RAMP – Research Administration Management Portal

How to Create a Modular Budget

Security Role(s): All of them – Every UW employee has basic access to create a proposal.

To submit a modular budget to a sponsor, you must select **Yes** to Question 6 "Modular Budget?" on the Funding Proposal SmartForm (Budget Periods and Key Dates page). A modular budget uses the same Budget SmartForm as a detailed budget; however, you will use the PHS Modular Budget form on your SF424 application instead of the Research & Related Budget (detailed budget) form. SF424 directions (if applicable) can be found staring on page 43 of the [Funding Proposal User Guide](#).

Follow the steps below to complete the budget for a submission with a modular budget.

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

2. If your budget is over the target direct cost increment, select the **Edit Budget** button to reduce the direct costs to obtain the desired total. If the listed "Total Direct less Subaward F&A" correctly reflects the desired number of modules in each budget period, the budget will map correctly to the SF424 modular budget. The image below shows the budget category totals that combine with a modular offset to add to the desired module amount.

Last Revised: 04/25/2023

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