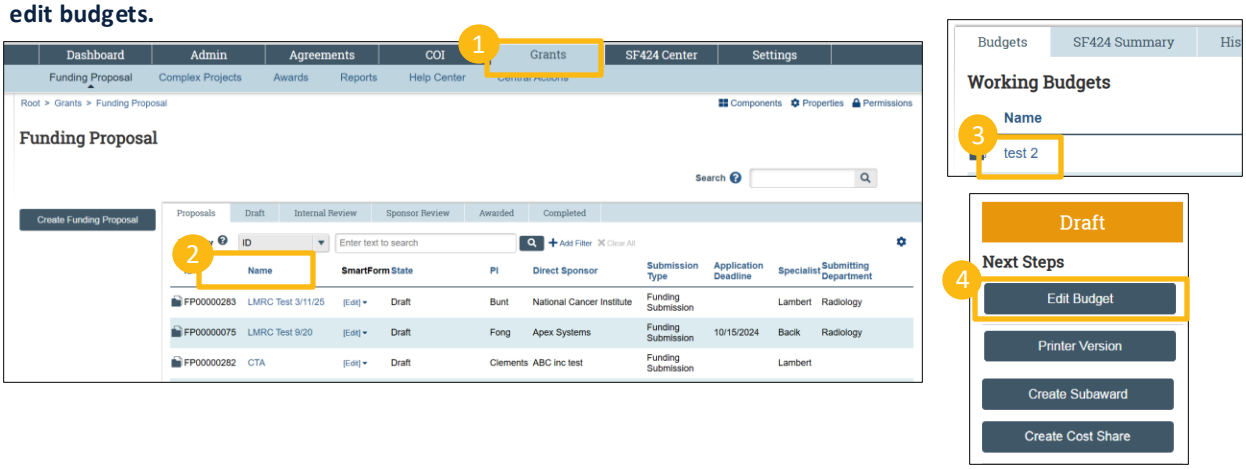
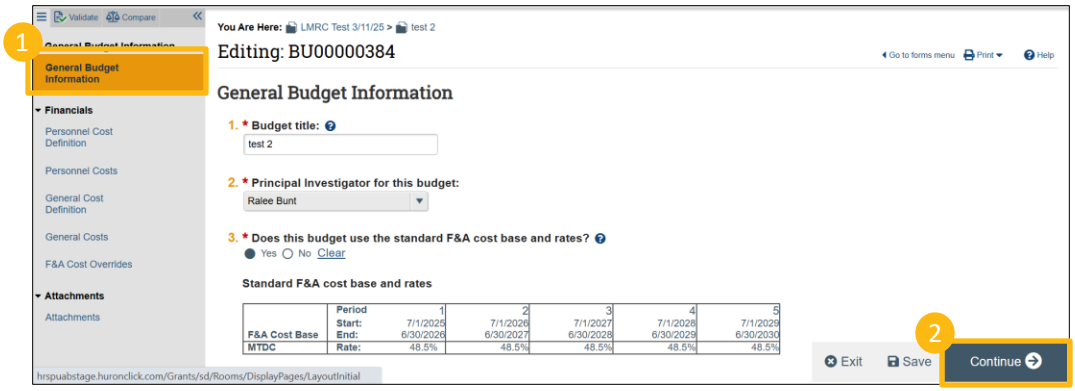
Complete a Budget

1. **On the Funding Proposal tab in the Grants module, click on the proposal you want to complete the budget for, scroll down to get to the Budgets tab on the workspace, and select the name of the budget. From the budget workspace, select Edit Budget. Note: only users with the Specialist Finance/Grant role or the Salary Access role will have access to see and edit budgets.**



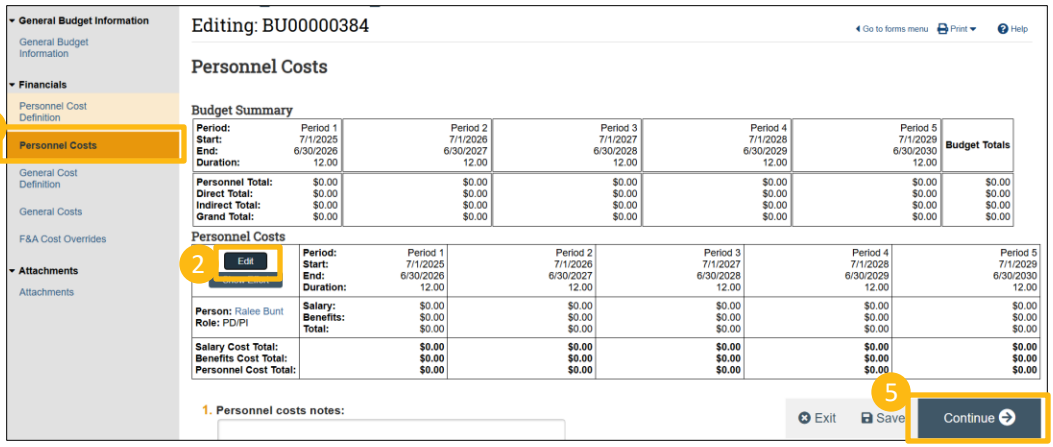
2. **Enter general budget information, then click continue to go to the next page.**

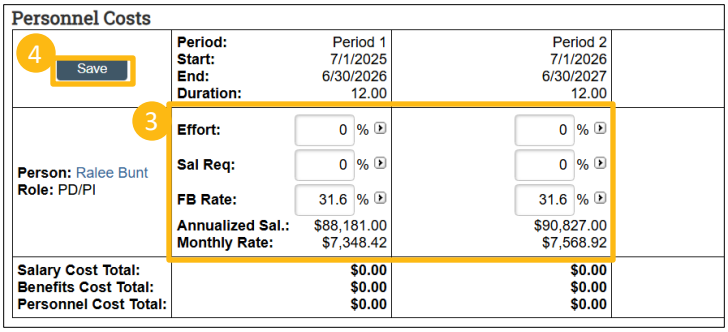


3. **Add personnel with a committed effort by clicking on the Personnel Cost Definition page, then Import Proposal Personnel to import the PI and other personnel that were added to the proposal's Personnel page as "Senior/key person on the proposal." Click Add to add TBD personnel. After you add personnel, you can then click Update to update the person's information if needed, then click Continue.**



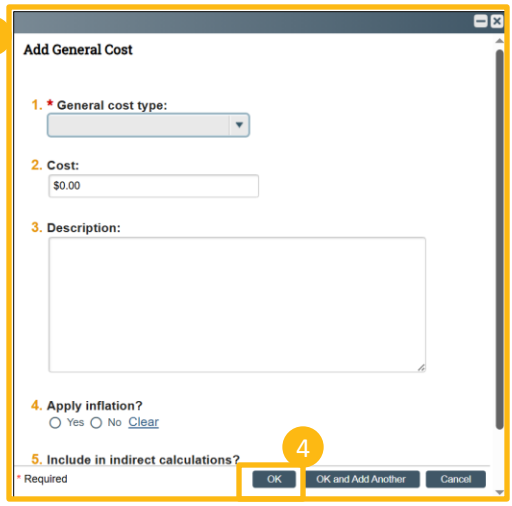
4. Edit personnel costs by going to the Personnel Costs page and clicking Edit, add in the planned effort and salary requested months for each person, click Save, then click Continue.





5. On the General Costs Definition tab, click Add to add general costs, fill out the fields then click OK, then Continue





6. Continue to fill out all fields, then when completed, click Finish

