

RAMP - Research Administration Management Portal

How to Enter Lump Sum Direct/Indirect Budgets

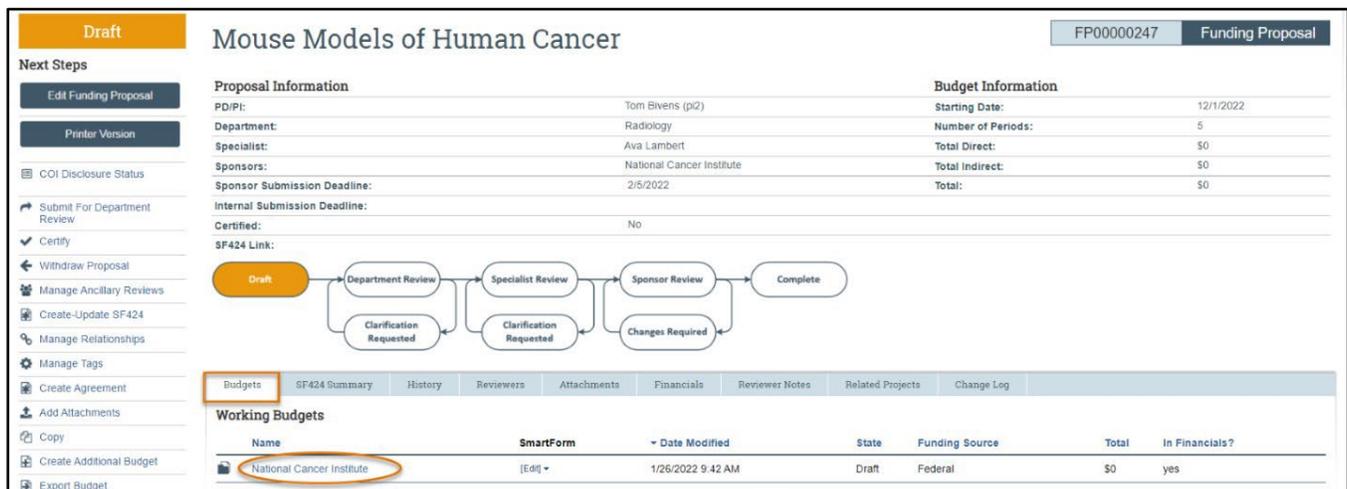
Security Role(s): All

While complete categorized budgets are not required for submission in RAMP, it is important to capture at least the total proposed direct/indirect budgets 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.

IMPORTANT: This job aide is only for use when not completing a detailed budget in RAMP.

Preliminary Steps

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



The screenshot shows the 'Draft' workspace for a proposal titled 'Mouse Models of Human Cancer'. The 'Budgets' tab is selected, displaying a table of 'Working Budgets'. The first entry is 'National Cancer Institute' with a 'SmartForm' link, which is circled in red. The 'Budget Information' table shows a total of \$0 for direct and indirect costs.

Budget Information	
Starting Date:	12/1/2022
Number of Periods:	5
Total Direct:	\$0
Total Indirect:	\$0
Total:	\$0

Working Budgets						
Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
National Cancer Institute	[Edit]	1/26/2022 9:42 AM	Draft	Federal	\$0	yes

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



The screenshot shows the 'Draft' workspace for the 'National Cancer Institute' budget. The 'Edit Budget' button is highlighted in red. The 'Grand Total' is \$0, and the 'Budget Type' is Federal.

Current All-Period Totals						
Personnel:	Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
Salaries:	\$0	\$0	\$0	\$0	\$0	\$0

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

Section 1: General Budget Information Page

- Budget title** – Edit the display name of the budget to better identify the sponsor or the budget's content if necessary. (Example: an internal subproject title should be edited to reflect the receiving division/department name.)
- Principal Investigator for this budget** – This drop-down list contains only the names of those identified in the key personnel section of the proposal. Update as necessary. If the person is not listed, they will need to be added in the Personnel section of the proposal SmartForms to be selectable here.
- Does this budget use the standard F&A cost base and rates?** – Select **Yes** if this budget will use the On-Campus Research F&A cost base and rates. Select **No** if the budget will use a different rate.

- If **Yes**, the Standard On Campus Research F&A cost base and rates display in the table.

3. * Does this budget use the standard research indirect cost base and rates? [?](#)

Yes No [Clear](#)

Standard F&A cost base and rates

	Period	1	2	3	4	5
F&A Cost Base	Start:	7/1/2024	7/1/2025	7/1/2026	7/1/2027	7/1/2028
	End:	6/30/2025	6/30/2026	6/30/2027	6/30/2028	6/30/2029
MTDC	Rate:	55.5%	55.5%	55.5%	55.5%	55.5%

- If **No**, a second **Non-standard F&A cost base and rates** table displays to specify a different cost rate (if appropriate). When entering rates, enter the value in the first field and use the arrow button to duplicate the value in all periods. Select the appropriate F&A cost base.

