

## Frequently Asked Questions

### Budget Template

- ❖ I need to include graduate student health insurance (GSHI) in my budget. Where should that be entered?
  - Graduate student health insurance should be included either with the tuition total or under participant support costs. GSHI is not subject to indirect costs.
  
- ❖ What if the sponsor doesn't allow us to collect on full indirect costs, how do I change the rate?
  - **The Rates tab is not locked.** You can enter the sponsors approved indirect cost rate in the corresponding IDC year cells.
  
- ❖ My faculty member has a 12 month appointment, how do I change this?
  - There is a dropdown menu for each faculty position. Click on the down arrow that appears next to the '9' and choose '12'. Make sure you enter the time-effort commitment for this faculty member in the CAL column.
  
- ❖ Do I have to use this template or can I use my own?
  - You are more than welcome to use your own template. Please be sure to use formulas so that SAM can review your budget appropriately.
  
- ❖ What is the box labeled "modular budget?"
  - While SAM requires that a detailed budget be uploaded in USCeRA at the time of proposal, NIH uses a modular budget format to request up to \$250,000 of direct costs per year for some applications, rather than requiring a full detailed budget. This box converts the detailed budget to modules for proposals using the PHS 398 Modular Budget Form.
  
- ❖ The guidelines for my funding opportunity do not require cost share. Do I need to include any information on the cost share tabs?
  - If cost share is not required, you do not need to include any information on the cost share tabs. The summary tab will calculate the total cost of project based on the other information you provided.