



## How to Edit Subcontractor Budgets for the Report of Expenditures and Renewal Budget & Progress Reports

Subcontractor budget(s) associated to an award record are initially entered in at the application phase of the award. When the application is approved to fund, the subcontractor budget(s) will be available to view/edit once the award has been issued. The subcontractor budget(s) will be available to view/edit when completing the Renewal Budget & Progress Report and the Report of Expenditures. For applications/awards that include a subcontract with a third party, the applicant/awardee may request indirect costs on the first \$25,000 of each subcontract per project period. Negotiations of subcontracts are between the applicant institution and the subcontractor.

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## Renewal Budget & Progress Reports - Subcontractor Budgets

**(Please refer to the guide “How to Complete the Renewal Budget & Progress Report” for further guidance on the submission of the Renewal Budget & Progress Report)**

1. You may find all pending deliverables including your Renewal Budget & Progress Report by clicking on **Upcoming Deliverables** under **My Activities**. **PLEASE NOTE:** You will only be able to view deliverables associated to an Award if the **Principal Investigator** has added you as a contact to their award (For more information, refer to “How to Add Contacts” guide)

A screenshot of the Cystic Fibrosis Foundation user dashboard. The top navigation bar includes the logo, a search bar, and links for "My Awards", "My Applications", "Funding Opportunities", "External Requests", "User Guide", and "Privacy &amp; Security". The main content area is divided into three sections: "My Awards" with 1 Active Award and 0 Past Awards; "My Activities" with 3 Upcoming Deliverables (highlighted with a blue box), 0 Submitted Deliverables, and 2 Completed Deliverables; and "My Payments" with 2 Scheduled Payments and 0 Paid Payments.



- The **Upcoming Deliverables** page lists all outstanding deliverables for a given award. To begin, select the **Renewal Budget & Progress Report** in **Pending** status.

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	WAYNE23G2	005477G223	Award Letter	04/01/2023	Pending	03/01/2023 - 02/29/2024	
2	WAYNE23G2	005477G223	Renewal Budget & Progress Report	12/02/2023	Pending	03/01/2023 - 02/29/2024	
3	WAYNE23G2	005477G223	Report of Expenditures	05/31/2024	Pending	03/01/2023 - 02/29/2024	

- On the **Renewal Budget & Progress Report** page, select **Begin Preparation**. This will update the status of the **Renewal Budget & Progress Report** to **In Progress**.

005477G223 - Renewal Budget & Progress Report

RFA Name:  
Activity Type: Renewal Budget & Progress Report  
Status: Pending \* Scheduled Date: 12/02/2023  
\* Activity Owner: Bruce Wayne [E]  
Award Period Start: 03/01/2023  
Award Period End: 02/29/2024  
Original Budget File:  
Budget Period: From 03/01/2024 To 02/28/2025  
Balance:

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 if contact does not appear they must first be added as a contact on the award. Multiple contacts can be selected.

\* Authorized Institution Official  
Select the Authorized Institution Official who is responsible for this project.

\* Principal Investigator's Acceptance Statement:  
Face Page: [View / Save]  
Signed Face Page:

Renewal Report

\* Renewal Report  
Please download the template found [here](#), complete it and upload it below.  
[Save My Work] [Begin Preparation]



- When the **Renewal Budget & Progress Report** is in **In Progress** status, you will be able to view/edit the Subcontractor Budget(s) associated with the award record. To view/edit a Subcontractor Budget, select **Enter Budget** next to the Subcontractor Budget line-item. **PLEASE NOTE:** Only the **Principal Investigator, Financial Officer, or Grants Officer** can edit the Subcontractor Budget. If you are a contact that needs to enter in the budget, you must request **Budget Access** from the **Principal Investigator** (Refer to the guide “How to Grant Budget Access”).

005477G223 - Renewal Budget & Progress Report

▼ Renewal Budget

Budget PDF: Print

Budget: Open

Generated Budget PDF:

I confirm that subcontractor actuals for this reporting period have been entered.

