

Using the OR Budget Template to Calculate Base Salary

Research Administration Forum
May 27, 2020
Presented by Kassie M. Obelleiro
Sponsored Programs, Office of Research

UCDAVIS
OFFICE OF RESEARCH



Definitions

Annualized Salary

- A person's total possible salary over 12 months
- May be more than they actually earn

Base Salary

- The salary a person earns over 12 months
- This is the amount they actually earn

Escalations (of salary)

- Increase in amount earned between years
- Often included for merit increases

OR Budget Template

Download at:

<https://docs.or.ucdavis.edu/spo/>

Select the appropriate template

Each template includes three tabs:

1. Request: Enter the budget
2. F&A Details: Overview of the F&A information
3. Personnel Reference:
Calculates the Salary and Person-Months effort based on what you entered on the Request tab

OR Budget Templates and FAQs

File	Description	Last modified
TemplateA_SingleBudget.xlsx	Single budget template for use as a proposal budgeting tool.	August 30 2019 09:33:58
TemplateB_CostSharing_Budget.xlsx	Cost sharing budget template that sums both requested and cost-shared expenses.	August 30 2019 09:34:00
TemplateC_MultiBudget.xlsx	Multi-budget template for use with proposal budgets requiring multiple budgets such as NIH PO1s and U54s.	August 30 2019 09:33:56
TemplateD_AB20.xlsx	Budget template for California State Model agreement (AB20) proposals.	February 11 2020 09:07:38
Budget_Sheet_FAQs.pdf	FAQs on budget template use.	October 25 2018 15:58:52
TemplateE_CIRMBudget.xlsx	Budget template for use with CIRM proposals.	August 30 2019 09:33:57
TemplateF_USDA_30TFF.xlsx	Budget template that automatically calculates indirect costs for USDA Total Federal Funds (TFF) proposals.	March 06 2020 14:11:15

Start Date:	7/1/2020	<i>Non-NIH</i>	Title:	RA Forum Example
End Date:	6/30/2024		PI(s):	Charlie Apple

PERSONNEL									<i>Salary Basis</i>	*
Name/Role:	Annual Salary			Project Period % Effort					Salary Basis and Type	Escal
	Base	Summer	Total	Per 1	Per 2	Per 3	Per4	Per5		
1 Apple/PI - AY	100,000	33,333	133,333	3.0%	3.0%	3.0%	3.0%		AY 9/12	3%
2 Apple/PI - SMR	100,000	33,333	133,333	8.33%	8.33%	8.33%	8.33%		SMR 9/12	3%
3 Staff Research Assoicate	51,012		51,012	50.0%	50.0%	50.0%	50.0%		CAL 12/12	3%
Total Salaries										

<i>Benefits by Person</i>	<i>FY Split:</i>	<i>12/0</i>	<i>12/0</i>	<i>12/0</i>	<i>12/0</i>	<i>0/0</i>
	UCPath CBR Group	%	%	%	%	%
1 Apple/PI - AY	Faculty, Acad, MSP, Safety (C)	39.6	40.8	42	43.3	
2 Apple/PI - SMR	Faculty Summer-A	10.6	10.9	11.2	11.5	
3 Staff Research Assoicate	All Other Staff (D)	54.7	56.3	58	59.7	

Total Benefits

Total Personnel

EQUIPMENT

Total Equipment

TRAVEL	International?
	No
	No
	No
	No
	No
	No
	No
	No

Total Domestic Travel

Request

F&A Details | Personnel Reference



Indirect Cost Split for Sponsor Forms	Project Period 1		Project Period 2		Project Period 3		Project Period 4		Project Period 5
Request Budget	7/1/20 -	6/30/21	7/1/21 -	6/30/22	7/1/22 -	6/30/23	7/1/23 -	6/30/24	-
Base Type: MTDC		57.0%		57.0%		57.0%		57.0%	
Base		59,050		61,342		63,744		66,240	
Indirect Costs		33,659		34,965		36,334		37,757	
Primate Center Base		-		-		-		-	
Primate Indirect: 54.4%		-		-		-		-	
Total Annual Requested Indirect		33,659		34,965		36,334		37,757	
Total Indirect									142,715

