



CAYUSE QUICK START: ENTERING A BUDGET IN CAYUSE SP

OG&C recommends using the [ORA Excel Budget Spreadsheet](#) to assist with entering data into Cayuse. This can be found on OG&C's website

at: <https://www1.villanova.edu/villanova/provost/research-administration/grants-contracts.html>

Click on "Forms", at the left of the page.

1. For Budget Form, select "Detailed" or "Autofill" from the drop down menu. Autofill can only be used when paired with a 424 proposal. "Summary" is not used.
2. A. Select the number of Budget Periods from the drop down menu entitled "# of Budget Periods." For example, for a 5 year project, you would select 5. B. For autofill, skip to step 8.
3. For project dates, the 1st column is the first period of the project, and the 2nd column is the cumulative costs of the project. For column 1 (Current Period), select the start and end dates for Year 1.
4. Choose F&A rate. Click into the current period F&A Rate (1). Choose the appropriate rate from the pop-up table. This rate will be used to calculate your indirect costs automatically.
5. Enter PI salary (Senior/Key Salary) & FT salaries & dollar value of FT Fringe Benefits (Refer to ORA Excel Spreadsheet, cell C10). Please note that at Villanova, Post-Doctoral Associates are calculated at the full-time rate.
6. Enter student salary & PT salary & dollar value of PT Fringe Benefits. (Refer to ORA Excel Spreadsheet, cell C11).
7. Enter any other direct costs in the appropriate categories. Note: Fee is not used.
8. Indirect Costs will automatically be reflected on the line entitled "INDIRECT COSTS (F&A):" at the bottom of the form. In order to have this automatically calculated, please enter the "Base for F&A rate (1)": The sum of all salaries (ORA spreadsheet cell C9).
9. Click "Save".