Subcontractor Budgets				
Co-Investigator	Institution	Status	Total Subcontractor Budget (including indirects)	
Subcontractor One	Sub1 Institution	Submitted	\$50,000.00	
Subcontractor Two	Sub2 Institution	Submitted	\$50,000.00	
Subcontractor Three	Sub3 Institution	Submitted	\$50,000.00	

- In the Subcontractor Budget pop-up window, select the **Award Period Year** that the **Renewal Budget & Progress Report** is reporting on (the Budget Period Year). Enter in all the budget details of the Subcontractor Budget including the Indirect Costs (if applicable). Select **Save** then **Close Budget** to close the Subcontractor Budget pop-up window. Select **Save My Work** on the **Renewal Budget & Progress Report** page to save the budgetary information entered in the Subcontractor Budget details. **PLEASE NOTE:** The Subcontractor Budget pop-up window WILL NOT allow you to edit any budget details for the previous or future award period year(s) of the award. The Subcontractor Budget pop-up window will only allow you to edit the Subcontractor Budget details of the award period that correlates to the Renewal Budget & Progress Report budget period.



005477G223 - Renewal Budget & Progress Report

RFA Name:

Activity Type: Renewal Budget & Progress Report

Status: In Progress

\* Activity Owner: Bruce Wayne

Award Period Start: 03/01/2023

Award Period End: 02/29/2024

Original Budget File:

**Budget Period: From 03/01/2024 To 02/28/2025**

Balance:

Budget Access

Budget and report of expenditure details can only be viewed by the Principal Investigator, CF Center Director [for care center grants] and contact does not appear they must first be added as a contact on the award. Multiple contacts can be selected.

Search and select

\* Authorized Institution Official

Select the Authorized Institution Official who is responsible for this project.

Select One

\* Principal Investigator's Acceptance Statement:

Face Page: [View / Save](#)

Signed Face Page:

➤ Renewal Report

▼ Renewal Budget

[Save My Work](#)

Subcontractor Budget - Work - Microsoft Edge

https://cff.smartsimplebk.com/s\_viewpagefield.jsp?fieldid=1682680&codedid=SU1NMgFADIEMGWc4R0Evc...

Period 1 **Period 2** Summary

Principal Investigator:	Bruce Wayne	Application Number:	005477G223
Institution Name:	Gotham Institute		
Budget Period From:	03/01/2024	To:	02/28/2025

Salaries & Benefits (Salaries are restricted to the Federal salary cap (\$212,100.00 in 2023).)

Consultant Expenses (Refer to CFF Policies and Guidelines for requirements and allowable costs.)

Travel (Travel cannot exceed \$15,000.00 per person/per year.)

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

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

Other Expenses (Indirects Allowed) (Itemize by category, e.g., education materials, minor equipment.)

Other Expenses (Indirects Not Allowed) (Itemize by category, e.g., education materials, minor equipment.)

Total Direct Costs:	\$45,000.00
Modified Total Direct Costs:	\$45,000.00
Indirect Costs:	<b>\$5,000.00</b>
<small>(If allowable. Refer to CFF Policies and Guidelines. Not to exceed 12% or \$5,400.00.)</small>	
Total Projected Budget:	\$50,000.00

➡ [Save Year 2](#) [Close Budget](#) ⬅

➔ Pending PI Acceptance



- Once the Subcontractor Budget(s) have been entered in, select the check box next to “I confirm that subcontractor actuals for this reporting period have been entered.” to acknowledge that the Subcontractor Budget(s) related to the **Renewal Budget & Progress Report** budget period have been reviewed.

Renewal Budget

Budget PDF: [Print](#)

Budget: [Open](#)

Generated Budget PDF: [Download](#)

I confirm that subcontractor actuals for this reporting period have been entered.

Subcontractor Budgets			
Co-Investigator	Institution	Status	Total Subcontractor Budget (including indirects)
Subcontractor One	Sub1 Institution	Submitted	\$50,000.00

[Enter Budget](#)

- To view the Total Summary of the Subcontract Budget(s), select **Open** next to the **Budget** field to open the **Renewal Budget & Progress Report** renewal budget detail. Under the **Subcontractor Summary** expense category, you will find your updated Subcontractor Budget(s) **Total Subcontractor Budget** amount(s) and the **Modified Total Direct Cost** of the Subcontractor Budget(s). The Subcontractor Budget(s) for the **Renewal Budget & Progress Report** are now ready to submit as part of the renewal budget.

