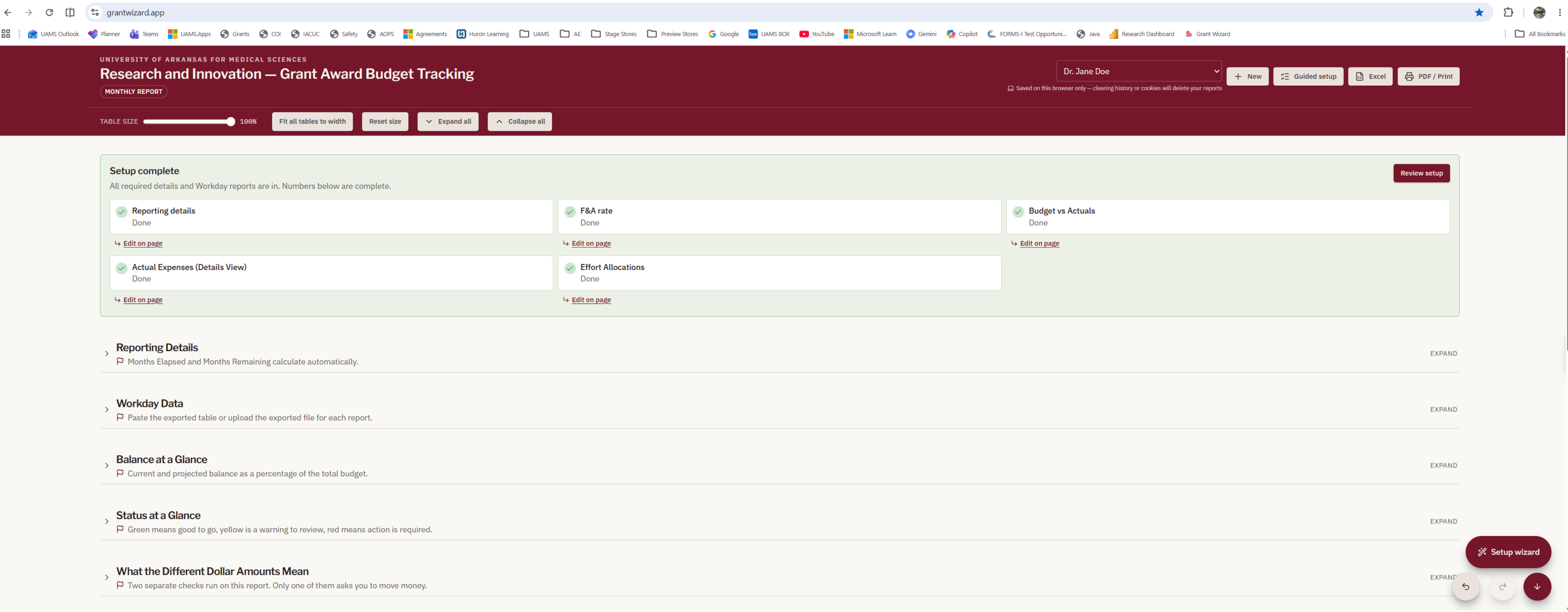
INSTRUCTIONS FOR THE GRANT WIZARD MONTHLY REPORTING TEMPLATE

Users will need the following reports from Workday to copy and paste information into the Grant Wizard:

- ✓ RPT – Grant Budget vs Actuals (Object Class)
- ✓ Actuals Restricted – Details View
- ✓ RPT – Grant/Award Base Pay Allocations

Additional helpful reports:

- ✓ Notice(s) of Award



The Grant Wizard serves as a centralized monthly reporting tool for sponsored projects. It pulls together financial, budget, expense, and effort information, verifies that required data has been provided, and organizes reporting into easy-to-navigate sections, helping users quickly assess grant financial status and projections.

Across the top and side of the screen are tools designed to improve the user experience. These controls allow users to adjust how information is displayed, quickly navigate between projects and reporting sections, create new reports, export results, and easily move back and forth through their changes. Together, these features make the reporting process more efficient and user-friendly.

› **Summary**
⚐ Muse55555 · reporting 2026-07-01 to 2026-07-31
EXPAND

› **Budget Redistribution**
⚐ Plan the move: line up your Summary re-budget amounts by category before checking the F&A impact below.
EXPAND

› **Indirect Costs and Exemptions**
⚐ Review imported exempt expenses and the resulting direct and indirect cost calculation.
EXPAND

› **Personnel and Effort**
⚐ Enter the Sponsor-Approved Effort; variance is the difference in effort percentage points.
EXPAND

› **Subrecipient Expenses**
⚐ Posted 010_Subawards expenses from Actuals Restricted – Details View only.
EXPAND

› **Monthly Expenses by Budget Period**
⚐ Years 1–5 plus a no-cost extension, with monthly cost-category totals, burn-rate variances, and a cumulative rollup that ties to the Summary.
EXPAND

› **Save & Restore Your Work**
⚐ Download a file you can upload later to refill this template automatically.
EXPAND

The Grant Wizard organizes the key financial management areas of a sponsored project into expandable sections. Users can analyze spending, review effort commitments, evaluate rebudgeting options, monitor subaward activity, and track expenses across budget periods. The expandable design keeps detailed information readily available while maintaining a clean and easy-to-navigate reporting experience.

Each section can be expanded to focus on a specific area of grant management. Users can review award summaries, evaluate budget reallocations, monitor F&A costs and exemptions, compare effort commitments to actual allocations, track subaward spending, and analyze spending trends over time. Users can also save and restore reports for future use.

Step 1 of 5: Reporting details

Award and budget period dates plus the month you are reporting on. These drive months elapsed, months remaining, and every projection.

✓ This step is complete.

REPORT NAME	AWARD / GRANT	AWARD START DATE	AWARD END DATE
Dr. Jane Doe	Muse55555	09/17/2021	06/30/2027

CURRENT BUDGET PERIOD START DATE	CURRENT BUDGET PERIOD END DATE	MONTHLY REPORTING START DATE	MONTHLY REPORTING END DATE
07/01/2025	06/30/2027	07/01/2026	07/31/2026

F&A RATE (%)

52

☐ Does the F&A rate change by budget period?

MONTHS ELAPSED IN PERIOD

13

MONTHS REMAINING IN PERIOD

11

Calculated as of today from the Current Budget Period Start and End dates (award dates are used only if no budget period dates are entered). A period that has already ended shows the full calendar months since it ended and always has 0 months remaining for projections.

↳ Go to this section on the page

Enter the reporting details into the Grant Wizard using the 'Guided Setup' or directly into the template.

These dates and the F&A rate help establish the financial parameters defined by the US Code of Federal Regulations and built into this app.

Users can set the F&A rate for the entire award period or check the box if it needs to change by the budget period.

F&A RATE (%)

52

☑ Does the F&A rate change by budget period?

Year 1	Year 2	Year 3

Year 4	Year 5	No-C...

2nd ...	Pre-...

Applying Year 1 rate: 52.00%. Blank periods fall back to the rate above.

The Grant Wizard includes warnings to ensure all steps are complete.

ⓘ Still needed: Award Start Date, Award End Date.

Next, users need to download three Workday reports. First, search for "RPT – Grant Budget vs Actual – Object Class (UAMS)" under Tasks and Reports in Workday.

Tasks and Reports × Grant Budget vs Actual - Object Class

Simplified Search is Enabled

Top Results | People (0) | Tasks and Reports (4) | Organizations (0) | Learning (1)

All Categories

Tasks and Reports

RPT - Grant Budget vs Actual - Award/Grant/Object Class (UAMS)

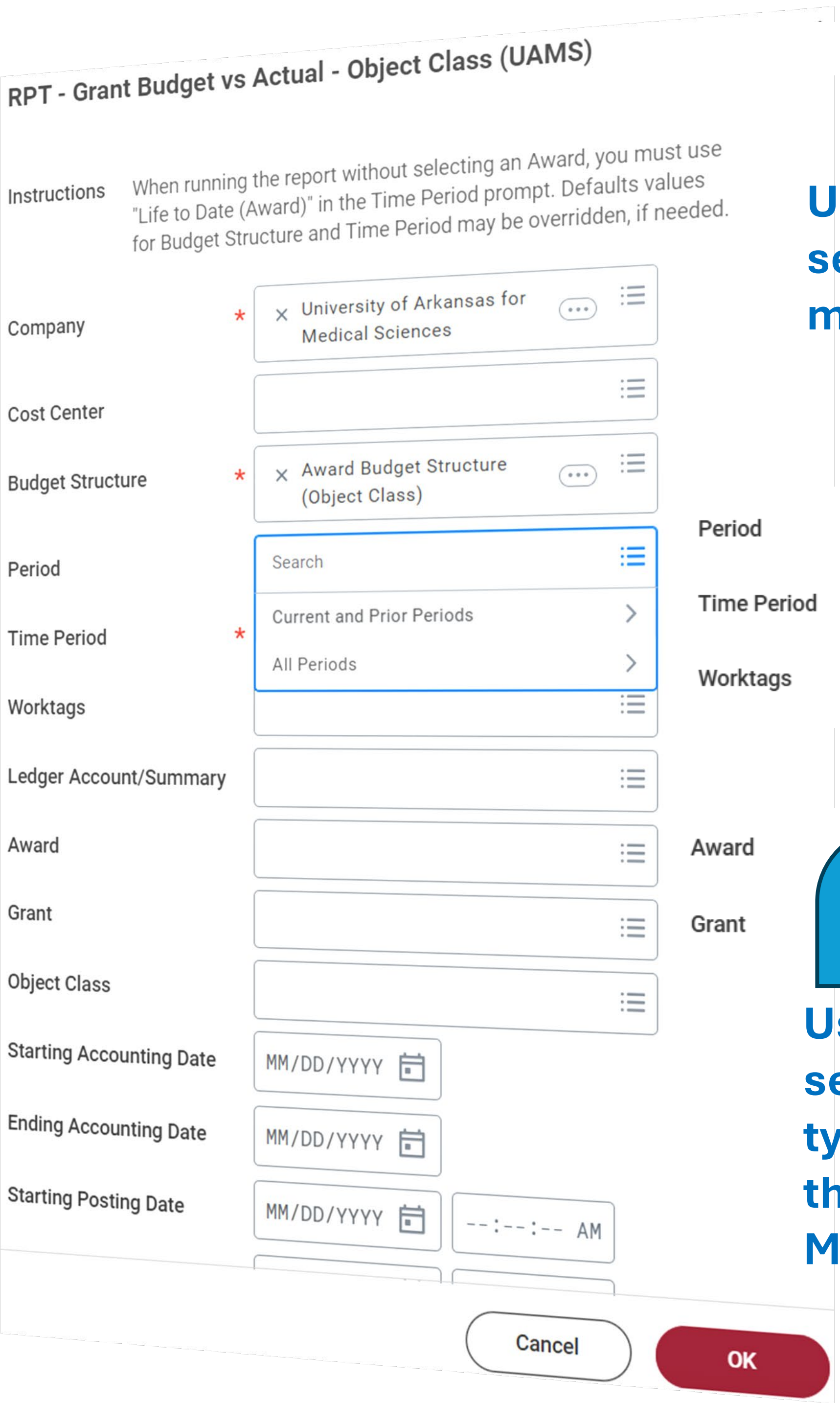
Report

This [Composite] report displays Only *Restricted Fund activity (Budget, Actual, Commitment, Obligation, and Available Balance) during the lifespan of an Award or Grant by Object Class. *Restricted Funds: FD201 - FD212, FD220 - FD225, FD320, FD501, FD508 - FD509, FD520

