Quick Reference

EXCLUDING GRADUATE STUDENT FRINGE BENEFITS
Where to start?

1. In the Personnel Costs section of your budget add a Graduate Student.

How do I exclude Graduate Student Fringe Benefits from my budget?

2. Choose if you would like to apply inflation.
3. Enter the Base Salary, Effort, and Salary Requested.
4. Leave the FB Rate cell as 0.
5. When your Personnel Costs are complete click Continue.
6. In the General Costs section add a row to the budget table and select Graduate Student Fringe Benefits as the Cost Type. This Cost Type will be excluded from Indirect Costs.
7. Enter the fringe benefit cost.
8. Apply Inflation if necessary.

What’s Next?

9. Click Continue when General Costs are complete.
10. Once the SF-424 is generated, the Graduate Student Fringe benefit costs should be manually moved from the Other Direct Cost section (Section F of the SF-424) to the Other Personnel section (Section B of the SF-424.)