Quick Reference

BUDGETS......................................................2
Budgets

Where to start?
1. With the Funding Proposal open and the Budgets tab selected, click the name of the Budget to open.
2. Click Edit Budget.

How do I complete the Budget?
3. Supply general budget information and click Continue.
4. On each budget grid:
   a. Set budget variables such as inflation rate.
   b. Select the number of line items you want to create and click Add.
   c. Supply the requested cost information for each item.
   d. Click Continue.

How do I finish the budget?
5. On the last page click Add if you want to attach supporting documents such as instructions or a budget justification.
6. When satisfied with your budget entries and attachments click Finish.