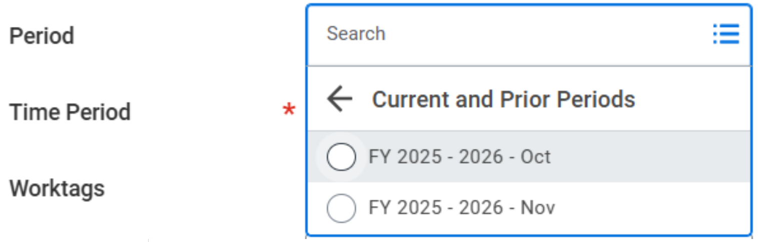
RPT - Grant Budget vs Actual - Object Class (UAMS)

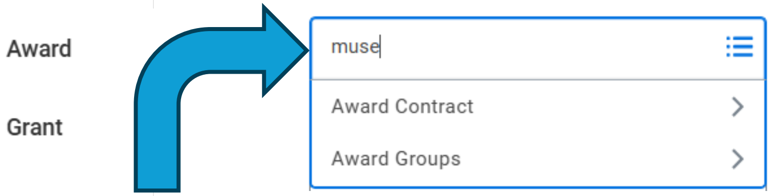
Report

This [Composite] report displays Only *Restricted Fund activity (Budget, Actual, Commitment, Obligation, and Available Balance) during the lifespan of an Award or Grant by Object Class. *Restricted Funds: FD201 - FD212, FD220 - FD225, FD320, FD501, FD508 - FD509, FD520

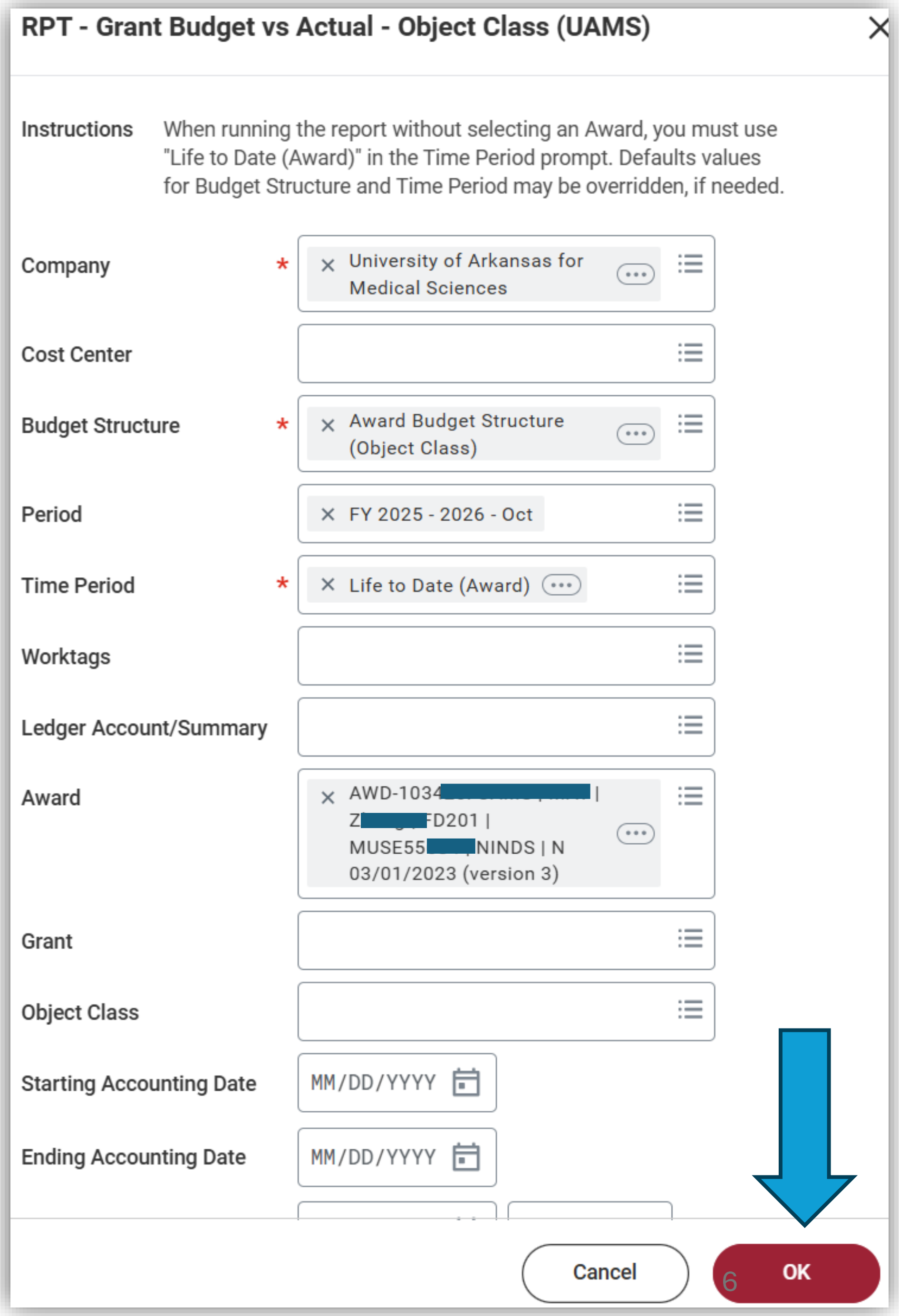


Use the "Period" field to search for the previous month.





Use the "Award" field to search for the Muse ID—type "Muse" followed by the 5-digit ID number, e.g., Muse54678.



RPT - Grant Budget vs Actual - Object Class (UAMS)

Details

Only Restricted Funds are filtered into the report:
(FD201 - FD212, FD220 - FD225, FD320, FD501, FD508 - FD509, FD520)

11 items

Object Class	Budget Restricted	Actuals Restricted	Commitment Restricted	Obligation Restricted	Available Balance (Restricted)
UAMS Object Class Set: 000_Default	0	3.71	0.00	1.27	(4.98)
UAMS Object Class Set: 001_Personnel	329,464.00	236,610.42	0	0	92,853.58
UAMS Object Class Set: 002_Fringe Benefits	98,840.00	68,172.49	0	0	30,667.51
UAMS Object Class Set: 003_Travel	11,839.00	0	0	0	11,839.00
UAMS Object Class Set: 005_ Materials and Supplies	75,863.00	40,308.44	0.00	724.27	34,830.29
UAMS Object Class Set: 006_Other Direct Costs	63,930.00	73,855.21	0.00	1,637.66	(11,562.87)
UAMS Object Class Set: 010_Subawards	182,478.00	126,420.20	0.00	51,614.21	4,443.59
UAMS Object Class Set: 013_Facilities and Administrative Costs	320,615.00	235,297.20	0	0	85,317.80
Direct Costs	762,414.00	545,370.47	0.00	53,977.41	163,066.12
Indirect Costs	320,615.00	235,297.20	0.00	0.00	85,317.80
Total	1,083,029.00	780,667.67	0.00	53,977.41	248,383.92

The Budget vs. Actual report is the primary source of financial data in Grant Wizard. It shows the award's current financial position and serves as the benchmark for all budget, spending, effort, and projection analyses.

Click the "Export to Excel" icon to download the report and import it into Grant Wizard using file upload or copy and paste. Keep this report open, as the next step requires a drill-down to download the Details View report.

Step 3 of 5: Budget vs Actuals

Workday report: RPT – Grant Budget vs Actual – Object Class (UAMS). Supplies budget, actuals, commitments, obligations, and available balance.

✓ This step is complete.

Budget vs Actuals

RPT – Grant Budget vs Actual – Object Class (UAMS)

Paste | Upload | Remove

8 rows from RPT_-_Grant_Budget_vs_Actual_-_Object_Class_(UAMS) (1).xlsx · 8/3/2026, 3:42:10 PM

The Guided Setup provides built-in validation and auditability by confirming successful uploads and recording when each report was loaded into the Grant Wizard.