Base Salary (For agency forms)									
Based on Request Column F for AY and SMR; Request Column H for CAL									
Salary below includes pre-escalation when using FY escalations									
Period 2		Period 3		Period 4		Period 5		Appointment Type/Basis	
Base/AY	Summer	Base/AY	Summer	Base/AY	Summer	Base/AY	Summer		
106,090	35,363	109,273	36,424	112,551	37,517			9	/12
106,090	35,363	109,273	36,424	112,551	37,517			9	/12
54,119		55,742		57,414				12	/12
-		-		-				12	/12
-		-		-				12	/12
-		-		-				12	/12
-		-		-				12	/12
-		-		-				12	/12
-		-		-				12	/12
-		-		-				12	/12
-		-		-				12	/12
-		-		-				12	/12

Person Months (For agency forms)					
APPT TYPE and BASIS (9/12,11/12,12/12) must be correctly indicated on the request sheet to ensure person month accuracy					
Period 1	Period 2	Period 3	Period 4	Period 5	Type
0.36	0.36	0.36	0.36		AY
1.00	1.00	1.00	1.00		SMR
6.00	6.00	6.00	6.00		CAL
-	-	-	-		CAL
-	-	-	-		CAL
-	-	-	-		CAL
-	-	-	-		CAL
-	-	-	-		CAL
-	-	-	-		CAL
-	-	-	-		CAL
-	-	-	-		CAL
-	-	-	-		CAL
-	-	-	-		CAL

Salary plus Fringe by Person					
Period 1	Period 2	Period 3	Period 4	Period 5	Total
5,752	5,976	6,207	6,451	-	24,386
12,657	13,073	13,501	13,944	-	53,175
40,641	42,293	44,036	45,845	-	172,815
-	-	-	-	-	0
-	-	-	-	-	0
-	-	-	-	-	0
-	-	-	-	-	0
-	-	-	-	-	0
-	-	-	-	-	0
-	-	-	-	-	0
-	-	-	-	-	0
-	-	-	-	-	0
-	-	-	-	-	0

Period 1	Period 2
n/a	
(1)10.6	
n/a	
n/a	
n/a	
n/a	
n/a	
n/a	
n/a	
n/a	
n/a	

Salary				
Year 2	Year 3	Year 4	Year 5	Total
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

Person Months in Each Category					
Year 1	Year 2	Year 3	Year 4	Year 5	Total
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

Fringe				
Year 2	Year 3	Year 4	Year 5	Total
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

Start Date:	7/1/2020	Non-NIH	Title:	RA Forum Example	Proposal Due Date/Archive: 6/1/2020											
End Date:	6/30/2024		PI(s):	Charlie Apple	12 Months	12 Months	12 Months	12 Months	0 Months	48 Months						
PERSONNEL					Salary Basis	*	Escalation:				FY	Multi				
Name/Role:	Annual Salary			Project Period % Effort					Salary Basis and Type	Escal	Period 1	Period 2	Period 3	Period 4	Period 5	Total
	Base	Summer	Total	Per 1	Per 2	Per 3	Per4	Per5			7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	7/1/23-6/30/24	-	7/1/20-6/30/24
1	Apple/PI - AY	100,000	33,333	133,333	3.0%	3.0%	3.0%	3.0%	AY 9/12	3%	4,120	4,244	4,371	4,502	0	17,237
2	Apple/PI - SMR	100,000	33,333	133,333	8.33%	8.33%	8.33%	8.33%	SMR 9/12	3%	11,444	11,788	12,141	12,506	0	47,879
3	Staff Research Associate	51,012		51,012	50.0%	50.0%	50.0%	50.0%	CAL 12/12	3%	26,271	27,059	27,871	28,707	0	109,908
Total Salaries											41,835	43,091	44,383	45,715	0	175,024

