

To enter a budget on a Research.gov proposal initiated by a Principal Investigator (PI), access the Budget(s) landing page either by clicking the Budget(s) link on the proposal main page or by clicking the Budget(s) link on the proposal menu.

Refer to the Budget Frequently Asked Questions (FAQs) on the Research.gov [About Proposal Preparation and Submission page](#) for additional information. The Budget FAQs can be found in the Proposal Sections topic on the left navigation menu.

1 Access the proposal Budget section.

Option #1 – Accessing the Budget section from the Proposal Main Page

Proposal - 27171

Proposal Title: Example Proposal [Edit](#)

Funding Opportunity: [NSF 21-512](#) - Cybersecurity Innovation for Cyberinfrastructure

Where to Apply: Direct For Computer & Info Scie & Enginr (CSE) - Office of Advanced Cyberinfrastructure ((OAC), Cybersecurity Innovation)

Proposal Type: Research

Submission Type: Full Proposal

Collaborative Type: Not Collaborative

Due Date: [Select Due Date](#)

Date Type: [Deadline Date](#)

Proposed Sections	Last Updated	Compliance Status [Key]
Required		
Cover Sheet		Form not checked
Project Summary		Document unavailable for check
Project Description		Document unavailable for check
References Cited		Document unavailable for check
Budget(s)		Form not checked
Budget Justification(s)		Document unavailable for check
Facilities, Equipment and Other Resources		Document unavailable for check
Senior Personnel Documents		Document(s) unavailable for check
Data Management Plan		Document unavailable for check

Option #2 – Accessing the Budget section from the Proposal Menu

Hide Menu

My Desktop > Proposal Preparation

Proposal - 27171

Manage Personnel and Subaward Organizations

Required

Cover Sheet

Project Summary

Project Description

References Cited

Budget(s)

Budget Justification(s)

Facilities, Equipment and Other Resources

Cover Sheet

Required

Requested Start Date

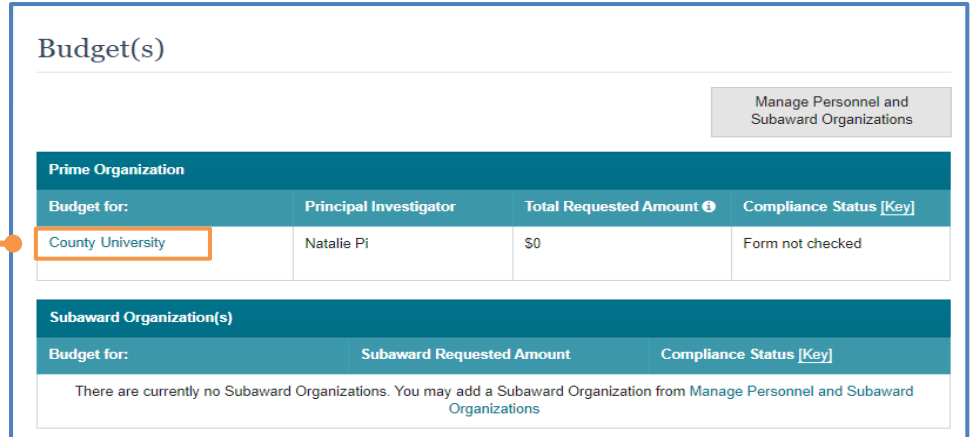
The requested start date is not consistent with the national fiscal year.

Requested Start Date

Prime Organization

- Click the name of an organization in the **Prime Organization Budget for:** column on the **Budget(s) landing page** to go to the budget page. In this example, the prime organization is County University and no subaward organization has been added.

Click organization name to go to the budget page for the organization



Budget(s)

