LIRA Proposal Budget Development

February 3, 2023
Agenda for today

- Introductions and housekeeping
- Why LIRA? Benefits of the new system
- LIRA Budgets and Smart Forms
- Demo of creating budgets in LIRA - proposal, subaward, and cost share
- Q&A
- What’s next?
Intros and Housekeeping
What is LIRA?

- Online system that will be used to develop, route, review, and submit sponsored project proposals
  - System communicates directly to some Federal sponsors through grants.gov for system-to-system proposal submission
- Create, negotiate, and track agreements
- Funded award set up
- Create and track subawards
- Request modifications to funded awards
Why LIRA?

• Lack of system for research administration; Paper based, email exchange process
• Current processes are outdated, not integrated and are not sustainable
• LIRA (Huron Research Suite) is used by more top research universities than any other research administration technology and is implemented at more than 50% of R1s
Benefits of LIRA

• Better user experience for faculty
• Workflow transparency to track status of a record, who has it and next steps
• Dynamic SmartForms only request required data (Sponsor and Lehigh)
• System validations reduces rework
• Integrated modules allow for more efficient and automated processing (Integration with Banner for award setup and modifications)
• Clear roles and responsibilities and streamlined business process will improve overall efficiency
• Improved data capture results in more robust reporting capabilities
LIRA is not....

• LIRA is not a replacement for Desktop Finance or Banner
• All financial transactions and related reporting will continue to be in Banner, not LIRA
• You will still use Desktop Finance, Argos, or related tools to access your grant financial data
LIRA Go-Live Date

- Monday March 6 - all proposals will be submitted through the system, and all data will integrate with Banner
- We are importing:
  - All pending proposals
  - (5) years of award history
  - All active awards
- We are not importing unsuccessful proposals
LIRA - Budgets
Proposal Components

Project Types

- **Funding Proposal**: Main Component. Contains all the data and relationships necessary to describe the full scope of a Proposal.

- **Budget**: Includes Sponsor, Cost Share and Subaward budgets.

- **SF424**: Contains the application information that is submitted to Grants.gov
LIRA Budget Support

• Budgets in LIRA are configured to calculate the following:
  ○ Indirect Cost Rate
  ○ Fringe Benefit Rates
  ○ Inflation Rates
  ○ Salary Cap (NIH)
Budget Overview

• The Budget SmartForm will be used for the following:
  ○ Sponsor Budget
  ○ Cost Share Budget
  ○ Subaward Budget
  ○ Modular Budget, if applicable
  ○ Incoming Subaward/Flow Through budget (Lehigh is a sub)
Navigating to Budgets

Sarah Training Test

Proposal Information
- PDPI: Sarah Ricciaboni
- Department: Office of Research & Sponsored Programs
- Specialist: ORSP Proposals
- Sponsor: National Science Foundation
- Internal Submission Deadline: 2/22/2023
- Certified: No
- SF-424 Link: SF-42400000011

Budget Information
- Starting Date: 7/1/2023
- Number of Periods: 3
- Total Direct: $141,108
- Total Indirect: $58,863
- Total: $199,971

Working Budgets
<table>
<thead>
<tr>
<th>Name</th>
<th>SmartForm</th>
<th>Date Modified</th>
<th>State</th>
<th>Funding Source</th>
<th>Total</th>
<th>In Financials?</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Science Foundation</td>
<td>[link]</td>
<td>1/10/2023 19:35 AM</td>
<td>Draft</td>
<td>Federal</td>
<td>$199,931</td>
<td>yes</td>
</tr>
</tbody>
</table>
General Budget Information
General Budget Information

- Establish F&A cost base and rates
- Inflation rates (if applicable)
- Detailed travel budget (if applicable)
Personnel Costs
Personnel Cost Definition

- Include **all** personnel being supported in budget
- Appointment is **always** 12 months with the exception of graduate students (see next slide)
- Base salary is 12 months
## Entering Graduate Students

### Personnel Cost Definition

Go to additional personnel on funding proposal

1. **Personnel costs:**

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Appointment</th>
<th>Role</th>
<th>Is Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Member To Be Determined</td>
<td>3 months</td>
<td>Graduate Student</td>
<td>no</td>
</tr>
<tr>
<td>Staff Member To Be Determined</td>
<td>9 months</td>
<td>Graduate Student</td>
<td>no</td>
</tr>
</tbody>
</table>