Name/Role:	Annual Salary		
	Base	Summer	Total
1 Apple/PI - AY	100,000	=E8/9*3	133,333
2 Apple/PI - SMR	100,000	33,333	133,333
3 Staff Research Associate	51,012		51,012
Total Salaries			

OR Budget Template – Request tab

<i>PERSONNEL</i>									<i>Salary Basis</i>
Name/Role:	Annual Salary			Project Period % Effort					Salary Basis and Type
	Base	Summer	Total	Per 1	Per 2	Per 3	Per4	Per5	
1 Apple/PI - AY	100,000	33,333	133,333	3.0%	3.0%	3.0%	3.0%		AY 9/12
2 Apple/PI - SMR	100,000	33,333	133,333	8.33%	8.33%	8.33%	8.33%		SMR 9/12
3 Staff Research Associate	51,012		51,012	50.0%	50.0%	50.0%	50.0%		CAL 12/12
Total Salaries									

OR Budget Template – Request tab

PERSONNEL									Salary Basis	*	Escalation:				FY	Multi
Name/Role:	Annual Salary			Project Period % Effort					Salary Basis and Type	Escal	Period 1	Period 2	Period 3	Period 4	Period 5	Total
	Base	Summer	Total	Per 1	Per 2	Per 3	Per4	Per5			7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	7/1/23-6/30/24	-	7/1/20-6/30/24
1 Apple/PI - AY	100,000	33,333	133,333	3.0%	3.0%	3.0%	3.0%		AY 9/12	3%	4,120	4,244	4,371	4,502	0	17,237
2 Apple/PI - SMR	100,000	33,333	133,333	8.33%	8.33%	8.33%	8.33%		SMR 9/12	3%	11,444	11,788	12,141	12,506	0	47,879
3 Staff Research Associate	51,012		51,012	50.0%	50.0%	50.0%	50.0%		CAL 12/12	3%	26,271	27,059	27,871	28,707	0	109,908
Total Salaries											41,835	43,091	44,383	45,715	0	175,024

Proposal Due Date/Archive: 6/1/2020					
12 Months	12 Months	12 Months	12 Months	0 Months	48 Months
Escalation:				FY	Multi
Period 1	Period 2	Period 3	Period 4	FY	Total
7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	7/1/23-6/30/24	PY	7/1/20-6/30/24
4,120	4,244	4,371	4,502	0	17,237
11,444	11,788	12,141	12,506	0	47,879
26,271	27,059	27,871	28,707	0	109,908
41,835	43,091	44,383	45,715	0	175,024

OR Budget Template – Request tab

Proposal Due Date/Archive:					6/1/2020	
12 Months	12 Months	12 Months	12 Months	0 Months	48 Months	
Escalation:				FY	Multi	
Period 1	Period 2	Period 3	Period 4	Pe	2%	
					3%	
					4%	
7/1/20- 6/30/21	7/1/21- 6/30/22	7/1/22- 6/30/23	7/1/23- 6/30/24		5%	
					6%	
4,120	4,244	4,371	4,502		7%	
					8%	
11,444	11,788	12,141	12,506		Multi	
26,271	27,059	27,871	28,707		0	109,900
41,835	43,091	44,383	45,715		0	175,024

OR Budget Template – Request tab

PERSONNEL									Salary Basis	*
Name/Role:	Annual Salary			Project Period % Effort					Salary Basis and Type	Escal
	Base	Summer	Total	Per 1	Per 2	Per 3	Per4	Per5		
1 Apple/PI - AY	100,000	33,333	133,333	3.0%	3.0%	3.0%	3.0%		AY 9/12	
2 Apple/PI - SMR	100,000	33,333	133,333	8.33%	8.33%	8.33%	8.33%		SMR 9/12	
3 Staff Research Associate	51,012		51,012	50.0%	50.0%	50.0%	50.0%		CAL 12/12	
Total Salaries										