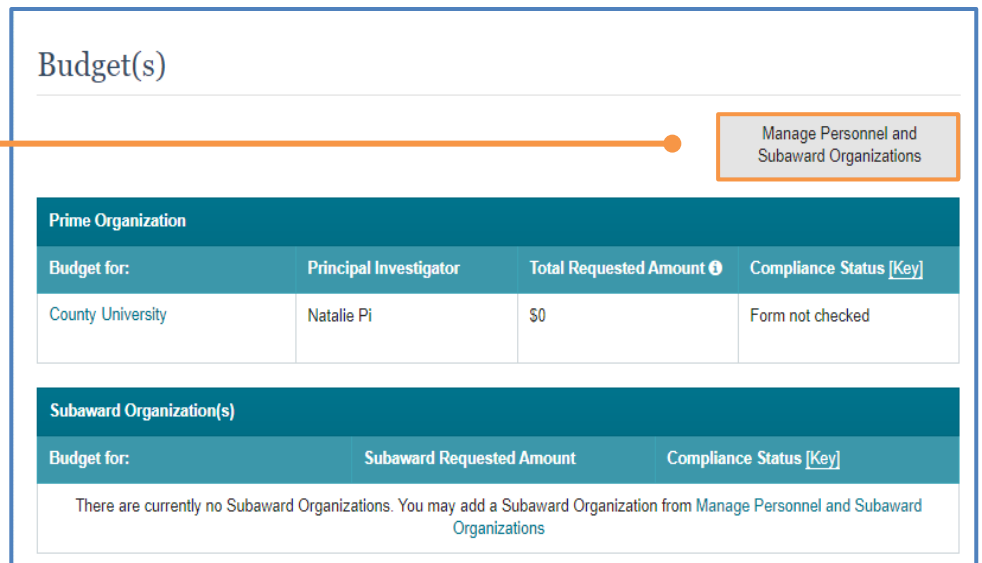
[Manage Personnel and Subaward Organizations](#)

Prime Organization			
Budget for:	Principal Investigator	Total Requested Amount	Compliance Status [Key]
County University	Natalie Pi	\$0	Form not checked

Subaward Organization(s)		
Budget for:	Subaward Requested Amount	Compliance Status [Key]
There are currently no Subaward Organizations. You may add a Subaward Organization from Manage Personnel and Subaward Organizations		

To add or remove a subaward organization and the link to its budget page, click the **Manage Personnel and Subaward Organizations** button.

Manage Personnel and Subaward Organizations button



Budget(s)

[Manage Personnel and Subaward Organizations](#)

Prime Organization			
Budget for:	Principal Investigator	Total Requested Amount	Compliance Status [Key]
County University	Natalie Pi	\$0	Form not checked

Subaward Organization(s)		
Budget for:	Subaward Requested Amount	Compliance Status [Key]
There are currently no Subaward Organizations. You may add a Subaward Organization from Manage Personnel and Subaward Organizations		



After opening a budget page, the budget menu can be hidden to show more budget year columns or unhidden to show fewer budget year columns.

Hide Menu button



My Desktop > Proposal Preparation > Proposal - 27171 > Budget(s) > Budget (Prime Organization)

- Hide Menu
- Proposal - 27171
- Manage Personnel and Subaward Organizations
- Required
- Cover Sheet

Budget (Prime Organization)
County University

Show Menu button

My Desktop > Proposal Preparation > Proposal - 27171 > Budget(s) > Budget (Prime Organization)

Budget (Prime Organization)
County University

Total Requested Amount: \$0

Expand all rows | Collapse all rows Years in Budget: 4 Add Year Delete Year

Section	Year 1			Year 2			Year 3			Total Funds Requested
	# Personnel	Months	Funds	# Personnel	Months	Funds	# Personnel	Months	Funds	
A. Senior Personnel [Manage]	1	0.00	\$0	1	0.00	\$0	1	0.00	\$0	\$0
Natalie PI (PI)		0.00	\$ 0	0.00	\$ 0	0.00	\$ 0	0.00	\$ 0	\$0

Click the arrows to scroll right or left across the budget year columns.

3 Click the **Add Year** button to add a year to the budget.

My Desktop > Proposal Preparation > Proposal - 27171 > Budget(s) > Budget (Prime Organization)

Budget (Prime Organization)
County University

Total Requested Amount: \$0

Expand all rows | Collapse all rows Years in Budget: 4 Add Year Delete Year

Add Year button

i When adding a new year to the budget, you can add a blank year or copy from an existing year. Make your selection on the Add Year modal using the radio buttons. Year 1 is being copied in this example.

Add Year

Add a new year to the budget by choosing a selection below.

Add New Year

Add Blank Year

Copy from an existing year

Select year to copy

--Select One--

Year 1

Year 2

Year 3

Year 4

Add Year Cancel

Click the **Delete Year** button to remove a year from the budget.

My Desktop > Proposal Preparation > Proposal - 27171 > Budget(s) > Budget (Prime Organization)

Budget (Prime Organization)
County University

Total Requested Amount: \$0

Expand all rows | Collapse all rows Years in Budget: 4 Add Year Delete Year

Delete Year button

i Select the year to be deleted on the Delete Year modal. Year 1 is being deleted in this example.