Guided setup

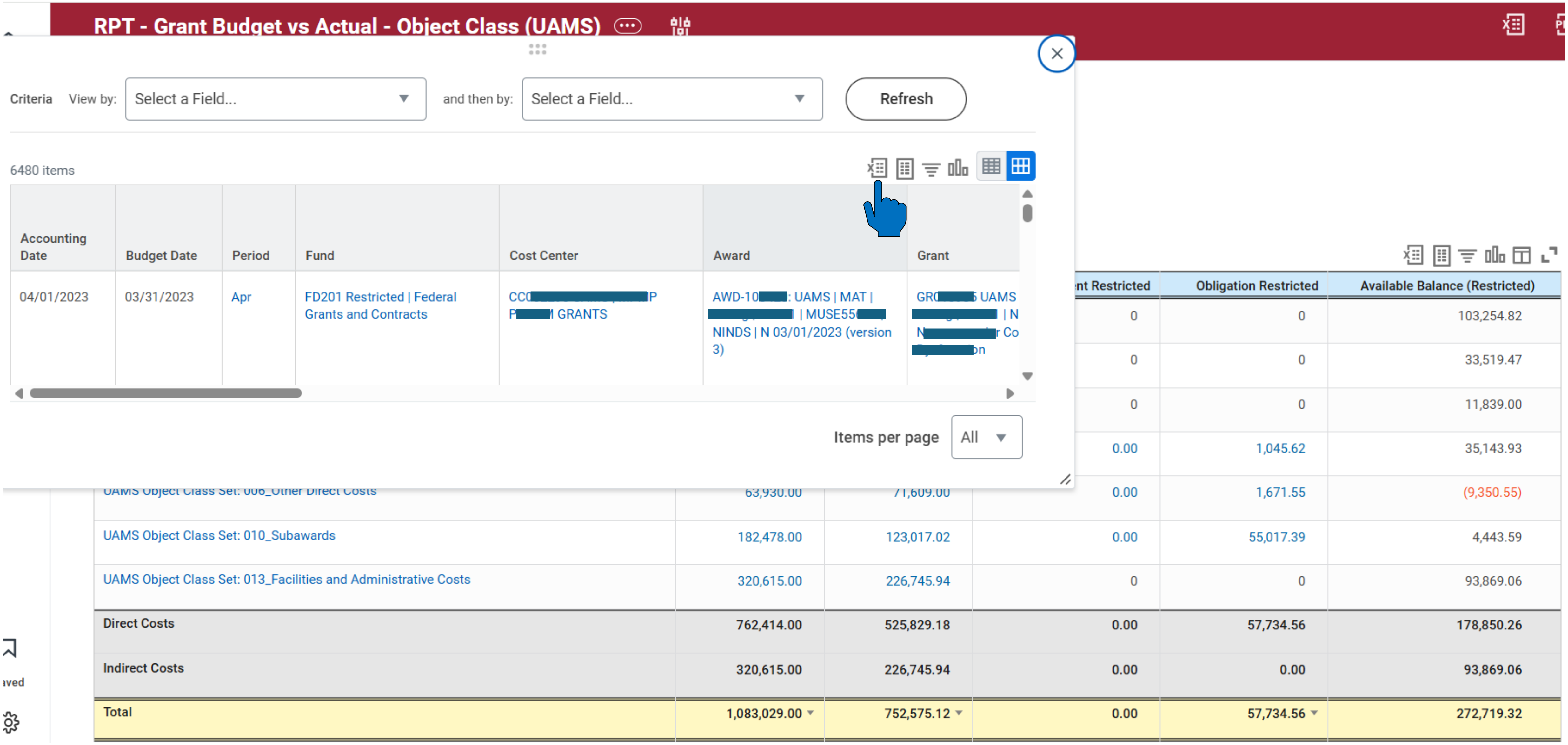
Object Class	Budget Restricted	Actuals Restricted	Commitment Restricted	Obligation Restricted	Available Balance (Restricted)
UAMS Object Class Set: 001_Personnel	329,464.00	226,209.18	0	0	103,254.82
UAMS Object Class Set: 002_Fringe Benefits	98,840.00	65,320.53	0	0	33,519.47
UAMS Object Class Set: 003_Travel	11,839.00	0	0	0	11,839.00
UAMS Object Class Set: 005_ Materials and Supplies	75,863.00	39,673.45	0.00	1,045.62	35,143.93
UAMS Object Class Set: 006_Other Direct Costs	63,930.00	71,609.00	0.00	1,671.55	(9,350.55)
UAMS Object Class Set: 010_Subawards	182,478.00	123,017.02	0.00	55,017.39	4,443.59
UAMS Object Class Set: 013_Facilities and Administrative Costs	320,615.00	226,745.94	0	0	93,869.06
Direct Costs	762,414.00	525,829.18	0.00	57,734.56	178,850.26
Indirect Costs	320,615.00	226,745.94	0.00	0.00	93,869.06
Total	1,083,029.00	752,575.12	0.00	57,734.56	272,719.32

View By

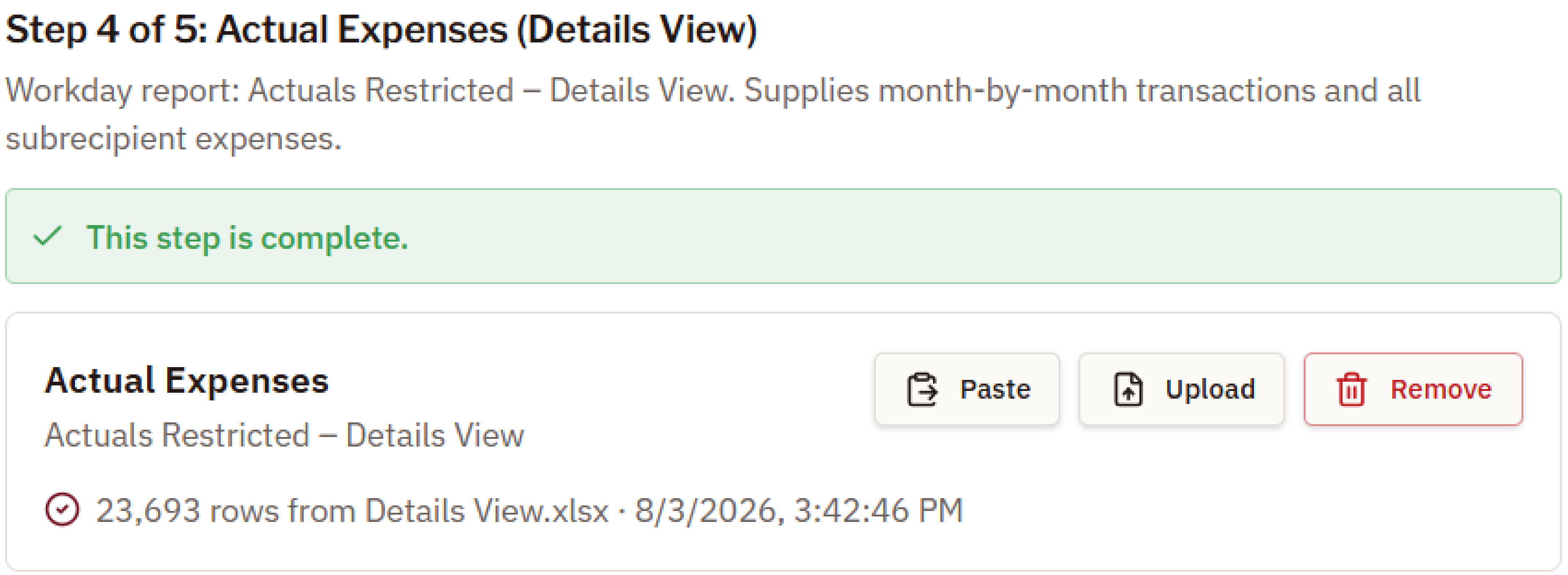
AASIS Code
Academic Level as Worktag
Academic Period as Worktag
Academic Term
Academic Unit as Worktag
Ad Hoc Payee
Agency
Allocation Pool as Worktag
Allowable Spend for Grant
Alternate Ledger Account

View Details
Export to Excel (All Columns)
Export to PDF

Next, use the Workday "RPT – Grant Budget vs Actuals (Object Class)" and click the down arrow in the Actuals Restricted column. Click View Details to see a report of itemized expenses.

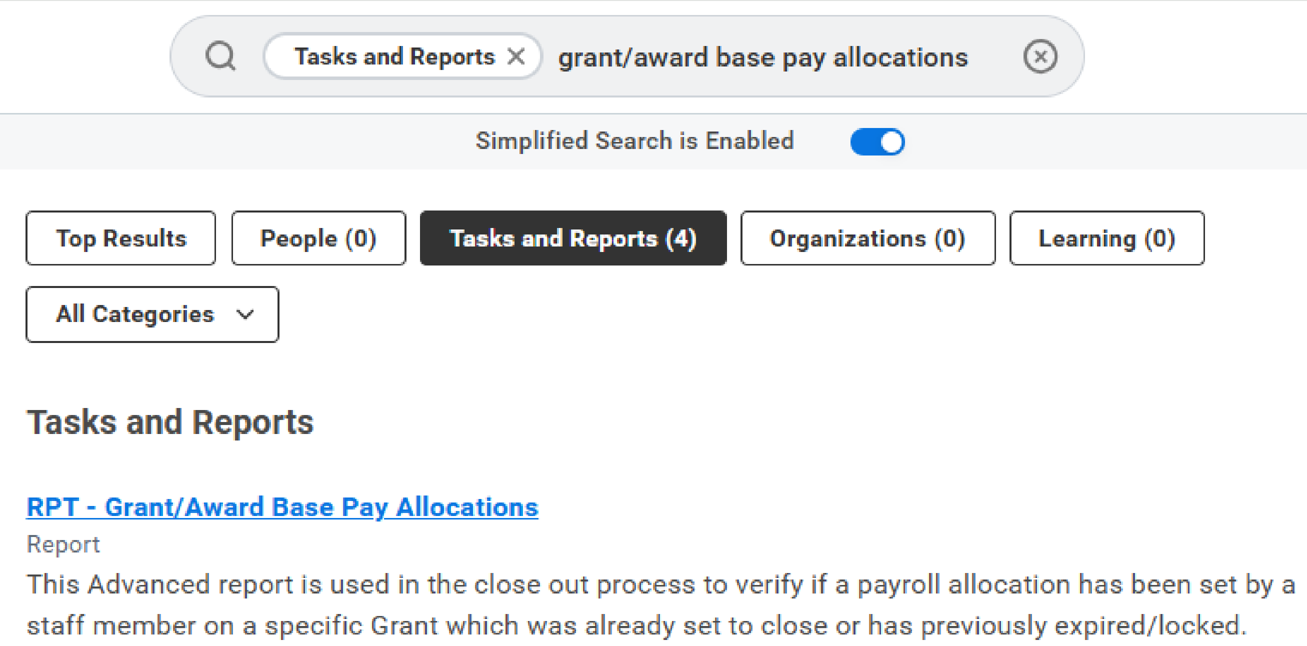


Click the "Export to Excel" icon to download the report. Users can drag and drop the file or copy and paste the data into the Grant Wizard.



