

Reviewing Budgets in InfoEd

Find the budget

- In the reviewer dashboard, click the Proposal Development (PD) Record link.
- Click Budget in the navigation menu.

General guidance and tips

- Navigate the budget sections by clicking the items in the navigation menu.
- Click the Detail button next to any item to see additional information about that item.
- Click the “Show” and “Hide” links to expand sections and columns of the budget to see more information or close a section or column to reduce the space it is taking.
- Click the “Source View” drop-down menu view sponsor requested costs, institutional costs (i.e., cost share), total project costs (i.e., requested and cost shared), or subrecipient costs.

Finding personnel effort

- In the Personnel section of the summary budget page, click the Detail button next to the individual’s name / roll to open a “Budget Detail” window showing effort, salary, and fringe benefit columns for the individual for each budget period.
- To toggle between person months and percentage of effort, click the “Person Months/Effort” drop-down item and select the desired display. *Note that InfoEd calculates/displays percentage of effort on a full calendar year basis.*
- The Justifications tab of the budget detail window will specify any additional pay budgeted.

Finding cost share

- On the summary budget page, the Cost Share Detail section lists assignments of cost share totals to NIU units or external sources.
- Click the Cost Sharing item in the navigation menu to find a breakdown of sponsor-requested and institutional (i.e., cost share) dollar amounts for each line item by budget period.
- In the cost sharing window, click the Detail button next to each line item to find details for that item.

Indirect Costs

- Indirect cost amounts appear in the budget totals on the summary budget page.
- The indirect cost rate appears in the F&A Rate Applied text box in the F&A and Cost Share Detail section of the summary budget page.
- Click F&A in the navigation menu to find a detailed breakdown of the indirect costs budgeted for each line item by budget period.
- The F&A page contains a Source View drop-down; click it to view F&A budgeted in the sponsor request, as cost share, total project cost, and for each subrecipient budget.