Click the **Expand all rows** link to expand the rows in the budget. Click the **Collapse all rows** link to collapse the rows in the budget.

Expand all rows & Collapse all rows links

Section	Year 1			Year 2			Year 3			Total Funds Requested
	# Personnel	Months	Funds	# Personnel	Months	Funds	# Personnel	Months	Funds	
A. Senior Personnel [Manage]	1	0.00	\$0	1	0.00	\$0	1	0.00	\$0	\$0
Natalie PI (PI)		0.00	\$ 0		0.00	\$ 0		0.00	\$ 0	\$0

4 Click the **Plus sign** or **Minus sign** to expand or collapse the rows in a single budget line. In this example, lines A and C are collapsed, and line B is expanded.

+ A. Senior Personnel [Manage]	2	20.00	\$10,890	\$10,890
- B. Other Personnel i	0		\$0	\$0
Postdoctoral Scholars i	0	0.00	\$ 0	\$0
Other Professionals	0	0.00	\$ 0	\$0
Graduate Students	0		\$ 0	\$0
Undergraduate Students	0		\$ 0	\$0
Administrative/Clerical	0		\$ 0	\$0
Other	0		\$ 0	\$0
+ C. Fringe Benefits			\$0	\$0



Click the **Manage** link to remove an individual identified as senior personnel who will not be funded in the budget.

Personnel Direct Costs

Section	Year 1			Total Funds Requested
	# Personnel	Months	Funds	
A. Senior Personnel [Manage]	2	0.00	\$0	\$0
Natalie Pi (PI)	0.00	0	\$0	\$0
Sarah Pi (co-PI)	0.00	0	\$0	\$0

Manage Senior Personnel link

Highlight the name of the individual and use the right arrow button to move the name to **Removed from Prime Organization Budget**. The left arrow button would be used to move a name back to **Shown in Prime Organization Budget**. Click the **Update Budget Personnel** button after making changes to the senior personnel shown in the budget.

Manage Senior Personnel Shown in Budget (Prime Organization) ✕

Any Prime Organization Senior Personnel with zero funds requested, should be removed from the Prime Organization budget, and instead noted in the Facilities, Equipment and Other Resources section.

Select personnel below, then use the >> button to remove the person from the budget. To select multiple personnel, hold the Ctrl key when selecting personnel.

Shown in Prime Organization Budget

Natalie Pi (PI)

Sarah Pi (co-PI)

>>

<<

Removed from Prime Organization Budget

You can add additional senior personnel to your proposal, and make changes to personnel information by navigating to the [Manage Personnel and Subaward Organizations](#) page.

Update Budget Personnel

Cancel

5 Enter the months and funds for each person identified as senior personnel for each budget year. Academic months and summer months are not entered separately.

Personnel Direct Costs							
Section	Year 1			Year 2			Total Funds Requested
	# Personnel	Months	Funds	# Personnel	Months	Funds	
A. Senior Personnel [Manage]	2	12.00	\$5,445	2	8.00	\$3,223	\$8,668
Natalie Pi (PI)	12	8	\$ 5,445	8	3	\$ 3,223	\$8,668
Sarah Pi (co-PI)	0.00	0	\$ 0	0.00	0	\$ 0	\$0

- 6** Enter the months and funds for each person identified as other personnel for each budget year. For multiple Postdoctoral Scholars or Other Professionals, the months value must equal the total number of months to be funded for each budget year.

Personnel Direct Costs								
Section	Year 1			Year 2			Total Funds Requested	
	# Personnel	Months	Funds	# Personnel	Months	Funds		
A. Senior Personnel [Manage]	2	18.00	\$7,777	2	0.00	\$0	\$7,777	
B. Other Personnel	2		\$1,080	2		\$940	\$2,020	
Postdoctoral Scholars	2	22	\$ 1,080	2	14	\$ 940	\$2,020	
Other Professionals	0	0.00	\$ 0	0	0.00	\$ 0	\$0	
Graduate Students	0		\$ 0	0		\$ 0	\$0	
Undergraduate Students	0		\$ 0	0		\$ 0	\$0	
Administrative/Clerical	0		\$ 0	0		\$ 0	\$0	
Other	0		\$ 0	0		\$ 0	\$0	

- 7** Click the **+ Add Equipment** link to add equipment.

