

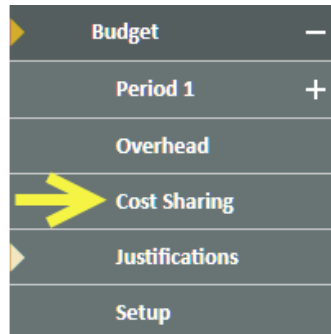
## ENTER THE BUDGET/AWARD

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](mailto: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*.

Non-Personnel Costs		PERIOD 1
Detail	Other (ECU Cash)	
	Sponsor	0.000
	Institution	10,000.000
	Unallowable	0.000
Detail	Other (ECU In-Kind)	
	Sponsor	0.000
	Institution	35,000.000
	Unallowable	0.000
Detail	Other (DHHS Cash)	
	Sponsor	150,000.000
	Institution	0.000
	Unallowable	0.000
	<b>Subtotal Non-Personnel:</b>	<b>\$ 195,000.000</b>

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