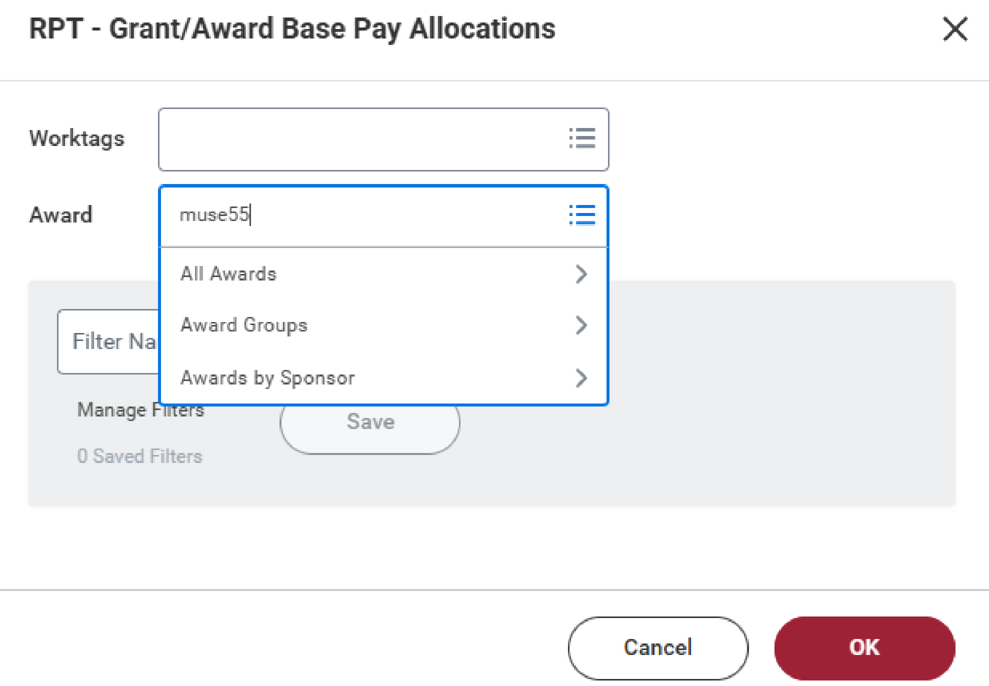
The Actuals Restricted Details report supplies the transaction-level expense data that powers the grant's financial analysis and reporting. Users upload the report from Workday, giving the Grant Wizard the detailed expense transactions needed to analyze spending trends, calculate burn rates, and track subrecipient activity.

The app shows users whether the upload was successful, how many rows were imported, and the upload timestamp.



Finally, search Workday Tasks and Reports for "RPT – Grant/Award Base Pay Allocations."

Use the "Award" field to search for the Muse ID—type "Muse" followed by the 5-digit ID number, e.g., Muse55678.



RPT - Grant/Award Base Pay Allocations

Award G2-551[redacted] | FD[redacted] | NIMHD | 09/24/2021 (version 3)

804 items

<table>
<tr><th colspan="10">Allocation Detail</th></tr>
<tr><th>Costing Allocation Start Date</th><th>Costing Allocation End Date</th><th>Position</th><th>Worker</th><th>Employee ID</th><th>Grant</th><th>Fund</th><th>Costing Company</th><th>Costing Worktag</th><th>Distribution Percent</th></tr>
<tr><td>05/22/2023</td><td>08/31/2023</td><td></td><td>Aaliya[redacted]</td><td>4[redacted]4</td><td>GR[redacted]re |
FD2[redacted] | NIMHD |
CRH[redacted]ent
Core 21-26</td><td>FD201 Restricted | Federal Grants and Contracts</td><td>University of Arkansas for Medical Sciences</td><td>Cost Cente[redacted]S | PH
H[redacted]NTS
Fund: FD201 Restricted | Federal Grants and Contracts
Grant: G[redacted]CPH |
M[redacted] |
NIMHD [redacted]nity
Engag[redacted]6
NACUBO Function: FN0240 Research - Other</td><td>100.00%</td></tr>
<tr><td>09/01/2023</td><td>06/30/2024</td><td></td><td>Aaliya[redacted]</td><td>40[redacted]</td><td>GR01[redacted] |
FD201 | [redacted]HD |
CRH[redacted]nt
Core 21-26</td><td>FD201 Restricted | Federal Grants and Contracts</td><td>University of Arkansas for Medical Sciences</td><td>Cost Cente[redacted]S | PH
H[redacted]NTS
Fund: FD201 Restricted | Federal Grants and Contracts
Grant[redacted]S | CPH |
M[redacted] |
NIMHD | CRHSJ | Community
En[redacted]1-26
NACUBO Function: FN0240 Research - Other</td><td>50.00%</td></tr>
<tr><td>09/01/2023</td><td>06/30/2024</td><td></td><td>Aaliy[redacted]</td><td>40[redacted]</td><td>GR01[redacted] |
FD201 | MUS[redacted]
C[redacted] 21-26</td><td>FD201 Restricted | Federal Grants and Contracts</td><td>University of Arkansas for Medical Sciences</td><td>Cost Center: C[redacted]PH
H[redacted]NTS
Fund: FD201 Restricted | Federal Grants and Contracts</td><td>50.00%</td></tr>
</table>

Items per page All

1-804 of 804 items

Personnel effort data can be exported from Workday and imported into the Grant Wizard via file upload or copy-and-paste, providing the information needed for effort allocation tracking and reporting.

Step 5 of 5: Effort Allocations

Workday report: RPT – Grant/Award Base Pay Allocations. Supplies salary, fringe, personnel projections, and effort variance.

✓ This step is complete.

Effort Allocations

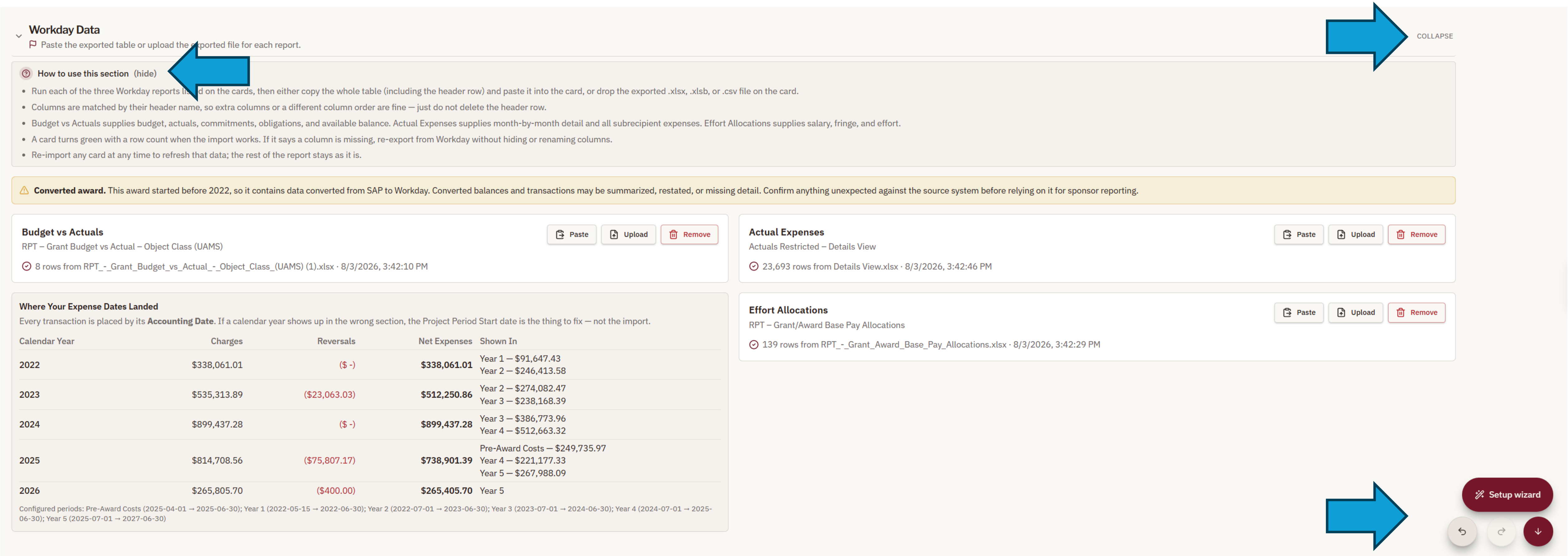
RPT – Grant/Award Base Pay Allocations

Paste | Upload | Remove

139 rows from RPT_-_Grant_Award_Base_Pay_Allocations.xlsx · 8/3/2026, 3:42:29 PM

With all setup information and Workday reports loaded, the Grant Wizard has everything needed to generate the initial grant financial report, including budget, expense, effort, and projection analyses.

Done — show my report



The Grant Wizard includes features that let users expand and collapse each section. The setup wizard lets users edit the reporting details (dates and rates) section at any time, supports undo and redo, and auto-scrolls from top to bottom. Users have instructions and help text throughout the app.

Balance at a Glance

Current and projected balance as a percentage of the total budget.

COLLAPSE

How to use this section (hide)

- Percentages are based on the total budget (direct plus indirect costs).
- Current Available Balance is the budget less actuals, commitments, and obligations.
- Projected Available Balance subtracts projected expenses through the end of the budget period.
- Green means healthy, yellow means less than 5% remaining, red means overspent.

ACTIVE AWARD PERIOD 2021-09-17 to 2027-06-30 320 days remain on the award.

SPENT TO DATE VS BUDGET	PROJECTED SPEND VS BUDGET	CURRENT AVAILABLE BALANCE	PROJECTED AVAILABLE BALANCE
91.01%	95.96%	8.99%	4.04%
$2,892,111.42 of $3,177,694.16	$3,049,422.20 of $3,177,694.16	$285,582.74	$128,271.96
Actuals, commitments, and obligations against total budget	Spending to date plus projected expenses through period end	Budget less actuals, commitments, obligations	After projected expenses through period end

Expand the "Balance at a Glance" section to compare actual expenses, commitments, and obligations against the sponsor-approved budget. The "Status at a Glance" highlights areas on target and those needing review.

Status at a Glance

Green means good to go, yellow is a warning to review, red means action is required.

