

## OSP Budget Template User Guide

During the proposal preparation process, PIs and the Research Administrators will prepare a proposal budget. To ease the proposal budget preparation process, OSP has designed a budget template in excel that is compatible with the budget SmartForm in RAMP. In this guide we review the budget template and its' features designed to assist administrators with standard calculations for unique sponsor circumstances (ie; irregular budget periods).

### Period of Performance

In the upper left-hand corner of your template, you'll notice cells for the start and end date of your period of performance in Mason gold. Enter the start and end dates for the entire performance period, not the budget period.

PoP	Start:	4/1/2025
	End:	10/31/2025

**NEW:** The start/end dates are functional and must align with RAMP.

You'll notice that based on the entered period of performance, the template generates five different budget periods. For standard five-year budget periods, users may not need to take further action. For irregular budget periods and periods shorter than 5 years, users have the option of overwriting the formulas within the cells highlighted below.

FP0000#####/Sponsor						
DRAFT ONLY DO NOT SUBMIT						
	ONE	TWO	THREE	FOUR	FIVE	TOTAL
Budget Period Start Date	4/1/2025	11/1/2025	11/1/2026	11/1/2027	11/1/2028	
Budget Period End Date	10/31/2025	10/31/2026	10/31/2027	10/31/2028	10/31/2029	

### General Budget Information

After entering the funding proposal dates, select whether you would like to apply an automatic salary escalation to your proposal budget using the drop-down arrow.

PoP	Start:	4/1/2025	
	End:	10/31/2025	
Escalate salaries in the out-years?			
		YES	5
Please select Yes or No			
		YES	
		NO	
<b>PERSONNEL COSTS</b>			
Staff Member (Faculty, Post-Docs, Admin Faculty,			



Once you have created a record in RAMP, enter the funding proposal number generated by the system in the upper right corner of the budget.

FP0000#####/Sponsor					
DRAFT ONLY DO NOT SUBMIT					
ONE	TWO	THREE	FOUR	FIVE	TOTAL
4/1/2025	11/1/2025	11/1/2026	11/1/2027	11/1/2028	
10/31/2025	10/31/2026	10/31/2027	10/31/2028	10/31/2029	

### Personnel Costs

Staff members will be entered in the staff member section of the Personnel Costs category. Enter the staff member name, select whether they are considered key or non-key, select their role from the drop-down menu, and identify their appointment type. Next, enter their Institutional Base Salary (IBS) in the gold column and the percent of effort they will dedicate to the project. It is important that **only the 9- OR 12-month appointment salary is entered in this field**, the workbook automatically accounts for a summer appointment type. Notice that the appointment type will drive the payment and person month calculations therefore it is important to select the correct appointment type. These calculations should be very straightforward and easily transferable to your RAMP budget.

PERSONNEL COSTS								
Staff Member (Faculty, Post-Docs, Admin Faculty, Classified Staff) <small>Unhide to use more lines</small>	is Key?	Role	Appointment	Input 9 (AY) or 12 mo (CAL) Salary	3 mo Summer Salary (Auto-generated)	Person Months	Effort %	
	Select	Please select a Role	Summer	\$140,616.00	\$42,857.00	0.15	5.00%	\$1,250
	Select	Please select a Role	Academic	\$140,616.00	\$0.00	0.9	10.00%	\$8,203
	Select	Please select a Role	Calendar	\$0.00	\$0.00	12	100.00%	\$0
	Select	Please select a Role	Select Personnel Type	\$0.00	\$0.00	0	0.00%	\$0

**NEW:** Wage worker and Graduate Student costs are entered a bit differently since they do not have an IBS. Typically, the personnel cost of a graduate student or wage worker is determined at the department level. Since wage workers and Graduate students do not receive an institutional base salary, we have automated the template so that it calculates a base that can be used in the IBS field in RAMP. Enter the total amount to be paid for the graduate student or wage worker in the gold cells. Notice the section labeled RAMP IBS to the left of the gold cells. These will be the figures you will use to complete the RAMP budget. This portion of the budget template is only relevant for system-to-system funding proposals.

Graduate Research Assistants <small>Unhide to use more lines</small>		RAMP IBS				
		1	2	3	4	5
Select GRA type from the list...		\$25,714	\$15,750.00	\$17,364.38	\$17,364.38	\$18,232.59
Select GRA type from the list...		\$25,714	\$15,750.00	\$16,537.50	\$17,364.38	\$18,232.59
Select GRA type from the list...		\$0	\$0.00	\$0.00	\$0.00	\$0.00



As you can see in the image above, if the PI is budgeting to pay a Graduate Student \$15,000 for the Academic year then the IBS in RAMP would be \$25,714. Refer to the Person Cost Definition image for the student below.

