University of Pittsburgh
Instructions for the Sponsored Programs Detailed Award Budget (Form 0202)

1. **Institution Number** - Enter the Institution Number assigned during proposal submission.

2. **Brief Project Title** - Enter a brief project title (up to 30 characters) which will appear on invoices to sponsors and certain system reports.

3. **Date Prepared** - Enter today’s date.

4. **Department Number and Name** - Enter the 5-digit department number and department name.

5. **Department Contact Name** - Enter the first and last name of the department contact.

6. **Principal Investigator Full Name and Employee Number** - Enter the principal investigator's full name (first name, middle initial and last name) and employee number as they appear in the HR/Payroll System.

7. **Department Contact E-Mail** - Enter the e-mail address of the department contact.

8. **Sponsor/Agency Name** - Enter the name of the legal entity that will pay the University of Pittsburgh for completing the scope of work if awarded. For DHHS, use the specific agency that issues the award such as the National Institutes of Health and the Health Resources & Services Administration.

9. **Department Contact Phone #** - Enter the phone number of the department contact.

10. **Prime Sponsor/Agency Name** - If the Federal Pass-Through box is checked in the Source of Funding section, enter the Federal agency name. If the Non-Federal Subaward box is checked, enter the non-Federal agency name from whom the funds originate.

11. **Budget Period Start Date** - Enter the start date of the budget period as awarded.

12. **Budget Period End Date** - Enter the end date of the budget period as awarded.

13. **Work Scope Summary** - Describe the overall objectives of the proposed scope of work.

14. **The required COI CITI Training Table is attached?** – Check yes or no. The COI CITI Training Table form (found here) must be submitted to the Office of Research before award monies can be released. See COI Training Requirements.

15. **Source of Funding** - All Federally funded grants and contracts must be identified to ensure compliance with all relevant Federal regulations.
   - Check "Federal Direct" if the agreement is directly between the University of Pittsburgh and a Federal agency.
   - Check "Federal Pass-Through" if the University of Pittsburgh is a subrecipient receiving Federal funds from a non-Federal pass-through entity.
   - Check "Non-Federal Direct" if the agreement is directly between the University of Pittsburgh and a non-Federal entity (i.e., the funds do not originate from a Federal agency).
• Check “Non-Federal Subaward” if the University of Pittsburgh is a subrecipient receiving funds from a non-Federal entity (i.e. the funds do not originate from a Federal Agency).

16. If Federal Pass-Through, provide the Prime Award/Contract # and associated CFDA # and submit a copy of the prime award agreement.

17. Primary Location of Sponsored Activity – Enter the building number, building name, floor, and room number of the space where the predominance of the proposed work will be performed. (For a list of University buildings, go to http://www.cfo.pitt.edu/frs/BuildingList.html.) Then check the room type of the room number entered. For room types other than Research Lab and Private Office, check Other and enter a room type in the space provided. For large, open office rooms with multiple cubicles or desks, enter “Open Office”.

18. Award Budget – Enter the budget amount for each direct cost category and enter the applicable indirect cost rate(s). Cost categories can be added or removed as needed (make sure the total column has the sum formula when inserting rows). Use the MTDC column to identify cost categories that are to be excluded from the indirect cost calculation according to the sponsor’s policy or the terms of the award/contract (select “No” from the drop-down list). Indirect costs will automatically calculate. Verify all calculations to ensure accuracy.

The budget table is designed to accommodate budget periods that cross fiscal years when the University’s indirect cost rate increases or decreases from one fiscal year to the next (see “Prorating Budgets Between Fiscal Years” on page 2 of exhibit II of the CFO’s annual approved rates memorandum at http://www.cfo.pitt.edu/rca/ca_rateinfo.html for an example). It is not intended for entering all years of an NIH multi-year award for the year 1 activation. Use the budget columns as follows:

• If the budget period covers twelve months and coincides with the University’s fiscal year (July 1 to June 30), then only use the first budget column.

• If the budget period crosses fiscal years but the University’s indirect cost rate does not increase or decrease from one fiscal year to the next, then only use the first budget column.

• If the University’s indirect cost rate increases or decreases during the budget period, then use the first two budget columns to prorate the budget between two fiscal years.

• The third budget column will only be used if the award is a two year contract with advance payment of the entire budget in the first year, the budget period does not coincide with the University’s fiscal year, and three different F&A rates are applicable.