COLLAPSE

How to use this section (hide)

- Each lamp checks one part of the report: available balance, projected balance, indirect costs, re-budgeting, and effort.
- Green means nothing needs attention. Yellow means review the numbers before sending anything to the sponsor. Red means something is over budget or out of balance and must be fixed.
- The big light on the left always shows the worst signal, so if any single item is red, the overall light turns red.
- Lights update instantly as you upload data, change dates, or enter re-budget amounts.

Stop — action required

The overall light is red because of: Indirect Costs (F&A). Uploading files alone will not turn every check green — some need entries like Sponsor-Approved Effort or budget period line items.

- **CURRENT AVAILABLE BALANCE** · Good — $285,582.74 remaining
- **PROJECTED BALANCE AT PERIOD END** · Good — On pace — $128,271.96 projected
- **INDIRECT COSTS (F&A)** · Action required — Direct/indirect off by $81,594.97 — rebudget needed
- **RE-BUDGET** · Good — No re-budget entries
- **EFFORT VARIANCE VS. SPONSOR-APPROVED** · Needs review — Enter Sponsor-Approved Effort to check variance

What the Different Dollar Amounts Mean

Two separate checks run on this report. Only one of them asks you to move money.

COLLAPSE

How to use this section (hide)

- Check 1 is about data: whether the transactions you imported add up to the Summary actuals.
- Check 2 is about the award: whether the awarded budget splits correctly between direct and indirect costs at your F&A rate. This is the number to act on in the Summary Re-Budget column.
- The amounts are different because the questions are different — they are not supposed to match.

Why you may see several different dollar amounts

The app runs two separate checks and each answers a different question, so the amounts are not supposed to match. Only check 2 asks you to actually move money on the Summary.

1. DATA COMPLETENESS

Do the imported transactions add up to the Summary actuals?

$249,735.97

Your budget periods hold $249,735.97 more than the Summary actuals. This is an import/date problem, not a budgeting problem — no money needs to move. Re-import both reports for the same run date and widen your period dates until every month with activity is covered.

SHOWN IN: MONTHLY EXPENSES BY BUDGET PERIOD

2. WHOLE-AWARD F&A SPLIT

Does the awarded budget split correctly between direct and indirect at your F&A rate?

$81,594.97

Move $81,594.97 out of direct cost categories and into Facilities and Administrative Costs, using the Re-Budget column on the Summary. This is the number to act on.

SHOWN IN: INDIRECT COST CHECK AND BUDGET REDISTRIBUTION TOOL (SAME NUMBER, TWO VIEWS)

The first check compares the imported data with the award dates, the current budget period, and the financial reporting month to ensure that all fields are complete. The second check examines the F&A rate against the direct and indirect cost splits to determine whether a re-budget is required.

1. DATA COMPLETENESS

Do the imported transactions add up to the Summary actuals?

$ -

Your Details View transactions tie to the Summary. Nothing to fix.

SHOWN IN: MONTHLY EXPENSES BY BUDGET PERIOD

2. WHOLE-AWARD F&A SPLIT

Does the awarded budget split correctly between direct and indirect at your F&A rate?

$ -

The direct/indirect split matches your F&A rate. Nothing to move.

SHOWN IN: INDIRECT COST CHECK AND BUDGET REDISTRIBUTION TOOL (SAME NUMBER, TWO VIEWS)

Summary

Muse55555 · reporting 2026-07-01 to 2026-07-31

COLLAPSE

How to use this section (hide)

- This is the main grid: one row per Workday Object Class, with budget, spending to date, commitments, obligations, this month's expenses, and what is left.
- Available Balance is budget minus actuals, commitments, and obligations — what you can actually still spend.
- Projected Expenses assume personnel keep spending at the current monthly rate for the months remaining; other categories are projected at zero unless you re-budget.
- Projected Balance is what you expect to have left at the end of the budget period. A negative number in red means you are on track to overspend.
- Use the Re-Budget (+/-) box on any row to test moving money; the Re-Budgeted Balance column updates immediately.

Legend — what the colors and flame mean

click to collapse

COLUMN SHADING

Actual (Workday) — posted ledger figures *Projected at current burn rate* — what spending & balance would be if the current monthly pace continues Re-budget (what-if) — your manual (+/-) adjustments

BALANCE TEXT COLOR

green = balance holds (money left or exactly on budget) **red** = overspend (projected or actual balance is negative)

BURN RATE FLAME — SPENDING PACE VS. TIME ELAPSED, SHOWN AS A MULTIPLE OF AN EVEN MONTHLY SPEND (1.00× = EXACTLY ON PACE, CAPPED AT 3×+)

Burning hot — above 1.10×, likely to run out early On track — 0.90×–1.10×, spending as expected Behind pace — 0.50×–0.90×, money may go unspent **Well under pace** — below 0.50×, too early or minimal activity to judge

Formulas in the Re-Budget column. Type math just like Excel: =2+2, 50-25, =(1200*3)/2. You can also reference another row's re-budget amount by its object class code — =OC001+OC003 uses Personnel plus Travel. Use =R2 to copy the second row's re-budget amount, or =R2*-1 to copy it and flip the sign. Press Enter or Tab to calculate and move down; press Esc to undo what you typed. If a formula can't be read, the cell turns red and explains what to fix.

What are Projections? Projected Expenses = the current monthly burn rate carried through the months remaining *plus* anything you entered under **Planned Costs (manual)** — a subaward invoice you know is coming, a purchase not yet requisitioned, planned travel. Those manual amounts are not in Workday yet as actuals, commitments, or obligations, so add them in the Planned Costs section to see their effect on the Projected Balance.

Show all Object Classes

OBJECT CLASS	BUDGET VS ACTUALS						PACE	PROJECTIONS			RE-BUDGET	
	BUDGET RESTRICTED	ACTUALS RESTRICTED	COMMITMENT RESTRICTED	OBLIGATION RESTRICTED	AVAILABLE BALANCE (RESTRICTED)	MONTHLY EXPENSES	*BURN RATE (× PACE)*	*PLANNED COSTS (MANUAL)*	*PROJECTED EXPENSES*	*PROJECTED BALANCE*	*RE-BUDGET (+/-)*	*RE-BUDGETED BALANCE*
UAMS OBJECT CLASS SET: 001_PERSONNEL	$989,716.33	$1,048,945.48	$ -	$ -	($59,229.15)	$7,886.42	1.96×	$ -	$78,714.13	($137,943.28)	0	($137,943.28)
UAMS OBJECT CLASS SET: 002_FRINGE BENEFITS	$240,867.31	$218,357.22	$ -	$ -	$22,510.09	$1,409.08	1.67×	$ -	$14,872.22	$7,637.87	0	$7,637.87
UAMS OBJECT CLASS SET: 003_TRAVEL	$42,215.00	$25,044.18	$3,112.84	$ -	$14,057.98	$ -	1.23×	$ -	$ -	$14,057.98	0	$14,057.98
UAMS OBJECT CLASS SET: 005_MATERIALS AND SUPPLIES	$176,077.83	$92,916.08	$600.00	$3,500.00	$79,061.75	$ -	1.02×	$ -	$ -	$79,061.75	0	$79,061.75
UAMS OBJECT CLASS SET: 006_OTHER DIRECT COSTS	$34,607.19	$40,390.52	$ -	$15,700.00	($21,483.33)	$220.83	2.99×	$ -	$2,429.13	($23,912.46)	0	($23,912.46)
UAMS OBJECT CLASS SET: 010_SUBAWARDS	$872,425.00	$537,043.55	$ -	$115,142.34	$220,239.11	$410.37	1.38×	$ -	$4,514.07	$215,725.04	0	$215,725.04
UAMS OBJECT CLASS SET: 013_FACILITIES AND ADMINISTRATIVE COSTS	$821,785.50	$791,359.21	$ -	$ -	$30,426.29	$5,161.93	1.78×	$ -	$56,781.23	($26,354.94)	0	($26,354.94)
DIRECT COSTS	$2,355,908.66	$1,962,697.03	$3,712.84	$134,342.34	$255,156.45	$9,926.70	1.65×	$ -	$100,529.55	$154,626.90	$ -	$154,626.90
INDIRECT COSTS	$821,785.50	$791,359.21	$ -	$ -	$30,426.29	$5,161.93	1.78×	$ -	$56,781.23	($26,354.94)	$ -	($26,354.94)
TOTAL COSTS	$3,177,694.16	$2,754,056.24	$3,712.84	$134,342.34	$285,582.74	$15,088.63	1.68×	$ -	$157,310.78	$128,271.96	$ -	$128,271.96

›

Planned Costs (manual Projections)

Expected costs Workday does not know about yet — subaward invoices, purchases, planned travel.

EXPAND

RE-BUDGET TOTALS

NET CHANGE	$ -
TOTAL MOVED	$ -
% OF TOTAL BUDGET	0.00%
F&A ADJUSTMENT REMAINING	$81,594.97

Clear re-budget entries

One adjustment remains

Enter these two sides in the Summary Re-Budget column:

Reduce direct cost categories by	**$81,594.97**
Increase Facilities and Administrative Costs by	**$81,594.97**

The negative and positive entries offset each other, so Net change must remain $0.00. “F&A adjustment remaining” updates as you enter them.

Transfers may require sponsor approval under 2 CFR 200.308.

NEW (RE-BUDGETED) BUDGET

Enter amounts in the Re-Budget column above and the new budget will appear here.

Object Class	Awarded Budget	Re-Budget (+/-)	New Budget
UAMS OBJECT CLASS SET: 001_PERSONNEL	$989,716.33	–	$989,716.33
UAMS OBJECT CLASS SET: 002_FRINGE BENEFITS	$240,867.31	–	$240,867.31
UAMS OBJECT CLASS SET: 003_TRAVEL	$42,215.00	–	$42,215.00
UAMS OBJECT CLASS SET: 005_MATERIALS AND SUPPLIES	$176,077.83	–	$176,077.83
UAMS OBJECT CLASS SET: 006_OTHER DIRECT COSTS	$34,607.19	–	$34,607.19
UAMS OBJECT CLASS SET: 010_SUBAWARDS	$872,425.00	–	$872,425.00
UAMS OBJECT CLASS SET: 013_FACILITIES AND ADMINISTRATIVE COSTS	$821,785.50	–	$821,785.50
Total Direct Costs	**$2,355,908.66**	**$ -**	**$2,355,908.66**
Total Indirect Costs (F&A)	**$821,785.50**	**$ -**	**$821,785.50**
Total Costs	**$3,177,694.16**	**$ -**	**$3,177,694.16**

BALANCES

These percentages match the balance figures in the Summary above.