3. * Does this budget use the standard research indirect cost base and rates? [?](#)

Yes No [Clear](#)

Standard F&A cost base and rates

	Period	1	2	3	4	5
F&A Cost Base	Start:	7/1/2024	7/1/2025	7/1/2026	7/1/2027	7/1/2028
	End:	6/30/2025	6/30/2026	6/30/2027	6/30/2028	6/30/2029
MTDC	Rate:	55.5%	55.5%	55.5%	55.5%	55.5%

Non-standard F&A cost base and rates

	Period	1	2	3	4	5
F&A Cost Base	Start:	7/1/2024	7/1/2025	7/1/2026	7/1/2027	7/1/2028
	End:	6/30/2025	6/30/2026	6/30/2027	6/30/2028	6/30/2029
TDC	Rate:	<input type="text"/>				

- None** – Use when no indirect costs are calculated in the F&A base.
- TDC** – Use when all budget categories are calculated in the F&A base, including NIFA proposals.
- MTDC** – Use when the sponsor uses a modified total direct cost F&A base.
- S&W** – Use when the sponsor specifies a salaries & wages F&A cost base.
- S&B** – Use when the sponsor specifies a salaries & fringe benefits F&A cost base.
- S&S** – Do not use.
- FEL** – Do not use.
- NIH Training Grant** – Use for NIH NRSA and similar training grants.

NOTE: UW-Madison will not use the FEL or S&S cost bases.

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 up to two line items to capture the total direct/indirect costs for the proposal.

IMPORTANT: If your funding proposal is comprised of *only* Direct Costs, select **OK** in step 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 (across all budget periods) costs to be excluded from F&A.
4. **Description** – Enter additional information about the cost type.
 - EX: "All direct costs that do NOT incur 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**.
7. When complete, select **OK and Add Another**.
8. **General cost type** – For the second line item select **Other** from the drop-down menu.
9. **Cost** – Enter the total (across all budget periods) Direct Cost Base to which F&A will be applied. RAMP will automatically calculate indirect costs based on this and what was entered on the General Budget Information page.
10. **Description** – Enter additional information about the cost type.
 - EX: "All direct costs" or "All direct costs except equipment".
11. **Apply inflation?** – Answer **No**. By answering **No**, the amounts will be editable on the next page.
12. **Include in indirect calculations?** - Answer **Yes**.
13. When complete, select **OK**.

Edit General Cost

1. * **General cost type:**

2. **Cost:**

3. **Description:**

4. **Apply inflation?**
 Yes No [Clear](#)

5. **Include in indirect calculations?**
 Yes No [Clear](#)

Edit General Cost

1. * **General cost type:**

2. **Cost:**

3. **Description:**

4. **Apply inflation?**
 Yes No [Clear](#)

5. **Include in indirect calculations?**
 Yes No [Clear](#)

Section 5: General Costs

This page consists of a Budget Summary table and a General Costs table that contains a row for each cost type listed on the prior page. If your proposal has multiple periods, there will be a column for each period.

1. You will notice that the totals entered in steps 3 and 9 above have been applied to all budget periods. We are only interested in capturing the overall proposed totals, so **enter \$0 in all other budget periods.**
2. Once subsequent budget periods have been set to \$0, the **Budget Summary** table should reflect the total Direct and Indirect costs being proposed.

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General Costs

Budget Summary

Period:	Period 1	Period 2	Period 3	Period 4	Period 5	Budget Totals
Start:	3/1/2024	3/1/2025	3/1/2026	3/1/2027	3/1/2028	\$60,000.00
End:	2/28/2025	2/28/2026	2/28/2027	2/28/2028	2/28/2029	\$60,000.00
Duration:	12.00	12.00	12.00	12.00	12.00	\$27,750.00
General Total:	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87,750.00
Direct Total:	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,000.00
Indirect Total:	\$27,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,750.00
Grand Total:	\$87,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87,750.00

General Costs

	Period 1	Period 2	Period 3	Period 4	Period 5
Start:	3/1/2024	3/1/2025	3/1/2026	3/1/2027	3/1/2028
End:	2/28/2025	2/28/2026	2/28/2027	2/28/2028	2/28/2029
Duration:	12.00	12.00	12.00	12.00	12.00
Cost Type: Other Description: All direct costs except equipment	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost Type: Other Direct Costs (no IDC) Description: All direct costs that do NOT incur ove	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
General Cost Total:	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00

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 (if not an SF424 submission) and other internal budget attachments here. Attachments added here will also be available on the Funding Proposal Workspace. **These attachments are not imported to the SF424; all SF424 budget attachments must be directly uploaded in the SF424 record.**

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