1. Staff member:  
Staff Member To Be Determined

2. \* Role:  
Graduate Student

If "Other (Specify)" selected, enter the role below:  
Doctoral Academic

3. Appointment:  
9 months

4. Base salary:  
\$25,714.00

Entering this auto-calculated IBS will ensure that we are budgeting \$15,000 for the student within the defined budget period. Review the Personnel Costs SmartForm images below.

<b>Person:</b> Staff Member To Be Determined <b>Role:</b> Graduate Student	<b>Effort:</b>	100 %
	<b>Sal Req:</b>	100 %
	<b>FB Rate:</b>	0 %
	<b>Annualized :</b>	\$25,714.00
	<b>Monthly Rate:</b>	\$2,142.83

<b>Person:</b> Staff Member To Be Determined	<b>Salary:</b>	\$15,000.00
<b>Role:</b> Graduate Student	<b>Benefits:</b>	\$0.00
	<b>Total:</b>	\$15,000.00

The fringe benefits section of your budget template should include the current rates for various appointments. Refer to the rate agreement and confirm the correct rates have been applied.



FRINGE BENEFITS							
Faculty, Academic & Calendar						32.10%	\$2,633
FICA Only (Adjuncts, Summer Faculty and Wage)						7.30%	\$91
Student Wages						7.40%	\$0
Classified Staff						46.20%	\$0
						<b>SUBTOTAL FRINGE BENEFITS</b>	<b>\$2,724</b>

## Travel

Use the Travel Worksheet Tab to complete the travel cost section. Select whether travel is domestic or foreign from the drop-down menu to ensure the totals are populated in their proper fields.

Year	Travel Type (Choose)	Destination (Foreign Req'd)	Totals	# trips/yr/pp	# ppl	# days
0	Choose Travel Type (Required)		\$0.00	1	1	1
0	Choose Travel Type (Required)		\$0.00	1	1	1
0	Domestic Travel		\$0.00	1	1	1
0	Foreign Travel		\$0.00	1	1	1
0	Choose Travel Type (Required)		\$0.00	1	1	1
0	Choose Travel Type (Required)		\$0.00	1	1	1

Notice that the destination field is required when foreign travel is selected.

## General Costs

General costs are typically one of the highest cost values on a proposal budget. In the budget template, refer to the General Cost Worksheet Tab. Here, you can select the cost type, enter the description, and other cost details. This worksheet is a perfect starting point when writing your budget justification.

Year	Type	Description (optional)	# Units	Price/Unit	Total Price
0	Select Type		0	\$0.00	\$0.00
0	Select Type		0	\$0.00	\$0.00
0	Animal Purchases		0	\$0.00	\$0.00
0	Animal Per Diem		0	\$0.00	\$0.00
0	Consultant Services		0	\$0.00	\$0.00
0	Equipment: Technical/Lab		0	\$0.00	\$0.00
0	Equipment: Specialized		0	\$0.00	\$0.00
0	Equipment: Servers > \$5K		0	\$0.00	\$0.00
0	Equipment: Other		0	\$0.00	\$0.00
0	M&S: Tech/Proj/Lab		0	\$0.00	\$0.00
0	M&S: Computers		0	\$0.00	\$0.00
0	M&S: Other		0	\$0.00	\$0.00
0	Other		0	\$0.00	\$0.00



Almost all costs categories listed within general costs will be auto-calculated from the General Costs Worksheet. Categories that will not auto-populate and should be completed manually are those pertaining to student associated costs. Externally funded fellowships, GRA health insurance and institutional allowances, and participant/trainee support costs should be manually entered by users.

### Subaward Costs

Complete the subaward costs information directly on the template. Note that indirect costs are calculated on only the first \$25,000 of a subaward budget.

SUBAWARD/SUBCONTRACTS <small>see comment&gt;</small>									
Subcontractor - First \$25K									\$0
Subcontractor									\$0
Subcontractor - First \$25K									\$0
Subcontractor									\$0
Subcontractor - First \$25K									\$0
Subcontractor									\$0
Subcontractor - First \$25K									\$0
Subcontractor									\$0
Subcontractor - First \$25K									\$0
Subcontractor									\$0
SUBTOTAL SUBAWARD/SUBCONTRACTORS									\$0

### Additional Resources

Additional information on how to complete all the funding proposal SmartForms in RAMP can be found within the RAMP PI/Study Team Curriculum which is linked directly on the [RAMP Training webpage](#).