



Lawrence Berkeley
National Laboratory

Quick Reference Sheet: #eSR6020

Division Budgets

Recorded in eSRA



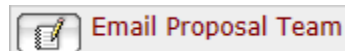
The internal or division budget often contains more detail than the budget submitted to the sponsor. eSRA is designed to be the single source for proposal documentation, so you may want to store this detailed budget with the proposal as support material. There are several ways to do this depending on your goals.

Detailed Budget to LBNL Contracts Officer (CO) for Review

Goal: Provide the CO with details to support the budget submitted to the sponsor during the proposal review and submission process.

Examples: Providing too much detail might confuse the sponsor, or they may have specifically requested a summary budget such as personnel, expenses, indirect costs, and total; but a more detailed budget should be reviewed prior to submission.

Recommended Method: Email proposal team and select the CO. Explain in the comments this is support material for internal use not to be sent to the sponsor.



Results:

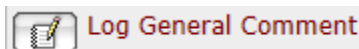
- eSRA: sends email notification to the Contracts Officer (and others specified on the email)
- eSRA: stores in History with the Activity Heading *Proposal Team Emailed*.

Budget Needed for Reference

Goal: Store detailed support budget for reference.

Examples: A NIH modular budget was submitted with the proposal; but the full detail of that budget might be needed at JIT or for development of the spend plan.

Recommended Method: Log General Comment



Results:

- eSRA: stores in History with the Activity Heading *General Comments Logged*.

Correct a Budget to Fix an Error in eSRA

Goal: Change the budget information in View 9.3_ because of a mistake was discovered in the eSRA information after the proposal was submitted to the sponsor.

Examples: Incorrectly calculated the FAC

Recommended Method: Send corrected summary budget information to eSRAHelp@lbl.gov requesting correction be made in the proposal itself

Note: If the mistake is discovered prior to the “Awaiting Submission to Sponsor” state, the proposal should be sent back to the Research Team for correction using one of the “Request Changes” activities.

Results:

- User sends email to eSRAHelp@lbl.gov
- Email is routed to the Help team members to open a help ticket.
- Help team will make the correction by changing the eSRA proposal information.
- Help team will use the *Log General Comment* activity to record the administrative action taken and will upload information and/or the help-request email, as needed for clarification.
- eSRA: stores in History with the Activity Heading *General Comments Logged*.

For more information

Revised budgets for the sponsor, for JIT, or during Negotiations can be found in *Quick Reference Sheet #5201*. Additional eSRA reference materials and eLearning modules are available at <http://esra.lbl.gov/training>.

Updated: December 4, 2014