RAMP – Research Administration Management Portal

How to Enter Budgets for INDUSTRY-SPONSORED Clinical Trials

This reference is for Industry-Sponsored Clinical Trials. For all Federal, and Federal flow-through Clinical Trials, full budgets must be included in the Funding Proposal record. See "How to Create a Funding Proposal Budget" reference.

ENTERING ESTIMATES ON THE FUNDING PROPOSAL
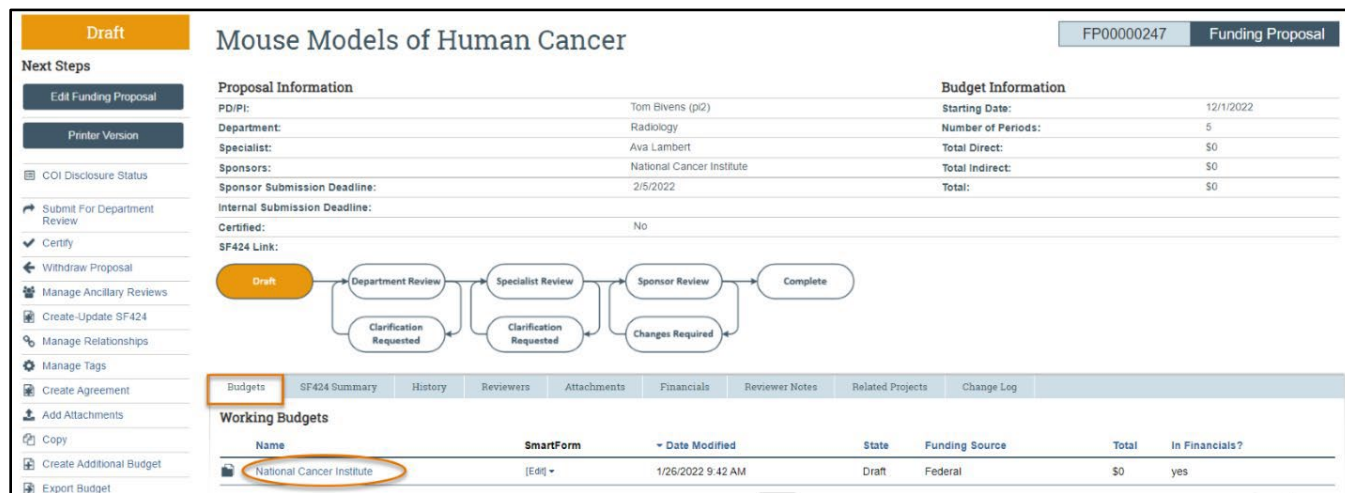
Security Role(s): All

While complete categorized budgets are not required in RAMP for clinical trial agreements, it is important to capture the total estimated value of the agreement for reporting purposes. After the proposal has been created, the system automatically creates a budget record with the name of the direct sponsor which can be leveraged for this purpose.

To estimate the total estimated value to be entered into RAMP, an amount should be calculated that includes per patient costs assuming full enrollment for the trial, as well as any start-up costs or other costs associated with conducting the clinical trial. A high degree of precision is not expected, though a reasonable estimate is needed and will be entered into the Budgets tab in RAMP.

NOTE: Before updating the Budget, be certain that the Budget Period on the FP record is the estimated Start Date and Period end date = 12/31/2099
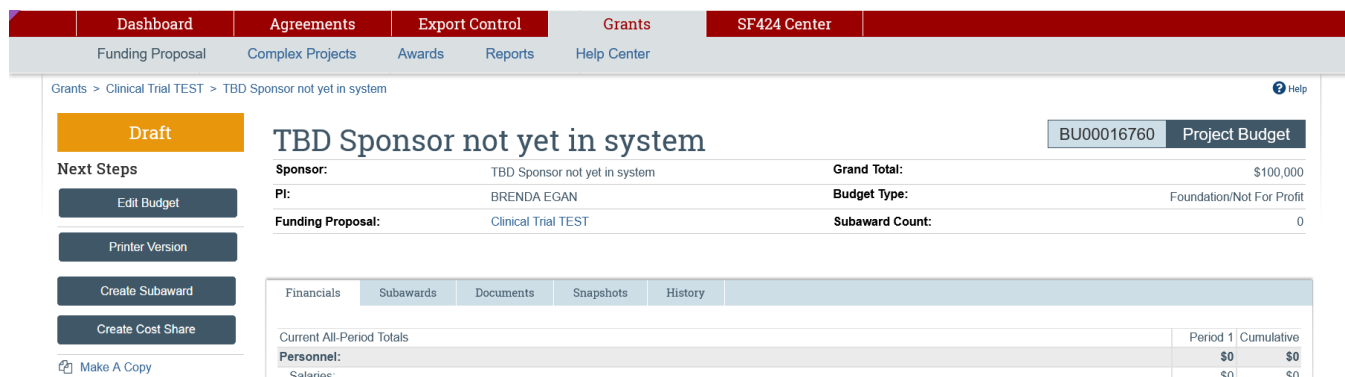
Preliminary Steps

1. Navigate to the Proposal Workspace. You will automatically be brought to the Workspace when you select **Finish** on the Proposal SmartForm.