Renewal Budget

Budget PDF: [Print](#)

Budget: [Open](#)

Generated Budget PDF: [Download](#)

I confirm that subcontractor actuals for this reporting period have been entered.

Co-Investigator	Institution	Status	Total Subcontractor Budget (including indirects)	Modified Total Direct Cost
Subcontractor One	Sub1 Institution	Submitted	\$50,000.00	\$0.00
Subcontractor Two	Sub2 Institution	Submitted	\$50,000.00	\$0.00
Subcontractor Three	Sub3 Institution	Submitted	\$50,000.00	\$0.00
Subtotal:			\$150,000.00	\$0.00

**Subcontractor Summary** (Enter indirect costs on Subcontractor amounts if allowable - refer to CFF Policies and Guidelines.)

<b>Total Direct Costs:</b>	\$150,000.00
Maximum Amount for Period \$200,000.00	
<b>Modified Total Direct Costs:</b>	\$0.00
<b>Indirect Costs:</b>	\$0.00
(If allowable. Refer to CFF Policies and Guidelines. Must be less than \$0.00.)	
<b>Total Estimated Budget:</b>	\$150,000.00

[Save Year 2](#) [Close Budget](#)

## Report of Expenditures - Subcontractor Budgets

(Please refer to the guide “How to Enter in Financial Reports” and “How to Enter in the Report of Expenditures” for further guidance on the submission of the Report of Expenditures)

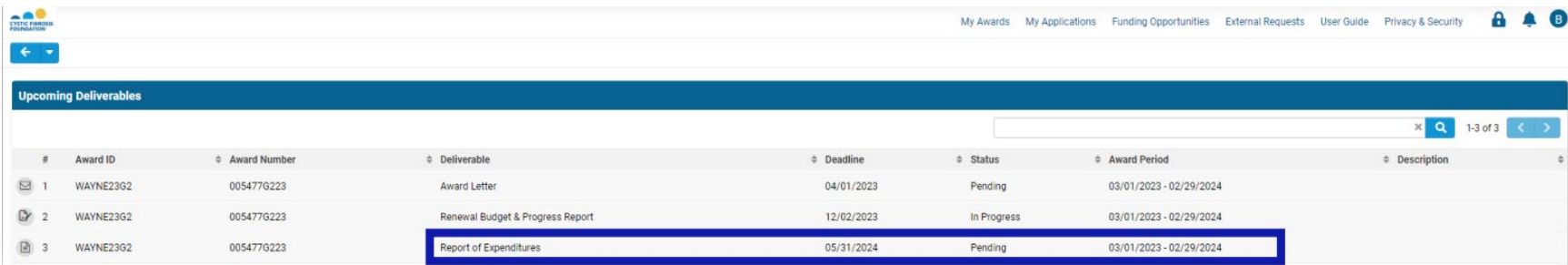
- You may find all pending deliverables including your **Report of Expenditures** by clicking on **Upcoming Deliverables** under **My Activities**. **PLEASE NOTE:** You will only be able to view deliverables associated to an Award if the **Principal Investigator** has added you as a contact to their award (For more information, refer to “How to Add Contacts” guide)



The screenshot shows the user's dashboard with the following sections:

- My Awards:** 1 Active Awards, 0 Past Awards
- My Activities:** 3 Upcoming Deliverables (highlighted), 0 Submitted Deliverables, 2 Completed Deliverables
- My Payments:** 2 Scheduled Payments, 0 Paid Payments

- The **Upcoming Deliverables** page lists all outstanding deliverables for a given award. To begin, select the **Report of Expenditures** in **Pending** status.



