

MANAGING SALARY OVER THE CAP

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PROPOSAL PREP & BUDGETING

Huron Funding Proposal/Budget module:

- Include applicable salary cap on General Budget Info page
- Do not overwrite base salary in Personnel Cost Definition or Personnel Costs page

Editing: BU00011338

General Budget Information

- Budget title:** U.S. National Institutes of Health (NIH)
- Principal Investigator for this budget:** Patrick Finan
- Does this budget use the standard F&A cost base and rates?** ☒ Yes ☐ No [Clear](#)

Standard F&A cost base and rates

	Period	1	2	3	4	5
F&A Cost Base	Start:	4/1/2024	4/1/2025	4/1/2026	4/1/2027	4/1/2028
	End:	3/31/2025	3/31/2026	3/31/2027	3/31/2028	3/31/2029
MDTC	Rate:	61.5%	61.5%	61.5%	61.5%	61.5%

- Will you require detailed budget tables for this budget submission?** ☒ Yes ☐ No [Clear](#)
- Travel:** ☒ Yes ☐ No [Clear](#)
- Include in consolidated budgets?** ☒ Yes ☐ No [Clear](#)
- Salary cap:** \$212,100.00
- Apply inflation rate to personnel costs?** ☒ Yes ☐ No [Clear](#)
- Enter inflation rates:** Inflation Rate Inflation Period 1

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Personnel Cost Definition

Go to additional personnel on funding proposal

- Personnel costs:**
 - + Add
 - Staff Member
 - Update [Redacted]
 - Update [Redacted]
 - Update [Redacted]
 - Update [Redacted]
 - Update Staff Member To Be Determined
 - Update Staff Member To Be Determined
 - Update Staff Member To Be Determined

Edit Personnel Cost

- Staff member:** [Redacted]
- Role:** PD/PI
- Appointment:** 12 months
- Base salary applied:** \$225,000.00
- Apply inflation rate:** ☒ Yes ☐ No [Clear](#)
- Workday Personnel Budget Category:**
 - ☒ Faculty Salary – Use this for faculty academic and calendar appointment salary. Do not use for faculty summer salary.
 - ☐ GRA/GTA Compensation – Use this for graduate student period activity pay only.
 - ☐ Salaries and Wages – Use this for all other salary and wages including faculty summer salary.

PROPOSAL PREP & BUDGETING

Huron Funding Proposal/Budget module:

- Salary will calculate based on the cap listed in the General Budget Info page, regardless of the amount shown in Personnel Costs pages

Validate Compare <<

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Personnel Costs

Budget Summary

	Period 1 4/1/2024 3/31/2025	Period 2 4/1/2025 3/31/2026	Period 3 4/1/2026 3/31/2027	Period 4 4/1/2027 3/31/2028	Period 5 4/1/2028 3/31/2029	Budget Totals
Personnel Total:	\$210,342.00	\$188,416.00	\$188,593.00	\$195,027.00	\$217,498.00	\$999,876.00
Direct Total:	\$625,018.00	\$638,203.00	\$638,676.00	\$626,149.00	\$626,360.00	\$3,154,406.00
Indirect Total:	\$179,606.00	\$151,484.00	\$151,593.00	\$149,339.00	\$164,942.00	\$796,964.00
Grand Total:	\$804,624.00	\$789,687.00	\$790,269.00	\$775,488.00	\$791,302.00	\$3,951,370.00