Additional Direct Costs					
Section	Year 1		Year 2		Total Funds Requested
	# Participants	Funds	# Participants	Funds	
D. Equipment		\$0		\$0	\$0
+ Add Equipment					
E. Travel		\$0		\$0	\$0
F. Participant Support Costs		\$0		\$0	\$0
G. Other Direct Costs		\$0		\$0	\$0
H. Total Direct Costs (A-G)		\$7,777		\$0	\$7,777

8 Enter each equipment item and the funds requested for each year.

Additional Direct Costs					
Section	Year 1		Year 2		Total Funds Requested
	# Participants	Funds	# Participants	Funds	
D. Equipment		\$3,510		\$2,235	\$5,745
1. incubator		\$ 3,026		\$ 1,513	\$4,539
2. centrifuge		\$ 484		\$ 722	\$1,206
+ Add Equipment					
E. Travel		\$0		\$0	\$0

9 Enter the name of each indirect cost item and the rate and base cost requested for each year. The requested funds amount (Rate x Base) is calculated automatically.

Indirect Costs					
Section	Year 1		Year 2		Total Funds Requested
	Rate x Base		Rate x Base		
I. Indirect Costs		\$13,570		\$13,743	\$27,313
1. building security	12 % x	\$ 113,080 \$13,570 funds	12 % x	\$ 114,522 \$13,743 funds	\$27,313
+ Add Indirect Cost Item					
J. Total Amount Requested (H + I)		\$24,857		\$15,978	\$40,835

i When the selected funding opportunity requires cost sharing, the prime budget includes line M. **Cost Sharing**. Enter a single amount for the planned project's duration unless otherwise indicated in the program solicitation.

Cost Sharing		
Section	Proposed Level (Cumulative)	
		Total Cost Sharing
M. Cost Sharing	\$1,225,000	\$1,225,000
	\$ 1,225,000	

10 Click the **Save** button at the bottom of the page to save budget data you have entered.

Indirect Costs		
Section	Year 1 Rate x Base	Total Funds Requested
I. Indirect Costs + Add Indirect Cost Item		\$0
J. Total Amount Requested (H + I)	\$10,890	\$10,890

11 Click the **Preview/Print** button to generate a PDF file of the last saved version of the budget.

Indirect Costs		
Section	Year 1 Rate x Base	Total Funds Requested
I. Indirect Costs + Add Indirect Cost Item		\$0
J. Total Amount Requested (H + I)	\$10,890	\$10,890

Helpful Resources

- **Help within the Proposal System**
Inline help features such as tooltips and links to relevant [Proposal & Award Policies & Procedures Guide](#) sections are included throughout the Research.gov Proposal Submission System.
- **Research.gov About Proposal Preparation and Submission Page**
Bookmark <https://www.research.gov/research-web/content/aboutpsm> to quickly access Frequently Asked Questions (FAQs), video tutorials, and how-to guides.
- **Research.gov Proposal Preparation Demo Site**
All demo site users are automatically given the PI role for demo site purposes, in order to perform the proposal preparation functions that a PI can do in the actual system. See the demo site FAQs on the Research.gov [About Proposal Preparation and Submission](#) page left navigation menu for information on demo site access and features.
- **Proposal Preparation FAQs**
FAQs organized by topic are available on the Research.gov [About Proposal Preparation and Submission](#) page left navigation menu.
- **Video Tutorials**
Videos demonstrating key proposal preparation steps are available on the Research.gov [About Proposal Preparation and Submission](#) page [Video Tutorials](#) section.
- **Automated Proposal Compliance Checks**
Automated proposal compliance checks triggering an error message will stop proposal submission to NSF, whereas checks triggering a warning message will still allow proposal submission. Expanded compliance checking in Research.gov helps to reduce administrative burden for the research community and NSF staff, as well as minimizes return without review proposals. Refer to the [Automated Compliance Checking of NSF Proposals](#) page for the current automated Research.gov proposal checks.
- **Adding and Managing User Roles**
To request a user role, please see the [Add a New Role job aid](#). After a user role is requested, the organization's Administrator will receive the request electronically to approve or disapprove it. Additional information about adding and managing user roles can be found on the Research.gov [About Account Management](#) page.
- **NSF Help Desk**
IT system-related and technical questions may be directed to the NSF Help Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via rgov@nsf.gov.