CURRENT BALANCE %	8.99%	PROJECTED BALANCE %	4.04%

The planning and re-budgeting tool helps users evaluate proposed budget changes and anticipated expenses before they occur, providing a real-time view of projected balances and grant financial health. Users can re-budget funds between object classes and enter planned future expenses to project spending, assess F&A impacts, and forecast the award's remaining balance.

Planned Costs (manual Projections)

Expected costs Workday does not know about yet — subaward invoices, purchases, planned travel.

COLLAPSE

How to use this section (hide)

- Workday only reports posted actuals, commitments, and obligations. Anything you know is coming but has not been entered yet is invisible to the burn-rate projection.
- Add each expected cost here with the Object Class it will hit. One-time amounts count once; check Monthly to repeat the amount for every remaining month of the budget period.
- These amounts flow into the Summary's Planned Costs (manual) column and are added to Projected Expenses and Projected Balance.
- Uncheck Include to model a scenario without deleting the entry.

Add costs you expect but Workday has not recorded yet — subaward invoices not yet received, purchases not yet requisitioned, planned travel, or year-end salary adjustments. Mark an entry **Monthly** to repeat it for each of the **11** months remaining in the current budget period. Uncheck **Include** to keep an entry on the list without counting it in the projection.

INCLUDE	DESCRIPTION	OBJECT CLASS	EXPECTED DATE	AMOUNT	MONTHLY	PROJECTED TOTAL	REMOVE
No planned costs yet. Add an expected subaward invoice or purchase to see it in the Summary projections.							
TOTAL PLANNED COSTS ADDED TO PROJECTIONS						$ -	

Add planned cost

INCLUDE	DESCRIPTION	OBJECT CLASS	EXPECTED DATE	AMOUNT	MONTHLY	PROJECTED TOTAL	REMOVE
☑	UALR sub - year 5	010 — Subawards	08/31/2026	5,000.00	☐	$5,000.00	
TOTAL PLANNED COSTS ADDED TO PROJECTIONS						$5,000.00	

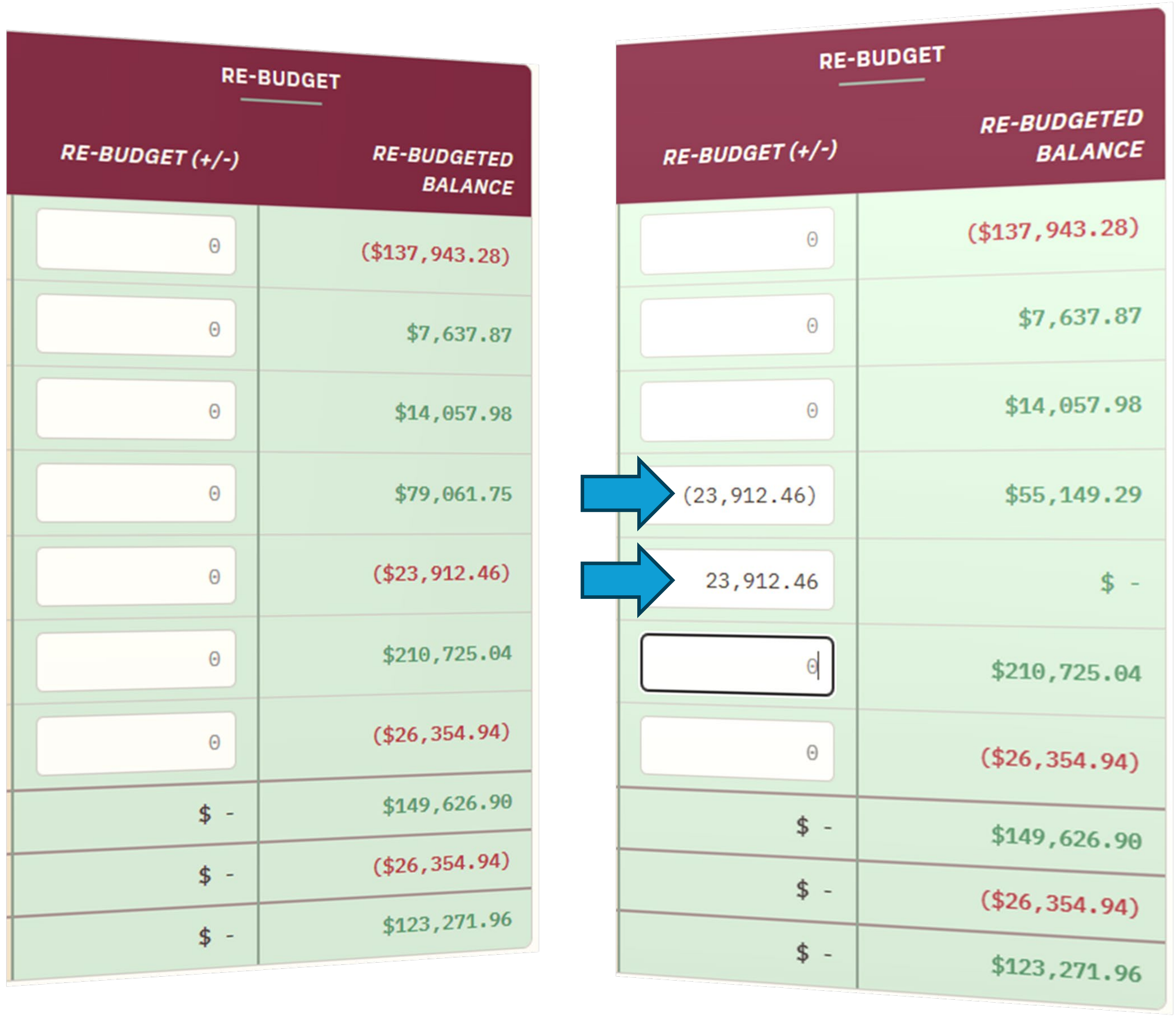
Add planned cost | Clear all

Users can enter projected expenses before they post in Workday, assign them to an object class, and specify when they will occur. Grant Wizard incorporates these planned costs into Summary projections, automatically calculating associated indirect costs and updating projected expenses, burn rates, and remaining balances to reflect the award's anticipated financial position.

OBJECT CLASS	BUDGET VS ACTUALS						PACE	*PROJECTIONS*			RE-BUDGET	
	BUDGET RESTRICTED	ACTUALS RESTRICTED	COMMITMENT RESTRICTED	OBLIGATION RESTRICTED	AVAILABLE BALANCE (RESTRICTED)	MONTHLY EXPENSES	*BURN RATE (× PACE)*	*PLANNED COSTS (MANUAL)*	*PROJECTED EXPENSES*	*PROJECTED BALANCE*	*RE-BUDGET (+/-)*	*RE-BUDGETED BALANCE*
UAMS OBJECT CLASS SET: 010_SUBAWARDS	$872,425.00	$537,043.55	$ -	$115,142.34	$220,239.11	$410.37	1.38×	$5,000.00	$9,514.07	$210,725.04	0	$210,725.04
UAMS OBJECT CLASS SET: 013_FACILITIES AND ADMINISTRATIVE COSTS	$821,785.50	$791,359.21	$ -	$ -	$30,426.29	$5,161.93	1.78×	$ -	$56,781.23	($26,354.94)	0	($26,354.94)
DIRECT COSTS	$2,355,908.66	$1,962,697.03	$3,712.84	$134,342.34	$255,156.45	$9,926.70		$5,000.00	$105,529.55	$149,626.90	$ -	$149,626.90
INDIRECT COSTS	$821,785.50	$791,359.21	$ -	$ -	$30,426.29	$5,161.93	1.78×	$ -	$56,781.23	($26,354.94)	$ -	($26,354.94)
TOTAL COSTS	$3,177,694.16	$2,754,056.24	$3,712.84	$134,342.34	$285,582.74	$15,088.63	1.68×	$5,000.00	$162,310.78	$123,271.96	$ -	$123,271.96

Rebudgeting is more complex than simply moving dollars between budget categories. Because object classes can be treated differently for indirect cost purposes, reallocations may change both direct and indirect costs.

The Grant Wizard automatically recalculates these impacts, allowing users to model rebudgeting scenarios and understand how proposed changes affect the award's projected financial position.



RE-BUDGET TOTALS

NET CHANGE	$ -
TOTAL MOVED	$ -
% OF TOTAL BUDGET	0.00%
F&A ADJUSTMENT REMAINING	$81,594.97

Clear re-budget entries

One adjustment remains

Enter these two sides in the Summary Re-Budget column:

Reduce direct cost categories by	**$81,594.97**
Increase Facilities and Administrative Costs by	**$81,594.97**

The negative and positive entries offset each other, so Net change must remain $0.00. “F&A adjustment remaining” updates as you enter them.

Transfers may require sponsor approval under 2 CFR 200.308.

NEW (RE-BUDGETED) BUDGET

Enter amounts in the Re-Budget column above and the new budget will appear here.

Object Class	Awarded Budget	Re-Budget (+/-)	New Budget
UAMS OBJECT CLASS SET: 001_PERSONNEL	$989,716.33	–	$989,716.33
UAMS OBJECT CLASS SET: 002_FRINGE BENEFITS	$240,867.31	–	$240,867.31
UAMS OBJECT CLASS SET: 003_TRAVEL	$42,215.00	–	$42,215.00
UAMS OBJECT CLASS SET: 005_MATERIALS AND SUPPLIES	$176,077.83	–	$176,077.83
UAMS OBJECT CLASS SET: 006_OTHER DIRECT COSTS	$34,607.19	–	$34,607.19
UAMS OBJECT CLASS SET: 010_SUBAWARDS	$872,425.00	–	$872,425.00
UAMS OBJECT CLASS SET: 013_FACILITIES AND ADMINISTRATIVE COSTS	$821,785.50	–	$821,785.50
Total Direct Costs	**$2,355,908.66**	**$ -**	**$2,355,908.66**
Total Indirect Costs (F&A)	**$821,785.50**	**$ -**	**$821,785.50**
Total Costs	**$3,177,694.16**	**$ -**	**$3,177,694.16**

BALANCES

These percentages match the balance figures in the Summary above.