Personnel Costs

Show Totals

	Period 1 4/1/2024 3/31/2025	Period 2 4/1/2025 3/31/2026	Period 3 4/1/2026 3/31/2027	Period 4 4/1/2027 3/31/2028	Period 5 4/1/2028 3/31/2029
Person: [REDACTED] Role: PI/PI	Effort: 15 % Sal Req: 15 % FB Rate: 28.2 % Base: ✓ \$225,000.00	Effort: 15 % Sal Req: 15 % FB Rate: 28.2 % Base: \$231,750.00	Effort: 15 % Sal Req: 15 % FB Rate: 28.2 % Base: \$238,702.00	Effort: 15 % Sal Req: 15 % FB Rate: 28.2 % Base: \$245,864.00	Effort: 15 % Sal Req: 15 % FB Rate: 28.2 % Base: \$253,239.00
Person: [REDACTED] Role: Co-Investigator	Effort: 5 % Sal Req: 5 % FB Rate: 28.2 % Base: ✓ \$367,000.00	Effort: 5 % Sal Req: 5 % FB Rate: 28.2 % Base: \$378,010.00	Effort: 5 % Sal Req: 5 % FB Rate: 28.2 % Base: \$389,350.00	Effort: 5 % Sal Req: 5 % FB Rate: 28.2 % Base: \$401,031.00	Effort: 5 % Sal Req: 5 % FB Rate: 28.2 % Base: \$413,062.00
Person: [REDACTED] Role: Co-Investigator	Effort: 5 % Sal Req: 5 % FB Rate: 28.2 % Base: \$89,250.00	Effort: 5 % Sal Req: 5 % FB Rate: 28.2 % Base: \$91,927.00	Effort: 5 % Sal Req: 5 % FB Rate: 28.2 % Base: \$94,685.00	Effort: 10 % Sal Req: 10 % FB Rate: 28.2 % Base: \$97,526.00	Effort: 10 % Sal Req: 10 % FB Rate: 28.2 % Base: \$100,452.00
Person: [REDACTED] Role: Co-Investigator	Effort: 10 % Sal Req: 10 % FB Rate: 28.2 % Base: ✗ \$212,100.00	Effort: 10 % Sal Req: 10 % FB Rate: 28.2 % Base: \$212,100.00	Effort: 10 % Sal Req: 10 % FB Rate: 28.2 % Base: \$212,100.00	Effort: 10 % Sal Req: 10 % FB Rate: 28.2 % Base: \$212,100.00	Effort: 10 % Sal Req: 10 % FB Rate: 28.2 % Base: \$212,100.00

PROPOSAL PREP & BUDGETING

Huron Funding Proposal/Budget module:

- A cost share budget is not required for salary over the cap (SOTC)
- Comments can be added with non-sponsored funding worktags to support SOTC upon award

Under Review

Next Steps

Edit Budget

Printer Version

Create Subaward

Create ~~Cost~~ Share

Make A Copy

Log General Comments

Export Budget

Manage Tags

U.S. National Institutes of Health (NIH)

Sponsor: U.S. National Institutes of Health (NIH)

PI: [REDACTED]

Funding Proposal: [REDACTED]

This budget has a salary overage of \$64,508.00. Use the Create Cost Share creator to properly capture these costs.

Financials Subaward Documents Snapshots History

Current All-Period Totals

Personnel:

Salaries:

Benefits:

General:

Travel:

Animal Costs:

Animal Ordering:

Animal Maintenance:

Trainee:

Patient Care:

Inpatient:

Outpatient:

Subaward:

Subaward Direct:

Subaward F&A:

Total Direct less Subaward F&A:

Total Direct:

Total F&A:

AWARD MANAGEMENT & COSTING ALLOCATION

Workday Costing Allocation [SOTC]:

- Salary is allocated on sponsored projects based on full institutional base salary (IBS)
- SOTC amounts are allocated on non-sponsored worktags set up to capture these overages

EXAMPLE 1

IBS = \$300,000

Cap = \$212,100

Effort = 10%

Budget:

$\$212,100 * 10\% = \$21,210$ (+fringe)

Costing Allocation:

$\$300,000 * 10\% = \$30,000$ (to be covered by grant + SOTC worktags)

$\$21,210 / \$300,000 = 7\%$ (allocated to grant worktag)

$\$30,000 - \$21,210 = \$8790$

$\$8790 / \$300,000 = 3\%$ (allocated to SOTC worktag)

AWARD MANAGEMENT & COSTING ALLOCATION

Workday Costing Allocation [Clinical
Faculty with UPG split]:

- For clinical faculty with UPG splits, salary is allocated on sponsored projects based on Academic salary only
- SOTC amounts are allocated on non-sponsored worktags set up to capture these overages

EXAMPLE 2

IBS = \$300,000

[Academic salary = \$100,000 | UPG salary = \$200,000]

Cap = \$212,100

Effort = 10%

Budget:

$\$212,100 * 10\% = \$21,210$ (+fringe)

Costing Allocation:

$\$300,000 * 10\% = \$30,000$ (to be covered by grant + SOTC worktags)

$\$21,210 / \$100,000 = 21.2\%$ (allocated to grant worktag)

$\$30,000 - \$21,210 = \$8790$

$\$8790 / \$100,000 = 8.8\%$ (allocated to SOTC worktag)

AWARD MANAGEMENT & COSTING ALLOCATION

Workday Costing Allocation calculator

https://med.virginia.edu/grants-and-contracts/wp-content/uploads/sites/278/2023/03/SOC-Costing-Allocation-Calculator_10Feb2023.xlsx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Base Salary	\$ 300,000		Salary Type	SOC? [X]	SOC WorkDay String	Grant	WorkDay String	Effort (%)	Grant Salary (\$)	CA (%)	SOC (\$)	SOC CA (%)	
2	NIH Cap	\$ 212,100		NIH Cap	X	SOTC #1	Grant #1	Worktag #1	10.0%	\$ 21,210.00	21.21%	\$ 8,790.00	8.79%	
3	UVA Salary	\$ 100,000					[ENTER GRANT NAME]	[ENTER WD STRING]	0.0%	\$ -	0.00%	\$ -	0.00%	
4	Other Cap	\$ -					[ENTER GRANT NAME]	[ENTER WD STRING]	0.0%	\$ -	0.00%	\$ -	0.00%	
5							[ENTER GRANT NAME]	[ENTER WD STRING]	0.0%	\$ -	0.00%	\$ -	0.00%	
6							[ENTER GRANT NAME]	[ENTER WD STRING]	0.0%	\$ -	0.00%	\$ -	0.00%	
7							[ENTER GRANT NAME]	[ENTER WD STRING]	0.0%	\$ -	0.00%	\$ -	0.00%	
8							[ENTER GRANT NAME]	[ENTER WD STRING]	0.0%	\$ -	0.00%	\$ -	0.00%	
9							[ENTER GRANT NAME]	[ENTER WD STRING]	0.0%	\$ -	0.00%	\$ -	0.00%	
10							[ENTER GRANT NAME]	[ENTER WD STRING]	0.0%	\$ -	0.00%	\$ -	0.00%	
11							[ENTER GRANT NAME]	[ENTER WD STRING]	0.0%	\$ -	0.00%	\$ -	0.00%	
12							[ENTER GRANT NAME]	[ENTER WD STRING]	0.0%	\$ -	0.00%	\$ -	0.00%	
13							[ENTER GRANT NAME]	[ENTER WD STRING]	0.0%	\$ -	0.00%	\$ -	0.00%	
14							[ENTER GRANT NAME]	[ENTER WD STRING]	0.0%	\$ -	0.00%	\$ -	0.00%	
15							[ENTER GRANT NAME]	[ENTER WD STRING]	0.0%	\$ -	0.00%	\$ -	0.00%	
16							[ENTER GRANT NAME]	[ENTER WD STRING]	0.0%	\$ -	0.00%	\$ -	0.00%	
17														
18	NOTES						TOTAL		10.0%	\$ 21,210.00	21.21%	\$ 8,790.00	8.79%	
19														
20							TOTAL CA (%)	30.00%						
21														
22														
23							SOC WorkDay String	SOC (\$)	SOC (%)					
24							SOTC #1	\$ 8,790.00	8.79%					
25							[ENTER SOC WORKDAY STRING #2]	\$ -	0.00%					
26							[ENTER SOC WORKDAY STRING #3]	\$ -	0.00%					
27														

Legend:
SOC = Salary Over the Cap
CA = Costing Allocation