2. On the Proposal Workspace, under the Budgets tab, select the **budget name** to display the Budget Workspace.

Dashboard	Agreements	Export Control	Grants	SF424 Center	
Funding Proposal	Complex Projects	Awards	Reports	Help Center	

Grants > Clinical Trial TEST > TBD Sponsor not yet in system   ❓ Help

Draft	**TBD Sponsor not yet in system**			BU00016760	Project Budget
Next Steps	**Sponsor:**	TBD Sponsor not yet in system	**Grand Total:**		$100,000
Edit Budget	**PI:**	BRENDA EGAN	**Budget Type:**		Foundation/Not For Profit
Printer Version	**Funding Proposal:**	Clinical Trial TEST	**Subaward Count:**		0

Create Subaward							
Create Cost Share	Financials	Subawards	Documents	Snapshots	History		
🗐 Make A Copy							
	Current All-Period Totals					Period 1	Cumulative
	Personnel:					**$0**	**$0**
	Salaries:					$0	$0

3. On the Budget Workspace, select the **Edit Budget** button to open the Budget SmartForm.

Section 1: General Budget Information Page

1. **Budget title** – Edit the display name of the budget to better identify the sponsor or the budget's content if necessary.

2. **For industry- funded trials: Does this budget use the standard F&A cost base and rates?** – Select **No**.

3. A second **Non-standard F&A cost base and rates** table displays to specify a different cost rate. When entering rates, enter the value in the first field. Select the appropriate F&A cost base, which for industry-sponsored clinical trials will be **TDC**.

   Enter the appropriate indirect cost rate for this clinical trial based on funding source. Refer to https://rsp.wisc.edu/rates/.

   3. * **Does this budget use the standard research indirect cost base and rates?** ❓
      ○ Yes ● No Clear

   Standard F&A cost base and rates

	1
	1/1/2024
	12/31/2099
F&A Cost Base	
MTDC	55.5%

   Non-standard F&A cost base and rates

	1	
	1/1/2024	
	12/31/2099	
F&A Cost Base		
TDC ▼	30%	Clear

4. **Will you require detailed budget tables for this budget submission?** – Select **No** for both **Travel** and **Participant Support Costs**.

5. **Include in consolidated budgets?** – Select **Yes**.

6. **Salary Cap** – Leave blank.

7. **Enter Inflation Rates** – Leave as 0.

Sections 2 & 3: Personnel Cost Definition and Personnel Costs

Leave these SmartForm pages blank. If **Personnel costs** exist on the **Personnel Cost Definition** page, delete.

Section 4: General Cost Definition

On this page you'll enter one line item to capture the potential value of the clinical trial agreement.

IMPORTANT: To keep the data entry simple, you will enter the total potential value as Direct Costs. Select OK in 7 (instead of OK and Add Another) and proceed to Section 5, Step 1.

1. Select the **Add** button to add a new cost type.

2. **General cost type** – Select **Other Direct Costs (no IDC)** from the drop down menu.

3. **Cost** – Enter the total potential value of the clinical agreement.

4. **Description** – Enter additional information about the cost type.

   - EX: "Total costs include per patient costs for X (#) of patients, costs to conduct study, and overhead/F&A."

5. **Apply inflation?** – Answer **No**. By answering **No**, the amounts will be editable on the next page.

6. **Include in indirect calculations?** - Answer **No**. When complete, select **OK**.

Add General Cost

1. * **General cost type:**
   Other Direct Costs (no IDC) ▼

2. **Cost:**
   $100,000.00

3. **Description:**
   EX: "Total costs include per patient costs for X (#) of patients, costs to conduct study, and overhead/F&A."

4. **Apply inflation?**
   ○ Yes ● No Clear

Section 5: General Costs

This page consists of a Budget Summary table and General Costs table that contains a row for each type listed on the prior page.

1. The **Budget Summary** table should reflect total Direct and Indirect costs being proposed.

Editing: BU00016760

General Costs

Budget Summary		
Period: Start: 1/1/2024 End: 12/31/2099 Duration: 912.00		Budget Totals
General Total: $100,000.00	$100,000.00
Direct Total: $100,000.00	$100,000.00
Indirect Total: $0.00	$0.00
Grand Total: $100,000.00	$100,000.00

General Budget Information
- General Budget Information
- ▼ Financials
  - Personnel Cost Definition
  - Personnel Costs
  - General Cost Definition
  - **General Costs**
  - F&A Cost Overrides
- ▼ Attachments
  - Attachments

General Costs

	Period: Period 1
Save	Start: 1/1/2024 End: 12/31/2099 Duration: 912.00
Cost Type: Other Direct Costs (no IDC) Description:EX: "Total costs include per patient	$100,000.00
General Cost Total:	**$100,000.00**

1. **General costs other notes:**
   EX: "Total costs include per patient costs for X (#) of patients, costs to conduct study, and overhead/F&A."

Section 8: Facility and Administrative (F&A) Cost Overrides Page

No data entry. **This page is for RSP use only.**

Section 9: Attachments Page

Attach the budget justification and other internal budget attachments here. For example, budget spreadsheet from Encore.

When the Budget SmartForm is complete, select the **Finish** button to return to the Budget Workspace.

ENTERING ESTIMATES ON THE FUNDING AWARD

Once the FX has been signed by both parties, the award will need to be setup with an account. Please refer to the RAMP award setup guidance for Clinal Trial setup:

Research Administration Management Portal (RAMP) User Guide: Grants Award Module – Award Records, Award Setup, Award Modification Requests, and Award Modifications