The screenshot shows the 'Upcoming Deliverables' table with the following data:

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	WAYNE23G2	005477G223	Award Letter	04/01/2023	Pending	03/01/2023 - 02/29/2024	
2	WAYNE23G2	005477G223	Renewal Budget & Progress Report	12/02/2023	In Progress	03/01/2023 - 02/29/2024	
3	WAYNE23G2	005477G223	Report of Expenditures	05/31/2024	Pending	03/01/2023 - 02/29/2024	



3. On the Report of Expenditures page, select **Begin Preparation**. This will update the status of the Report of Expenditures to **In Progress**.

005477G223 - Report of Expenditures

RFA Name: |

Activity Type: Report of Expenditures

Status: Pending \* Scheduled Date: 05/31/2024

\* Activity Owner: Bruce Wayne

CFF Award Number:	WAYNE2302	Report Date:	03/07/2023
Center Number:		Principal Investigator:	Bruce Wayne
Program Number:		Institution Name:	Gotham Institute
Award Amount:		Budget Period:	From: 03/01/2023 To: 02/29/2024

Award Period Start: 03/01/2023  
Award Period End: 02/29/2024

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 Office; 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 be added as a contact on the award. Multiple contacts can be selected.

[Save My Work](#) [Begin Preparation](#)

4. When the **Report of Expenditures** is in **In Progress** status, you will be able to view/edit the Subcontractor Budget(s) associated with the award record. To view/edit a Subcontractor Budget, select Enter Budget next to the Subcontractor Budget line-item. **PLEASE NOTE:** Only the **Principal Investigator**, **Financial Officer**, or **Grants Officer** can edit the Subcontractor Budget. If you are a contact that needs to enter in the budget, you must request Budget Access from the **Principal Investigator** (Refer to the guide “How to Grant Budget Access”).

005477G223 - Report of Expenditures

RFA Name:

Activity Type: Report of Expenditures

Status: In Progress \* Scheduled Date: 05/31/2024

\* Activity Owner: Bruce Wayne

CFF Award Number:	WAYNE2302	Report Date:	03/07/2023
Center Number:		Principal Investigator:	Bruce Wayne
Program Number:		Institution Name:	Gotham Institute
Award Amount:	\$159,000.00	Budget Period:	From: 03/01/2023 To: 02/29/2024

Award Period Start: 03/01/2023  
Award Period End: 02/29/2024

Report of Expenditures (RFA): [Enter ROE](#)

I confirm that subcontractor actuals for this reporting period have been entered.

Subcontractor Budgets			
Co-Investigator	Institution	Status	Total Subcontractor Budget (including indirects)
Subcontractor One	Sub1 Institution	Submitted	\$50,000.00 <a href="#">Enter Budget</a>
Subcontractor Two	Sub2 Institution	Submitted	\$50,000.00 <a href="#">Enter Budget</a>
Subcontractor Three	Sub3 Institution	Submitted	\$50,000.00 <a href="#">Enter Budget</a>



5. In the Subcontractor Budget pop-up window, select the **Award Period Year** that the **Report of Expenditures** is reporting on (the Budget Period Year). Enter in all the budget details of the Subcontractor Budget including the Indirect Costs (if applicable). Select **Save** then **Close Budget** to close the Subcontractor Budget pop-up window. Select **Save My Work** on the **Report of Expenditures** page to save the budgetary information entered in the Subcontractor Budget details.

**PLEASE NOTE:** The Subcontractor Budget pop-up window WILL NOT allow you to edit any budget details for the previous or future award period year(s) of the award. The Subcontractor Budget pop-up window will only allow you to edit the Subcontractor Budget details of the award period that correlates to the Report of Expenditures budget period.

