece or fabrication of a piece of equipment costing \$5,000 or more with a useful life of more than one year.

Software cannot be capitalized unless CU already owns the software. All other parameters for capitalization must be met as well – the original version must have a useful life of more than 1 year and must cost \$5,000 or more – and in the case of software, each license must cost more than \$5,000.

TRAVEL

- Divide and identify Domestic and International travel
- Enter costs for travel items: airfare, lodging, per diem, ground transportation
- Formulas are built into Column J to auto-calculate travel if numbers are entered in Columns E, F, G and H. To use the Column J formulas, enter Cost of travel item, No. Days, No. People and No. Trips in Columns E-H. This will prompt the template to automatically calculate total costs.
- No. People and No. Trips will copy from entry on the Airfare row
- Alternatively, formulas can be overwritten in Column J
- Enter “Yes ” in cell BD100 to apply an optional inflationary increase to travel in out years. Enter “No ” if Inflation should not be included.
- Include conference registration fees in **“Other Direct Costs” Section F** below, rather than in Section D.

TRAVEL

Provide as many details about travel as known, including location, number of days, number of trips.

Per diem is budgeted per [GSA \(most domestic\)](#), [Defense Travel Website](#) or [Department of State \(International\)](#)

Separate Domestic and International travel.

Mileage rates follow [Colorado rates](#), not federal rates

PARTICIPANT SUPPORT

Enter participant support costs, including:

- Participant support items: Stipend, Travel, Subsistence and Other.
- Enter Cost and No. Participants in Columns E & F. This will prompt the template to automatically calculate total participant support costs.
- Alternatively, overwrite the formulas in Column J

[Participant Support Costs: Policy and Procedure](#)

OTHER DIRECT COSTS

Other Direct Costs is divided into sections similar to the most common sponsor budgets. These do not need to be used.

Any line in this section **except** rows 178-182 and 188-190 can be used for any Other Direct Costs. If additional rows are needed beyond what is provided, add a new row. As a reminder DO NOT delete rows, unused rows may be hidden.

For each item enter:

Direct cost item name

Cost for item

OTHER DIRECT COSTS

Subcontracts

Use rows 178-182 for subcontracts only. If these are used for other items, formulas in row 198 for MTDC base, and Budget Form tab, will not calculate correctly.

Subcontract costs do not need to be separated in to direct and indirect costs for sponsors other than NIH (use the NIH specific ESTTOOL for subcontract costs to be separated in this way).

Unless a sub is less than \$25,000 in the first year, enter number of subs in G178 and the MTDC base will update to correct amount. If a sub has less than \$25,000 in the first year, update the MTDC formula in Year 1 to reflect this, and other years as needed.

OTHER DIRECT COSTS

Off-site facility rental

Use this budget category for off-site facility rental that is exempt from F&A.

The MTDC base on row 198 excludes this cost.

Tuition Remission and Graduate Student Fees

Tuition and fees for each GRA are budgeted per the [Graduate Student Appointment Manual](#) and [current CU in-state tuition rates](#) with [applicable inflation](#).

Use these rows only for tuition remission and fees, as these rows are excluded from the MTDC base.



Total Direct Costs

Total direct costs will calculate automatically as long as no rows are deleted and total formulas for each section are not changed.

INDIRECT COSTS

Indirect costs are formulated to calculate CU Boulder's on campus research rate of 56.5%MTDC.

For all other indirect cost rates:

- For the off-campus rate of 26% MTDC, select “Off-Campus” from the dropdown in cell E198
- Update appropriate rate in cell H199
- Update description
- Update H198 to select TDC instead of MTDC if TDC is the appropriate base according to specific sponsor/FOA guidelines

TOTAL COSTS & TOTAL AMOUNT REQUESTED

Total costs will calculate automatically as long as no rows are deleted and total formulas for each section are not changed.

MTDC Base row includes a formula to calculate the MTDC base without any subs.

This formula will need to be updated if subs are added (by entering the number of subs in G178, or by manual edit if the sub amount is under \$25k in Year 1).



Inflation Rates

If different inflation rates need to be applied, update the rates entered within the “Inflation Rates FYXX” table located in Rows BD7-BD12.



Resources

[Cost Estimation Tool Business Processes](#)

[Budgeting 101](#) & [Budgeting 102](#)

Graduate Research Assistant salaries and **Inflation** available on [OCG's Frequently Needed Information web page](#)

Current **Fringe Benefit Rates** on [CCO's Fringe Benefit Rate History web page](#)

Per diem for **Travel** is budgeted per [GSA \(most domestic\)](#), [Defense Travel Website](#) or [Department of State \(International\)](#)

[Mileage rates](#)

Tuition and Fees for each GRA are budgeted per the [Graduate Student Appointment Manual](#) and [current CU in-state tuition rates](#)



Thank you