



How to Enter in the Estimated Budget

1. Principal Investigators (PIs) can locate any Upcoming Deliverables within the **Upcoming Deliverables** button under **My Activities**

The screenshot shows a navigation bar with 'My Activities' highlighted. Below it are three buttons: '3 Upcoming Deliverables' (highlighted with a green box), '1 Submitted Deliverables', and '10 Completed Deliverables'.

2. Once inside the **Upcoming Deliverables**, you will see outstanding deliverables for all awards accessible through the GMS in date order. Click the Estimated Budget deliverable.

The screenshot shows a table with columns: #, Award ID, Award Number, Deliverable, Deadline, Status, Award Period, and Description. The first row has 'Estimated Budget' highlighted in a green box.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1			Estimated Budget				
2							
3							

3. You can then enter the Estimated Budget by clicking the Enter Budget button.

Original Budget File:

The screenshot shows a 'Budget:' label followed by an 'Enter Budget' button, which is highlighted with a green box.

Budget PDF: [Print](#)

Budgets cannot be modified after they have been submitted, without contacting the CFF Grant and Contracts Office at grants@cff.org or 301-841-2614.



4. If you would like to designate a team member to access the budget, please enter their name in the **Budget Access** option.

Budget Access

Budget and report of expenditure details can only be viewed by the Principal Investigator, CF Center Director (for care center grants) and Financial/Grants Officer. If any other contacts should have the ability to view and enter budget or report of expenditure details enter their name below and select them from the resulting list. If the contact does not appear they must first be added as a contact on the award. Multiple contacts can be selected.

←

***Please remember only PIs, CF Center Directors, and Financial Officers can have access to a budget.**

5. Upon clicking the **Enter Budget** button, please be sure to enter line items for each section as your budget allows. Nothing in the Estimated Budget is prepopulated from the previous year.

Salaries & Benefits (Salaries are restricted to the Federal salary cap (\$199,300.00 in 2021.))								
Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount	
							Subtotal:	

[Add Salaries & Benefits Expense](#)

Travel (Travel cannot exceed \$2,000.00 per person/per period.)						
Name	Position Title	Date (from - to)	Meeting Name	Location	Amount	
					Subtotal:	

[Add Travel Expense](#)

Consumable Supplies (Itemize by category, e.g., general clinical, office, etc.)			
Category	Description	Amount	
		Subtotal:	

[Add Consumable Supplies Expense](#)



6. Only the **Total Award Amount** is prepopulated.

Total Expenses:	\$0.00
Total Estimated Budget:	\$0.00
Total Award Amount:	
Estimated Budget and Award Amount Variance:	

7. To add line items in the different sections of the **Estimated Budget**, click the blue plus sign (+) next to **Add [Section Name]**

Salaries & Benefits (Salaries are restricted to the Federal salary cap (\$199,300.00 in 2021.)

Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount	
							Subtotal:	

Travel (Travel cannot exceed \$2,000.00 per person/per period.)

Name	Position Title	Date (from - to)	Meeting Name	Location	Amount	
					Subtotal:	

Consumable Supplies (Itemize by category, e.g., general clinical, office, etc.)

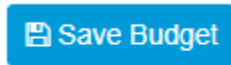
Category	Description	Amount	
		Subtotal:	

Major Equipment (Must list items greater than \$5,000 each)

Description	Quantity	Amount	
		Subtotal:	



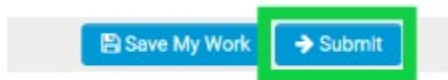
8. Be sure to click **Save Budget** as you enter the Estimated Budget as to not lose your work.



9. If at any point you want to save your work and come back to the Estimated Budget, click **Save My Work**.



10. When you are done entering the Estimated Budget, click **Submit**. Once the **Submit** button has been clicked, changes cannot be made.



***Please see "How to Enter in Financial Reports" for further guidance on the submission of the Estimated Budget**