**Changes to FY15 Proposal Budget Spreadsheet**

***Note:*** *The improvements listed below have resulted in a slower spreadsheet. It is recommended that you delete any tabs you do not anticipate using when starting to work on a new budget (NIH, Match, yellow tabs, etc.).*

*General Changes:*

* ALL ROUNDING CALCULATIONS REMOVED
* All rates updated for FY15 (F&A, leave, benefit, yearly increase, graduate student health insurance, tuition, and student fees)
* Consistency in colors used
* Modification and consistency of fields located in the first 8 rows
* “Hours” cells merged and left justified to prevent truncation
* FY and calendar year added to column headings
* Increased rows for cost categories across the board to eliminate the need for users to format spreadsheet before use. What is not needed can simply be hidden.
* Implemented auto calculation for graduate student health insurance. Simply indicate the number of students per period. Comment added for semester breakdown of costs.
* Student Services redesigned to include lines for fees where applicable for department use. Implemented auto calculations, simply indicated the number of students per period.
* Modified field merging, font, bolding, etc. for overall visual consistency and tidiness
* Modified spreadsheet to remove auto rounding. Entering 26.587 hours in the salary will now truly be 26.587 and will not be automatically rounded to 26.6 by Excel. This will allow users to make incremental changes most often needed to reach a specific bottom dollar amount. All cells will still display only one decimal place, but the calculations will be based on actual data entered.
* All total formulas have been modified to remove inconsistencies that result in bottom line totals that do not match. All subtotals calculate across instead of down for some fields and across for others.
* “Check” columns removed due to the modifications made to totaling formulas
* Reformatted travel section to allow input for number of travelers. Instead of entering 15 “trips” you can now enter 3 trips for 5 participants.
* Number of years available for budget entry increased to 10
* Inserted drop down boxes to select descriptive student titles and wages. Drop down boxes are a resource and will not prevent you typing other data over these cells. If there are other titles or wages you would like added for your departments use please email Erin Albertson.

*Multi-unit and Match Tab Changes:*

* Corrected formulas for total hours under salary and wages for multi-unit and match tabs
* For multi-unit and match tabs added a line to total all F&A
* Text references included. Department titles will now be automatically inputted into travel heading, F&A line text, and department total columns. Ex: UAF INE listed as dept. 1 will now be listed a UAF INE TRAVEL and UAF INE F&A automatically. Text references also included for years in travel.
* Added more departments to multi-unit and match tabs (10 total departments) to allow for greater collaborative proposals
* Added total domestic and international travel lines to multi-unit and match spreadsheets
* For multi-unit and match tabs added column color coding to travel headings for easier viewing
* Revised F&A calculations on multi-unit sheet so that F&A totals are reflected on each F&A line instead of only under dept. 1
* F&A exempt section inserted on match spreadsheet for 3rd party match
* Added comment on match spreadsheet for unrecovered F&A use to include instructions
* Inserted a table at the bottom of the match spreadsheet that calculates match as a percentage of total project costs

**Improvements to be Implemented in the Near Future**

* Modification of yellow tabs (NSF SF424A, SF424R&R, DoED, HUD, NASA) to include data from any tabs where there is data entered. Currently only calculates from MTDC tab and cannot be used for multi-unit budgets.
* Create a summary page of data entered throughout the workbook. This will eliminate the task of modifying the printable look of the spreadsheet for funding sponsors. An 8 department collaborative proposal will automatically have a usable summary spreadsheet available for printing.

If you find any errors, need assistance in understanding how to use the new spreadsheet, or have suggestions for future improvements, please contact:

Erin Albertson, CRA  
Pre-Award Manager  
UAF Office of Proposal Development  
University of Alaska Fairbanks  
614C Elvey Building  
903 Koyukuk Dr.   
PO Box 757320  
Fairbanks, Alaska 99775  
[eralbertson@alaska.edu](mailto:eralbertson@alaska.edu)  
[907-474-5366](tel:907-474-5366)