The screenshot shows a web application interface. On the left, the 'Report of Expenditures' page for application 005477G223 is visible. It includes fields for RFA Name, Activity Type, Status, Activity Owner, CFF Award Number, Center Number, Program Number, Award Amount, Award Period Start/End, and Report of Expenditures (RFA). A 'Save My Work' button is at the bottom left. In the center, a 'Subcontractor Budget - Work' pop-up window is open. It has tabs for 'Period 1', 'Period 2', and 'Summary'. The 'Period 1' tab is active, showing a table with Principal Investigator (Bruce Wayne), Institution Name (Gotham Institute), Application Number (005477G223), and Budget Period From (03/01/2023) to To (02/29/2024). Below this are sections for Salaries & Benefits, Consultant Expenses, Travel, Consumable Supplies, Major Equipment, and Other Expenses. At the bottom of the pop-up, a summary table shows: Total Direct Costs: \$45,000.00; Modified Total Direct Costs: \$45,000.00; Indirect Costs: \$5,000.00; Total Projected Budget: \$50,000.00. 'Save Year 1' and 'Close Budget' buttons are at the bottom of the pop-up. On the right, the 'Report of Expenditures' page shows a 'Scheduled Date' of 05/31/2024 and a list of budget entries with 'Enter Budget' buttons. A 'Continue' button is at the bottom right of the main page.





- Once the Subcontractor Budget(s) have been entered in, select the **check box** next to “*I confirm that subcontractor actuals for this reporting period have been entered.*” to acknowledge that the Subcontractor Budget(s) related to the **Report of Expenditures** budget period have been reviewed.

\* Activity Owner: Bruce Wayne

CFF Award Number:	WAYNE2302	Report Date:	03/07/2023
Center Number:		Principal Investigator:	Bruce Wayne
Program Number:		Institution Name:	Gotham Institute
Award Amount:	\$159,000.00	Budget Period:	From: 03/01/2023 To: 02/29/2024

Award Period Start: 03/01/2023  
Award Period End: 02/29/2024

Report of Expenditures (RFA):  Enter ROE

I confirm that subcontractor actuals for this reporting period have been entered.

Subcontractor Budgets			
Co-Investigator	Institution	Status	Total Subcontractor Budget (including indirects)
Subcontractor One	Sub1 Institution	Submitted	\$50,000.00

Enter Budget

- To view the Total Summary of the Subcontract Budget(s), select **Enter ROE** next to the **Report of Expenditures** field to open the **Report of Expenditures**. Under the **Subcontractor Summary** expense category, you will find your updated Subcontractor Budget(s) **Total Subcontractor Budget** amount(s) and the **Modified Total Direct Cost** of the Subcontractor Budget(s). The Subcontractor Budget(s) for the **Report of Expenditures** are now ready to submit as part of the expenditure report.

RFA Name: [Field]  
Activity Type: Report of Expenditures  
Status: In Progress  
\* Activity Owner: Bruce Wayne  
Budget Year: 1

CFF Award Number: [Field]  
Center Number: [Field]  
Program Number: [Field]  
Award Amount: [Field]

Award Period Start: 03/01/2023  
Award Period End: 02/29/2024

Report of Expenditures (RFA):  Enter ROE

I confirm that subcontractor actuals for this reporting period have been entered.

Co-Investigator	Institution	Status	Total Subcontractor Budget (including indirects)
Subcontractor One	Sub1 Institution	Submitted	\$50,000.00
Subcontractor Two	Sub2 Institution	Submitted	\$50,000.00
Subcontractor Three	Sub3 Institution	Submitted	\$50,000.00
Subtotal:			\$150,000.00

**Subcontractor Summary** (Enter indirect costs on Subcontractor amounts if allowable - refer to CFF Policies and Guidelines.)

Co-Investigator	Institution	Status	Total Subcontractor Budget (including indirects)	Modified Total Direct Costs
Subcontractor O	Sub1 Institution	Submitted	\$50,000.00	\$25,000.00
Subcontractor Th	Sub2 Institution	Submitted	\$50,000.00	\$25,000.00
Subcontractor Tl	Sub3 Institution	Submitted	\$50,000.00	\$25,000.00
Subtotal:			\$150,000.00	\$75,000.00

Total Direct Costs: \$150,000.00  
Maximum Amount for Period \$200,000.00  
Modified Total Direct Costs: \$75,000.00  
Indirect Costs: \$9,000.00  
(If allowable: Refer to CFF Policies and Guidelines. Must be less than \$9,000.00.)  
Total Expenses: \$159,000.00  
Total Amount to be Reported: \$159,000.00  
Actual Expenses and Total Amount to be Reported Variance: \$9,000.00

Save Period 1  Close Budget