CURRENT BALANCE %	8.99%	PROJECTED BALANCE %	3.88%

The Re-Budget Totals section summarizes the overall adjustment, including the total amount reallocated and any remaining F&A adjustment required to keep the budget balanced. Because moving funds between object classes can affect indirect cost calculations, the Grant Wizard identifies any remaining direct and indirect cost adjustments needed before finalizing the re-budget.

Budget Redistribution

Plan the move: line up your Summary re-budget amounts by category before checking the F&A impact below.

COLLAPSE

How to use this section (hide)

- Current Budget is pulled straight from the Summary, including any Re-Budget amount you entered there.
- Enter what each category should end up at, and the tool shows the increase or decrease needed.
- Keep the net change at $0.00 so the total award stays the same.
- Once the plan balances, review Indirect Costs and Exemptions below to confirm the F&A math still works.

BUDGET REDISTRIBUTION TOOL

This tool checks the current Summary budget, including anything entered in the Re-Budget column. The exemption amounts remain fixed while you experiment. The Subawards Exempt Amount is the full Details View 010 posted actuals minus $25,000.00 for each listed subrecipient. No separate Subaward report is used. It uses the same Total Exemptions shown above, at the 52.00% F&A rate.

1. Review the exempt amount for each category below.
2. Check the recommended amount to move between direct and indirect costs.
3. Make any approved change in the Summary Re-Budget column and obtain sponsor approval where required.

BUDGET CATEGORIES	CURRENT BUDGET	EXEMPT AMOUNT
DEFAULT	$ -	–
PERSONNEL	$989,716.33	–
FRINGE BENEFITS	$240,867.31	–
TRAVEL	$42,215.00	–
RENT	$ -	$ -
MATERIALS AND SUPPLIES	$176,077.83	–
OTHER DIRECT COSTS	$34,607.19	–
SUBAWARDS	$872,425.00	$537,043.55
EQUIPMENT AND OTHER CAPITAL	$ -	$ -
STUDENT SUPPORT	$ -	$ -
PARTICIPANT SUPPORT (NON-RESEARCH SUBJECT)	$ -	$ -
PATIENT CARE	$ -	$ -
GENOME WIDE ASSOCIATION TESTING	$ -	–
EXCESS FUNDS FOR FIXED COST AWARDS	$ -	–
HEERF LOST REVENUES & PRIOR YEAR EXPENSES	$ -	–
TOTAL EXEMPTIONS	–	**$537,043.55**
DIRECT COSTS	**$2,355,908.66**	***$2,274,313.69***
INDIRECT COSTS	**$821,785.50**	***$903,380.47***
TOTAL	**$3,177,694.16**	**$3,177,694.16**

Subawards Exempt Amount calculation: Details View 010 posted actuals $537,043.55 – $ - retained in MTDC (first $25,000.00 per subrecipient) = $537,043.55 exempt.

RECALCULATING TOOL FOR EXEMPTIONS	
TOTAL BUDGET:	$3,177,694.16
EXEMPTIONS:	$537,043.55
TOTAL MINUS EXEMPTIONS:	$2,640,650.61
DIVIDE BY F&A RATE:	1.520
EQUALS MTDC:	**$1,737,270.14**
ADD EXEMPTIONS:	$537,043.55
TOTAL DIRECT COST:	**$2,274,313.69**

NEW TOTAL DIRECT COST:	**$2,274,313.69**
NEW INDIRECT COST:	**$903,380.47**
NEW TOTAL:	**$3,177,694.16**
$ AMOUNT TO MOVE FROM DIRECT TO INDIRECT COST:	**$81,594.97**

⚠ **Adjustment remaining: $81,594.97. Use the paired negative and positive entries shown in the Re-Budget section above; do not enter this amount twice in the same direction.**

Because exempt categories such as subawards, equipment, and rent are treated differently for F&A purposes, rebudgeting can change both direct and indirect costs. This tool calculates those impacts automatically and provides the exact transfer amounts needed to keep the budget accurate and compliant.

Indirect Costs and Exemptions

Review imported exempt expenses and the resulting direct and indirect cost calculation.

COLLAPSE

How to use this section (hide)

- Complete and balance the Re-Budget column in the Summary before reviewing this section.
- Current Budget copies the Summary budget plus any Re-Budget amount you entered.
- Ending Total for Exempt Category copies actual expenses from the Summary; it is not another budget field.
- The tool recalculates MTDC and shows the direct-to-indirect adjustment suggested by the imported exempt expenses.
- Warnings are guidance, not a decision — confirm with your grants administrator before submitting a re-budget request.
- Nothing in this section changes Workday or your Summary entries.

EXEMPTIONS

The Subawards Budget column is the awarded 010_Subawards budget from Summary. Actual expenses and distinct subrecipient names come only from Actuals Restricted – Details View. For each identified subrecipient, $25,000 remains in MTDC and the remainder is exempt. No separate Subaward report data is accepted or used. Re-Budget entries do not change these figures.

F&A rate applied: 52.00%.

MTDC exclusions follow 2 CFR 200 — read more

EXEMPT CATEGORY	BUDGET	ACTUAL EXPENSES
RENT	$ -	$ -
EQUIPMENT AND OTHER CAPITAL	$ -	$ -
STUDENT SUPPORT	$ -	$ -
PARTICIPANT SUPPORT (NON-RESEARCH SUBJECT)	$ -	$ -
PATIENT CARE	$ -	$ -
SUBAWARDS — DETAILS VIEW (0 SUBRECIPIENTS)	$872,425.00 Details View 010 posted actuals: $537,043.55 · – $ - retained in MTDC (first $25,000 per subrecipient) · = Ending Total for Exempt Category: $537,043.55	$537,043.55
TOTAL EXEMPTIONS:	**$537,043.55**	**$537,043.55**
MTDC (BASE FOR F&A):		$1,737,270.14
CORRECT DIRECT COSTS:		$2,274,313.69
CORRECT INDIRECT COSTS:		$903,380.47
TOTAL (MUST MATCH BUDGET):		**$3,177,694.16**

Cost redistribution needed

Current F&A budget	$821,785.50
F&A budget needed	$903,380.47
Adjustment remaining	**$81,594.97**

In the Summary Re-Budget column, enter ($81,594.97) across direct categories and $81,594.97 on Facilities and Administrative Costs. The entries offset, leaving a $0.00 net change.

If a rebudgeting action would affect F&A, the Grant Wizard calculates the required adjustment and shows exactly how much funding must be moved between direct costs and Facilities & Administrative costs to keep the award budget balanced and compliant.

EXEMPT / NON-EXEMPT TRANSFER CALCULATOR

Enter the exact amount you need in (or out of) an MTDC-exempt category such as Equipment. At the 52.00% F&A rate, this splits the transfer between the non-exempt category and F&A so the award total does not change. Nothing here changes your Summary — copy the two lines into the Re-Budget column.

DIRECTION: Non-exempt → Exempt | Exempt → Non-exempt

EXEMPT CATEGORY: SUBAWARDS — DETAILS VIEW (5 SUBRECIPIENTS)

AMOUNT TO MOVE INTO THE EXEMPT CATEGORY: 0.00

F&A rate used: 52.00%

AMOUNT TO BE MOVED	FROM CATEGORY	TO CATEGORY
$ -	Non-exempt category (e.g. Supplies or Other Direct Costs)	SUBAWARDS — DETAILS VIEW (5 SUBRECIPIENTS)
$ -	Facilities and Administrative Costs (F&A)	SUBAWARDS — DETAILS VIEW (5 SUBRECIPIENTS)
$ -	**TOTAL ADDED TO THE EXEMPT CATEGORY**	

Because exempt categories carry no F&A, $ - of F&A is released and moved with $ - of direct funds. Transfers may require sponsor prior approval under 2 CFR 200.308.

Personnel and Effort

Enter the Sponsor-Approved Effort; variance is the difference in effort percentage points.

COLLAPSE

How to use this section (hide)

- Each row is a person paid from the award, with their current monthly salary and fringe charges and the effort percentage currently allocated in Workday.
- Type the effort percentage the sponsor approved (from the Notice of Award or progress report) in the Sponsor-Approved Effort box.
- Variance is simply allocated effort minus approved effort, in percentage points. Zero means they match.
- A negative variance in red means the person is committing less effort than the sponsor approved, which may require a costing allocation change or sponsor notification.
- Only the current costing allocation period is used, so old allocations do not inflate the percentages.
- Anyone Workday marks as (Terminated) or (Retired) is grayed out: their past charges still count in actuals, but they are left out of projected personnel and fringe costs and out of the effort stoplight.

Effort change of 25% or more — sponsor notification

NIH generally requires prior approval/notification when the effort of the PI or other senior/key personnel changes by 25% or more from the sponsor-approved level.

- Ashley [redacted] 20.0% approved vs 6.0% actual — **-70.00% change**
- CHRIS [redacted] 8.0% approved vs 10.0% actual — **+25.00% change**

EMPLOYEE	OBJECT CLASS	MONTHLY PERSONNEL COSTS	COST CATEGORIES	MONTHLY FRINGE BENEFIT COSTS	EFFORT ALLOCATED	SPONSOR-APPROVED EFFORT	EFFORT CHANGE VS APPROVED
Ashley [redacted]	UAMS OBJECT CLASS SET: 001_PERSONNEL	$415.91	UAMS OBJECT CLASS SET: 002_FRINGE BENEFITS	$75.70	6.0%	20 %	-70.00% 20.00% → 6.00%
CHRIS [redacted]	UAMS OBJECT CLASS SET: 001_PERSONNEL	$1,333.34	UAMS OBJECT CLASS SET: 002_FRINGE BENEFITS	$271.70	10.0%	8 %	+25.00% 8.00% → 10.00%
David [redacted]	UAMS OBJECT CLASS SET: 001_PERSONNEL	$625.00	UAMS OBJECT CLASS SET: 002_FRINGE BENEFITS	$168.55	5.0%	6 %	-16.67% 6.00% → 5.00%
Donald [redacted]	UAMS OBJECT CLASS SET: 001_PERSONNEL	$275.96	UAMS OBJECT CLASS SET: 002_FRINGE BENEFITS	$55.06	3.0%	3 %	0.00% 3.00% → 3.00%
Gini [redacted] (Retired) RETIRED — NO PROJECTIONS	UAMS OBJECT CLASS SET: 001_PERSONNEL	$ -	UAMS OBJECT CLASS SET: 002_FRINGE BENEFITS	$ -	6.0%	%	Enter approved effort
Jasmine [redacted] (Terminated) TERMINATED — NO PROJECTIONS	UAMS OBJECT CLASS SET: 001_PERSONNEL	$ -	UAMS OBJECT CLASS SET: 002_FRINGE BENEFITS	$ -	100.0%	%	Enter approved effort

The Personnel and Effort section compares sponsor-approved effort to actual Workday effort allocations, highlighting variances and potential compliance concerns. Salary and fringe costs are displayed alongside effort percentages, helping users ensure personnel costs remain aligned with sponsor commitments.