Escalation:				FY	3%
Period 1	Period 2	Period 3	Period 4	Period 5	Total
7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	7/1/23-6/30/24	-	7/1/20-6/30/24
4,120	4,244	4,371	4,502	0	17,237
11,444	11,788	12,141	12,506	0	47,879
26,271	27,059	27,871	28,707	0	109,908
41,835	43,091	44,383	45,715	0	175,024

OR Budget Template – Request tab

					Escalation:	PY	3%
Period 1	Period 2	Period 3	Period 4	Period 5	Total		
7/1/20- 6/30/21	7/1/21- 6/30/22	7/1/22- 6/30/23	7/1/23- 6/30/24	-	7/1/20- 6/30/24		
4,000	4,120	4,244	4,371	0	16,735		
11,111	11,444	11,788	12,141	0	46,484		
25,506	26,271	27,059	27,871	0	106,707		
40,617	41,835	43,091	44,383	0	169,926		

OR Budget Template – Personnel Reference tab

Personnel (For Reference)		
	Name/Role:	Personnel type: (Choose Below)
1	Apple/PI - AY	Senior/Key
2	Apple/PI - SMR	Senior/Key
3	Staff Research Assoiicate	Other
4	-	Senior/Key
5	-	Other
6	-	Other
7	-	Other
8	-	Other
9	-	Other
10	-	Other
11	-	Other
12	-	Other

Base Salary (For agency forms)
 Based on Request Column F for AY and SMR; Request Column H for CAL
 Salary below includes pre-escalation when using FY escalations

Period 1		Period 2		Period 3		Period 4		Period 5		Appointment Type/Basis	
Base/AY	Summer	Base/AY	Summer	Base/AY	Summer	Base/AY	Summer	Base/AY	Summer		
103,000	34,333	106,090	35,363	109,273	36,424	112,551	37,517			9	/12
103,000	34,333	106,090	35,363	109,273	36,424	112,551	37,517			9	/12
52,542		54,119		55,742		57,414				12	/12

Person Months (For agency forms)
 APPT TYPE and BASIS (9/12,11/12,12/12) must be correctly indicated on
 the request sheet to ensure person month accuracy

Period 1	Period 2	Period 3	Period 4	Period 5	Type
0.36	0.36	0.36	0.36		AY
1.00	1.00	1.00	1.00		SMR
6.00	6.00	6.00	6.00		CAL

Cayuse 424

- Access at: <https://ucdavis.cayuse424.com/>
 - Select “Cayuse 424”
- Find the Opportunity and start the proposal
- Complete the RR Budget
 - Use information from the Budget (OR Budget Template form)

OR Budget Template – Personnel Reference tab

Base Salary (For agency forms)											
Based on Request Column F for AY and SMR; Request Column H for CAL											
Salary below includes pre-escalation when using FY escalations											
Period 1		Period 2		Period 3		Period 4		Period 5		Appointment Type/Basis	
Base/AY	Summer	Base/AY	Summer	Base/AY	Summer	Base/AY	Summer	Base/AY	Summer		
103,000	34,333	106,090	35,363	109,273	36,424	112,551	37,517			9	/12
103,000	34,333	106,090	35,363	109,273	36,424	112,551	37,517			9	/12

Cayuse 424 Application – Key Personnel and RR Budget tab



Manage Principal Investigator

Role:

Other Project Role Category:

Appointment type (months): Calendar: Academic: Summer:

Budget	Cal. Salary	Acad. Salary	Sum. Salary	Cal. Months	Acad. Months	Sum. Months	Req. Salary	Fringe Benefits	Funds Requested
prd 1	0	103,000	34,333		0.360	1.000	15,564	2,845	18,409
prd 2	0	106,090	35,363		0.360	1.000	16,032	3,017	19,049
prd 3	0	109,273	36,424		0.360	1.000	16,512	3,196	19,708
prd 4	0	112,551	37,517		0.360	1.000	17,008	3,387	20,395

From Request tab of Budget Template

Cayuse 424 Application – Key Personnel and RR Budget tab

Role:

Other Project Role Category:

Appointment type (months): Calendar: Academic: Summer:

Budget	Cal. Salary	Acad. Salary	Sum. Salary	Cal. Months	Acad. Months	Sum. Months	Req. Salary	Fringe Benefits	Funds Requested
prd 1	<input type="text" value="0"/>	<input type="text" value="103,000"/>	<input type="text" value="34,333"/>	<input type="text"/>	<input type="text" value="0.360"/>	<input type="text" value="1.000"/>	<input type="text" value="15,564"/>	<input type="text" value="2,845"/>	<input type="text" value="18,409"/>
prd 2	<input type="text" value="0"/>	<input type="text" value="106,090"/>	<input type="text" value="35,363"/>	<input type="text"/>	<input type="text" value="0.360"/>	<input type="text" value="1.000"/>	<input type="text" value="16,032"/>	<input type="text" value="3,017"/>	<input type="text" value="19,049"/>
prd 3	<input type="text" value="0"/>	<input type="text" value="109,273"/>	<input type="text" value="36,424"/>	<input type="text"/>	<input type="text" value="0.360"/>	<input type="text" value="1.000"/>	<input type="text" value="16,512"/>	<input type="text" value="3,196"/>	<input type="text" value="19,708"/>
prd 4	<input type="text" value="0"/>	<input type="text" value="112,551"/>	<input type="text" value="37,517"/>	<input type="text"/>	<input type="text" value="0.360"/>	<input type="text" value="1.000"/>	<input type="text" value="17,008"/>	<input type="text" value="3,387"/>	<input type="text" value="20,395"/>

OR Budget Template – Personnel Reference tab

Person Months (For agency forms)

APPT TYPE and BASIS (9/12,11/12,12/12) must be correctly indicated on the request sheet to ensure person month accuracy

Period 1	Period 2	Period 3	Period 4	Period 5	Type
0.36	0.36	0.36	0.36		AY
1.00	1.00	1.00	1.00		SMR

Cayuse 424 Application – Key Personnel and RR Budget tab

Role:

Other Project Role Category:

Appointment type (months): Calendar: Academic: Summer:

Budget	Cal. Salary	Acad. Salary	Sum. Salary	Cal. Months	Acad. Months	Sum. Months	Req. Salary	Fringe Benefits	Funds Requested
prd 1	<input type="text" value="0"/>	<input type="text" value="103,000"/>	<input type="text" value="34,333"/>	<input type="text"/>	<input type="text" value="0.360"/>	<input type="text" value="1.000"/>	<input type="text" value="15,564"/>	<input type="text" value="2,845"/>	<input type="text" value="18,409"/>
prd 2	<input type="text" value="0"/>	<input type="text" value="106,090"/>	<input type="text" value="35,363"/>	<input type="text"/>	<input type="text" value="0.360"/>	<input type="text" value="1.000"/>	<input type="text" value="16,032"/>	<input type="text" value="3,017"/>	<input type="text" value="19,049"/>
prd 3	<input type="text" value="0"/>	<input type="text" value="109,273"/>	<input type="text" value="36,424"/>	<input type="text"/>	<input type="text" value="0.360"/>	<input type="text" value="1.000"/>	<input type="text" value="16,512"/>	<input type="text" value="3,196"/>	<input type="text" value="19,708"/>
prd 4	<input type="text" value="0"/>	<input type="text" value="112,551"/>	<input type="text" value="37,517"/>	<input type="text"/>	<input type="text" value="0.360"/>	<input type="text" value="1.000"/>	<input type="text" value="17,008"/>	<input type="text" value="3,387"/>	<input type="text" value="20,395"/>