### Personnel Costs

<table>
<thead>
<tr>
<th></th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Person: Staff Member To Be Determined</strong></td>
<td><strong>Salary:</strong> $7,500.00</td>
<td>$7,725.00</td>
<td>$7,957.00</td>
<td>$8,196.00</td>
<td>$8,441.00</td>
</tr>
<tr>
<td><strong>Role: Graduate Student</strong></td>
<td><strong>Benefits:</strong> $508.00</td>
<td>$526.00</td>
<td>$545.00</td>
<td>$664.00</td>
<td>$684.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong> $8,108.00</td>
<td>$8,351.00</td>
<td>$8,602.00</td>
<td>$8,859.00</td>
<td>$9,125.00</td>
</tr>
<tr>
<td><strong>Person: Staff Member To Be Determined</strong></td>
<td><strong>Salary:</strong> $22,500.00</td>
<td>$23,175.00</td>
<td>$23,870.00</td>
<td>$24,586.00</td>
<td>$25,324.00</td>
</tr>
<tr>
<td><strong>Role: Graduate Student</strong></td>
<td><strong>Benefits:</strong> $0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong> $22,500.00</td>
<td>$23,175.00</td>
<td>$23,870.00</td>
<td>$24,586.00</td>
<td>$25,324.00</td>
</tr>
</tbody>
</table>

**Salary Cost Total:** $30,000.00  
**Benefits Cost Total:** $608.00  
**Personnel Cost Total:** $30,608.00
Salary & Effort Annualization

• Salary and effort entered into LIRA will need to be annualized
• Effort will be entered as percent, not person months

Annualization of salary formula:
9 month salary/9 = Monthly Rate
Monthly Rate x 12 = Annualized Base Salary
Ex: $90,000/9 = $9,000 (monthly rate)
    $9,000 x 12 = $108,000

Annualization of effort formula:
# of months/12 = Annual % effort
Ex: 1 mo of effort is equal to 8.33% (1/12=.0833)
    .75 mo of effort is 6.25% (.75/12=.0625)
General Costs
Each cost entered is the amount per year.
If you use “Other” please include brief description.
Select “No” to Q4 for all General Costs.
# General Costs

## General Costs

### Budget Summary

<table>
<thead>
<tr>
<th></th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Budget Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7/1/2023</td>
<td>7/1/2024</td>
<td>7/1/2025</td>
<td>6/30/2026</td>
</tr>
<tr>
<td>General Total:</td>
<td>$20,000.00</td>
<td>$20,000.00</td>
<td>$20,000.00</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Direct Total:</td>
<td>$48,250.00</td>
<td>$47,048.00</td>
<td>$47,650.00</td>
<td>$141,158.00</td>
</tr>
<tr>
<td>Indirect Total:</td>
<td>$19,089.00</td>
<td>$19,540.00</td>
<td>$20,045.00</td>
<td>$68,674.00</td>
</tr>
<tr>
<td>Grand Total:</td>
<td>$85,329.00</td>
<td>$86,638.00</td>
<td>$87,705.00</td>
<td>$199,631.00</td>
</tr>
</tbody>
</table>

### General Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Period 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Type: Equipment</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Description: equipment</td>
<td></td>
</tr>
<tr>
<td>Cost Type: Materials and Supplies</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>General Cost Total:</td>
<td>$20,000.00</td>
</tr>
</tbody>
</table>

1. General costs other notes:
Lehigh Budget Template Tool
## Lehigh Budget Template Tool

### Agency Title: PI

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>F2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>F3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>

### 1. OTHER PAYMENTS (PI)

- Project Director: $0
- Co-PI: $0
- Others: $0

### 2. SUPPLEMENTAL PAYMENTS

- PI: $0
- Co-PI: $0
- Others: $0

### 3. SUBTOTAL SALARY & FRINGE (E+G)

<table>
<thead>
<tr>
<th>E</th>
<th>G</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### 4. EQUIPMENT

- Initial: $0
- Advance: $0
- Total: $0

### 5. SUPPLIES

- Office: $0
- Other: $0

### 6. OVERHEAD (TOTAL)

| Total   | 0     | 0     | 0     |

### 7. INDIRECT COSTS

| Total   | 0     | 0     | 0     |

### 8. TOTAL PROJECT COSTS

- Total: $0

---

**Assumed Revenue**

<table>
<thead>
<tr>
<th>Phase</th>
<th>Budget</th>
<th>Assumed 1 Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI</td>
<td>0</td>
<td>0.50X</td>
</tr>
<tr>
<td>Co-PI</td>
<td>0</td>
<td>0.50X</td>
</tr>
<tr>
<td>Others</td>
<td>0</td>
<td>0.50X</td>
</tr>
</tbody>
</table>

