ENTER THE BUDGET/AWARD

1. Add project start and end dates. Budget periods will be created based upon dates entered.
2. Add additional period via New Period button.
3. Budget periods should be aligned to calendar years for reporting purposes. Adjust within Setup > Periods/Dates.
4. Click Add Bulk Entry button to enter budget/award amounts:
   - one line per contribution
   - enter using the category ‘other’
   - amounts should not include GST
5. Repeat Step 4 for each period of funding.

COST SHARING

There are several methods for entry of cost sharing information within a project’s budget, however the recommended method is at the budget level rather than each budget period.

SELECT FUNDING SOURCES

Each source contributing towards the project (whether the contribution is cash or in-kind) will need to be listed in the cost sharing table. Each source should only be listed in the table once.

1. To view cost sharing sources, click Budget > Setup, then select the Budget Sources tab.
2. Add additional sources by entering the name of the budget source into the Add New Source text box, then select from the progressive text list displayed.
3. Click the Add Source button.
4. Enter a short name for the source and click Save.
5. Repeat steps 3-4 per source.

Notes:

Do not re-use the unallowable (SRC 3) cost source, always create a new cost source item.

Where a budget source is not listed, email a request to researchsystemssupport@ecu.edu.au for its addition.

DISTRIBUTE THE COSTS

The first column in the cost sharing table details the name of the source (as entered in the ‘budget’), remaining columns display requested/awarded amounts. Rows within the table group cost sharing distributions for contributors (sponsor, institution, partner names and unallowable).

Scroll to the bottom off the cost sharing table; the contributions listed in ‘budget’ detail screen will be under the category ‘other’.

1. Click the Detail button to cost share amounts to the appropriate cost source. By default amounts appear in the Sponsor’s cost source, to transfer funds to another cost source enter 0 into the sponsors Percentage, this shifts the amount to the next available source. Repeat until the amount is in the desired cost source.
2. Type: Choose Scheme Related, unless this is an ECU Initiative.

Category: Specify whether Cash or In-Kind.

Each funding source should have their cash and in-kind contributions listed in the same column.