Example: 12-Month Appointment

Cayuse 424 Application – Key Personnel and RR Budget tab

Role: Other Project Role Category:

Appointment type (months): Calendar: Academic: Summer:

Budget	Cal. Salary	Acad. Salary	Sum. Salary	Cal. Months	Acad. Months	Sum. Months	Req. Salary	Fringe Benefits	Funds Requested
prd 1	<input type="text" value="130,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="12.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="13,000"/>	<input type="text" value="3,315"/>	<input type="text" value="16,315"/>
prd 2	<input type="text" value="130,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
prd 3	<input type="text" value="130,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
prd 4	<input type="text" value="130,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

OR Budget Template – Request tab

PERSONNEL									Salary Basis	*	Escalation:				FY	Multi
											Period 1	Period 2	Period 3	Period 4	Period 5	Total
Name/Role:	Annual Salary			Project Period % Effort					Salary Basis and Type	Escal	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	7/1/23-6/30/24		7/1/20-6/30/24
	Base	Summer	Total	Per 1	Per 2	Per 3	Per 4	Per 5								
1 Apple/PI - AY	100,000	33,333	133,333	3.0%	3.0%	3.0%	3.0%		AY 9/12	3%	4,120	4,244	4,371	4,502	0	17,237
2 Apple/PI - SMR	100,000	33,333	133,333	8.33%	8.33%	8.33%	8.33%		SMR 9/12	3%	11,444	11,788	12,141	12,506	0	47,879
3 Staff Research Associate	51,012		51,012	50.0%	50.0%	50.0%	50.0%		CAL 12/12	3%	26,271	27,059	27,871	28,707	0	109,908
Total Salaries											41,835	43,091	44,383	45,715	0	175,024

Escalation:				FY	Multi
Period 1	Period 2	Period 3	Period 4	Period 5	Total
7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	7/1/23-6/30/24	-	7/1/20-6/30/24
4,120	4,244	4,371	4,502	0	17,237
11,444	11,788	12,141	12,506	0	47,879
26,271	27,059	27,871	28,707	0	109,908
41,835	43,091	44,383	45,715	0	175,024

Cayuse 424 Application - RR Budget tab

B. Other Personnel

* Number of Personnel	* Project Role	Cal. Months	Acad. Months	Sum. Months	* Requested Salary (\$)	* Fringe Benefits (\$)	* Funds Requested (\$)
	Post Doctoral Associates						
	Graduate Students						
	Undergraduate Students						
	Secretarial / Clerical						
1	SRA	6.00			26,271	14,370	40,641

From Request tab of Budget Template

Cayuse 424

Professional Profile

Keeping Professional Profiles current eases proposal budget preparation

- Appointment Months
- Base (AY) Salary
- Summer Salary
- Fringe Benefits


UC Davis (Ecology)
Salary / Appointment type


Employee ID:


Appt Type:

	Months	Salary
Calendar:	<input type="text"/>	<input type="text"/>
Academic:	9.0	100000
Summer:	3.0	33333

Fringe Worksheet

 Import Institutional Rates

Category	Entry (\$)	Factor (%)	
Faculty Acad..	<input type="text"/>	39.6	

 New Row

Base Fringe Rate: %

Fringe Rate Total: 39.60%

Resources

- [Budget Templates](#)
- [Setting up Your Cayuse 424 Professional Profile](#)
- [Preparing a Proposal Budget Toolkit](#)
- [Common Budget Formulas](#)
 - [Video Tutorial: Annualizing Salary](#)
 - [Video Tutorial: Calculating Annualized Effort and Person-Months](#)
 - [Video Tutorial: Calculating Salary to Charge](#)
 - [Calculating Facilities & Administration \(F&A\) Costs](#)