---

24
# Lehigh Budget Template Tool

## A. SENIOR PERSONNEL

<table>
<thead>
<tr>
<th></th>
<th>9 Month Salary</th>
<th>Person Months</th>
<th>YEAR 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI: Dr. Jane Doe</td>
<td>100000</td>
<td>1.5</td>
<td>16,657</td>
</tr>
<tr>
<td>Co-PI:</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Co-PI:</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## B. OTHER PERSONNEL

## LIRA Budget Information

<table>
<thead>
<tr>
<th></th>
<th>Annualized Base Salary</th>
<th>Annualized % Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI: Dr. Jane Doe</td>
<td>133,333</td>
<td>12.50%</td>
</tr>
<tr>
<td>Co-PI:</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Co-PI:</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>
Attachment
Budget Attachments

- Upload Budget Justification and/or sponsor required budget forms
- Upload Lehigh Internal budget template
- Please use the “Add Attachments” in the proposal workspace, NOT in the budget form
Create Cost Share Budget
Creating a Cost Share Budget
Creating a Cost Share Budget

Cost Share Information

1. Cost share type:
   - Mandatory
   - Voluntary Committed
   - Third Party In Kind

2. Cost share entity:
   
   ...
Cost Share Budget Created by LIRA

- LIRA will automatically prompt the creation of a cost share budget if:
  - Salary entered is over the sponsor salary cap
  - %effort exceeds the %salary entered in budget “Personnel Costs” tab

### Personnel Costs

<table>
<thead>
<tr>
<th>Person: Sarah Riccaboni</th>
<th>Role: PD/PI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effort: 16.66%</td>
<td>16.66%</td>
</tr>
<tr>
<td>Sal Req: 8.33%</td>
<td>8.33%</td>
</tr>
<tr>
<td>FB Rate: 31.3%</td>
<td>31.3%</td>
</tr>
<tr>
<td>Base: $100,000.00</td>
<td>$103,000.00</td>
</tr>
<tr>
<td>Salary Cost Total: $8,330.00</td>
<td>$8,586.00</td>
</tr>
<tr>
<td>Benefits Cost Total: $2,607.00</td>
<td>$2,686.00</td>
</tr>
<tr>
<td>Personnel Cost Total: $10,937.00</td>
<td>$11,272.00</td>
</tr>
</tbody>
</table>

This budget has a salary overage of $44,224.00. Use the Create Cost Share creator to properly capture these costs.
Entering General Costs into a Cost Share Budget

• Add a new general cost definition for each cost share item using “Other” cost type
• In the description, you must provide the type and source of cost share
  ○ Ex: Cash-Bioengineering Department
  ○ In-Kind - Air Products
  ○ ½ Grad Tuition

1. *General cost type:
   - Other

2. Cost:
   - 10000

3. Description:
   - Cash - College of Engineering

4. Apply inflation?
   - Yes  No

5. Include in indirect calculations?
   - Yes  No
Create Subaward Budget
Creating a Subaward Budget
Creating a Subaward Budget

Creating New: Budget

Subaward Budget Information

1. Title: 

2. Organization: 

3. Principal Investigator: 
   Sarah Riccaboni

4. Subawardee PI: 
   [None] 

5. Subaward budget detail level: 
   SF424 Subaward Import

6. Include in consolidated budgets? 
   Yes  No  Clear

7. Subaward indirect contribution limit: 
   $25,000
Creating a Subaward Budget

- Subs will be required to complete the R&R Sub Budget Form so it can be uploaded directly into LIRA
  - Ensure project dates and periods match main project budget
- System will add the sub budget into the main project budget
- For subs where we are not submitting to federal agency, you can manually enter the sub budget into LIRA
  - Will enter only direct and indirect costs per period
Proposal Budget Demo
Q&A
What’s Next?

• Sign up for the next recommended training, Create an SF-424

• Lehigh budget tool and budget help guides will be posted to the LIRA training site soon: https://research.cc.lehigh.edu/lira-training

• Questions, Comments - please send anything to Francie at x23922@lehigh.edu
Thanks!