

Proposals must be completed and routed seven (7) business days before the deadline for OSP to submit the proposal.

## Budgeting for Graduate Assistants – To Be Hired

Below are instructions for adding To Be Hired Graduate Assistants to the budget.

### Budget – Unnamed Personnel

To add an unnamed position or To Be Hired (TBH), follow these steps:

- **Step 1:** Click Add New Profile
- **Step 2:** In pop-up window, make sure Temporary Profile is marked
- **Step 3:** Type position description as Last Name (i.e. Graduate Student)
- **Step 4:** Enter Department
- **Step 5:** Click Save
- **Step 6:** On Personnel tab, select Type of Non-Key
- **Step 7:** Select Role of Graduate Student
- **Step 8:** Click Add Person

The screenshot shows the 'Personnel' interface with a 'NAME' header. Below the header, there is a 'Detail' tab and a list of personnel. The first entry is 'Tiger, (L17) Mike' with the role 'PD/PI'. A yellow arrow labeled '1' points to the 'Add New Profile' button. Another yellow arrow labeled '6' points to the 'Non-Key' dropdown menu. A third yellow arrow labeled '7' points to the 'Graduate Student' dropdown menu. A fourth yellow arrow labeled '8' points to the 'Add Person' button.

NAME	
Detail	Tiger, (L17) Mike PD/PI
Louisiana State Univer	Add New Profile Graduate Student, - LSUAM   Sch of VETM   Pat Non-Key Graduate Student Add Person

New Profile Save Close

Genius Profile ☐ Temporary Profile ☒ **2**

Salutation

First Name

Middle Initial

\* Last Name  **3**

Suffix

Degrees

Title

Phone

Fax

Email

Address

City

State

Zip

Country

\* Department [LSUAM](#) | [Sch of VETM](#) | [Pathobiological Sciences](#) | [CC00293](#)

Employee ID [Set](#)

**4**

- **Step 9:** The Budget Detail window will appear for the Graduate Student. Enter number of personnel, effort months (as calendar, academic or summer) and salary requested.  
**Note:** Calculate the effort and salary based on the total number of personnel for each role. For example: If there are 2 graduate students on the project, enter 2 in the Number of Personnel column, cumulative effort and the total salary for both graduate students in the Salary column. Enter inflation for out years if desired.

Budget Detail for: grad,

Detail Appointments Justifications Cost Sharing Effort Periods Save and Close Save Close

Costs by Budget Period **Multiple Personnel** Person Months Show Calculation Details

PERIOD	ROLE	NUMBER OF PERSONNEL	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL	
1	Graduate Student	<input type="text" value="2"/>	<input type="text" value="24.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="61,334"/>	<input type="text" value="GA Calendar H..."/>	<input type="text" value="4,498"/>	<input type="text" value="\$ 65,832"/> <span>Remove</span>
2	Graduate Student	<input type="text" value="2"/>	<input type="text" value="24.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="61,334"/>	<input type="text" value="GA Calendar H..."/>	<input type="text" value="4,498"/>	<input type="text" value="65,832"/> <span>Remove</span>
3	Graduate Student	<input type="text" value="2"/>	<input type="text" value="24.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="61,334"/>	<input type="text" value="GA Calendar H..."/>	<input type="text" value="4,498"/>	<input type="text" value="65,832"/> <span>Remove</span>
Total						<input type="text" value="\$ 184,002"/>		<input type="text" value="\$ 13,494"/>	<input type="text" value="\$ 197,496"/>

**Enter combined Effort between all Personnel** **Enter combined Salary between all Personnel** **Fringe will calculate based off of effort**

- **Step 10:** Click the white arrow on the Fringe Benefits column and choose the type of health insurance the student should be on to calculate the correct health insurance fringe benefit:
  - GA Calendar Health/Tuition
  - GA Academic Health/Tuition

- GA Summer Health/Tuition

Tuition remission will populate under Non-Personnel Costs.

**Note: If you go back in the record and Update Effort or Salary, you will need to reselect the fringe for it to re-calculate**

Budget Detail for: TBH

Detail Appointments Justifications Cost Sharing Effort Periods Save and Close Save Close

Costs by Budget Period

PERIOD	ROLE	NUMBER OF PERSONNEL	CALENDAR	ACADEMIC	SUMMER	Employee	\$	TOTAL	
1	Graduate Student	1	12.00	0.00	0.00	Employee	00	\$ 30,667	Remove
2	Graduate Student	1	12.00	0.00	0.00	GA Academic Health/Tuition	00	30,667	Remove
3	Graduate Student	1	12.00	0.00	0.00	GA Calendar Health/Tuition	00	30,667	Remove
						GA Summer Health/Tuition	00	30,667	Remove
						Transient	00	30,667	Remove
Total						\$ 92,001	\$ 0	\$ 92,001	

Show Calculation Details

- You will now see the institution's portion of the GA Health Insurance in the Fringe Benefits column.

Budget Detail for: grad,

Detail Appointments Justifications Cost Sharing Effort Periods Save and Close Save Close

Costs by Budget Period

PERIOD	ROLE	NUMBER OF PERSONNEL	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL	
1	Graduate Student	1	6.00	0.00	0.00	40,000	GA Calendar H...	\$ 41,125	Remove
2	Graduate Student	1	12.00	0.00	0.00	40,000	GA Calendar H...	42,249	Remove
3	Graduate Student	1	8.00	0.00	0.00	40,000	GA Calendar H...	41,499	Remove
Total						\$ 120,000	\$ 4,873	\$ 124,873	

Person Months

- Step 12:** Click Save and Close.
- Step 13:** Under the Non-Personnel section of the budget, you will see the Tuition Remission amount.

Budget Detail for: grad,

Detail Appointments Justifications Cost Sharing Effort Periods Save and Close Save Close

Costs by Budget Period

PERIOD	ROLE	NUMBER OF PERSONNEL	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL	
1	Graduate Student	1	6.00	0.00	0.00	40,000	GA Calendar H...	\$ 41,125	Remove
2	Graduate Student	1	12.00	0.00	0.00	40,000	GA Calendar H...	42,249	Remove
3	Graduate Student	1	8.00	0.00	0.00	40,000	GA Calendar H...	41,499	Remove
Total						\$ 120,000	\$ 4,873	\$ 124,873	

Person Months