One of the key features of this view is its ability to automatically identify significant effort variances. In this example, personnel whose effort differs by 25% or more from sponsor-approved levels are flagged for review, helping users identify situations that may require administrative action, cost reallocations, or sponsor notification.

Subrecipient Expenses

Posted 010_Subawards expenses from Actuals Restricted – Details View only.

COLLAPSE

How to use this section (hide)

- Every row and dollar amount comes only from 010_Subawards transactions in Actuals Restricted – Details View, grouped by Supplier.
- The first $25,000 for each distinct subrecipient is included in the MTDC base; posted expenses above that amount are exempt.
- The Find Subawards report is not accepted or used anywhere in this app.
- The total posted expense always comes from the complete Details View 010 total, even if a transaction is missing a Supplier name.

MTDC SUBAWARD THRESHOLD

Switch the rule without re-importing anything. Use $25,000 while the DHHS rate agreement is lapsed; switch to $50,000 once the new agreement takes effect. Every exemption, redistribution, and budget-period check follows this setting.

$25,000.00 $50,000.00

SUBRECIPIENT	SUBAWARD COSTS	FIRST $25,000.00 IN MTDC	EXEMPT OVER $25,000.00
Arkansas Children's Research Institute	$378,345.23	$25,000.00	$353,345.23
BIOMEDICAL RESEARCH FOUNDATION	$90,404.00	$25,000.00	$65,404.00
UALR - University of Arkansas at Little Rock	$90,511.29	$25,000.00	$65,511.29
TOTAL	$559,260.52	$75,000.00	$484,260.52

Subaward Costs — Details View

The displayed total is the full **subaward cost** from Actuals Restricted – Details View. The exemption is that total minus $25,000.00 for each distinct Supplier listed above. No separate Subaward report data is accepted or used.

SUBAWARD COSTS (DETAILS VIEW)
$559,260.52

COMMITMENTS + OBLIGATIONS
$307,131.84

Subawards are one of the largest F&A exemptions in sponsored projects. This tool identifies each subrecipient, calculates any exempt amounts using either the $25,000 or $50,000 MTDC threshold, and applies those values throughout the Grant Wizard to ensure consistent indirect cost calculations for reporting, forecasting, and rebudgeting.

Subrecipient Expenses

Posted 010_Subawards expenses from Actuals Restricted – Details View only.

COLLAPSE

How to use this section (show)

MTDC SUBAWARD THRESHOLD

Switch the rule without re-importing anything. Use $25,000 while the DHHS rate agreement is lapsed; switch to $50,000 once the new agreement takes effect. Every exemption, redistribution, and budget-period check follows this setting.

$25,000.00 $50,000.00

SUBRECIPIENT	SUBAWARD COSTS	FIRST $50,000.00 IN MTDC	EXEMPT OVER $50,000.00
Arkansas Children's Research Institute	$378,345.23	$50,000.00	$328,345.23
BIOMEDICAL RESEARCH FOUNDATION	$90,404.00	$50,000.00	$40,404.00
UALR - University of Arkansas at Little Rock	$90,511.29	$50,000.00	$40,511.29
TOTAL	$559,260.52	$150,000.00	$409,260.52

Subaward Costs — Details View

The displayed total is the full **subaward cost** from Actuals Restricted – Details View. The exemption is that total minus $50,000.00 for each distinct Supplier listed above. No separate Subaward report data is accepted or used.

SUBAWARD COSTS (DETAILS VIEW)
$559,260.52

COMMITMENTS + OBLIGATIONS
$307,131.84

Monthly Expenses by Budget Period

Years 1–5 plus a no-cost extension, with monthly cost-category totals, burn-rate variances, and a cumulative rollup that ties to the Summary.

COLLAPSE

How to use this section (hide)

- Enter the project period start date once and the app builds six sections: Years 1 through 5 as consecutive 12-month periods plus a no-cost extension. Edit any start or end date if a period is short or non-standard, or use Reset period dates to go back to automatic.
- Inside each section, every Object Class shows what was spent each month, the annual total for that category, and the month totals across the bottom.
- Burn Rate (× pace) compares this period's expenses against its budget at an even monthly pace — 1.00× is exactly on pace, above 1.10× is spending too fast, below 0.90× is underspending.
- Burn Rate Variance (Balance) is simply the budget minus what has been spent in that period.
- Type each cost category's budget for that period in the Budget column. The cumulative table adds every period's line items together and compares the total with the Summary budget; the stoplight turns green when they match.
- Use Fit table to screen to shrink a year's table so all twelve months fit without scrolling, or Full size (scroll) for larger type.
- The cumulative table adds all periods together and lines them up against the Summary's actuals, commitments, and obligations. The badge turns green when it ties to the Summary; if it is off, the Actual Expenses import is probably missing months.

PROJECT PERIOD START DATE (YEAR 1)

07/01/2022

RESET PERIOD DATES | Full size (scroll) | Hide Blank Object Classes | Clear all budgets | Expand all period tables | Collapse all period tables

→ **Budget cells accept formulas.** Type math like Excel: =2+2, 50-25, =(1200*3)/2, or reference another row in the same budget column with =R3+R4 (R1 is the first row). Enter or Tab calculates and moves down; Esc undoes what you typed. An unreadable formula turns the cell red and explains the fix instead of saving a wrong number.

→ A Pre-Award Costs table covers the 90 days before Year 1 (2 CFR 200.458) so sponsor-approved pre-award charges land somewhere instead of falling outside every period. Years 1–5 generate as consecutive 12-month periods; edit any start or end date below to override (a year can span two calendar years, such as 7/1/2025–6/30/2026). Use Not used to blank a year the award never reaches — common when an award transfers in with only three or four years left — and Auto to put that period back on the automatic schedule. Each No-Cost Extension stays empty until the award end date runs past the prior period (or you enter its dates); extensions longer than 12 months roll into the 2nd No-Cost Extension. Reset clears the project start date and every manual period date. Type each Object Class budget in the Budget column; the cumulative table adds them up and compares them with the Summary budget.

Period	Start	End	
PRE-AWARD COSTS	04/01/2022	06/30/2022	Not used · Auto
YEAR 1	07/01/2022	06/30/2023	Not used · Auto
YEAR 2	07/01/2023	06/30/2024	Not used · Auto
YEAR 3	07/01/2024	06/30/2025	Not used · Auto
YEAR 4	07/01/2025	06/30/2027	Not used · Auto
YEAR 5 · not used	mm/dd/yyyy	mm/dd/yyyy	Not used · Auto
NO-COST EXTENSION · not used	mm/dd/yyyy	mm/dd/yyyy	Not used · Auto
2ND NO-COST EXTENSION · not used	mm/dd/yyyy	mm/dd/yyyy	Not used · Auto

By reconciling data from Workday, Muse Grants, and the Notice of Award, the Grant Wizard can validate budgets and spending across the award lifecycle. Results roll up to the Summary section, helping users identify missing expenses, budget variances, and differences between sponsor-approved and institutional records.

Pre-Award Costs 2022-04-01 to 2022-06-30 · F&A 52.00%

EXPAND

	TOTAL DIRECT COSTS	TOTAL INDIRECT COSTS (F&A)	TOTAL COSTS
Budget	$331,749.00	$172,509.00	$504,258.00
Expenses	$60,294.36	$31,353.07	$91,647.43
Balance	$271,454.64	$141,155.93	$412,610.57

Year 1 2022-07-01 to 2023-06-30 · F&A 52.00%

EXPAND

	TOTAL DIRECT COSTS	TOTAL INDIRECT COSTS (F&A)	TOTAL COSTS
Budget	$486,333.00	$169,076.00	$655,409.00
Expenses	$391,286.81	$181,314.39	$572,601.20
Balance	$95,046.19	($12,238.39)	$82,807.80

Year 2 2023-07-01 to 2024-06-30 · F&A 52.00%

EXPAND

	TOTAL DIRECT COSTS	TOTAL INDIRECT COSTS (F&A)	TOTAL COSTS
Budget	$502,906.00	$153,115.00	$656,021.00
Expenses	$438,445.00	$159,279.38	$597,724.38
Balance	$64,461.00	($6,164.38)	$58,296.62

Year 3 2024-07-01 to 2025-06-30 · F&A 52.00%

EXPAND

	TOTAL DIRECT COSTS	TOTAL INDIRECT COSTS (F&A)	TOTAL COSTS
Budget	$551,138.00	$175,419.00	$726,557.00
Expenses	$604,067.45	$243,845.70	$847,913.15
Balance	($52,929.45)	($68,426.70)	($121,356.15)

Year 4 2025-07-01 to 2027-06-30 · current budget period · F&A 52.00%

EXPAND

	TOTAL DIRECT COSTS	TOTAL INDIRECT COSTS (F&A)	TOTAL COSTS
Budget	$488,106.00	$136,606.00	$624,712.00
Expenses	$468,603.41	$175,566.67	$644,170.08
Balance	$19,502.59	($38,960.67)	($19,458.08)

YEAR 5

→ Not in use. Enter a start and end date above to add this period.

NO-COST EXTENSION

→ Not in use. Enter a start and end date above to add this period.

2ND NO-COST EXTENSION

→ Not in use. Enter a start and end date above to add this period.

The collapsed view provides a high-level comparison of budgeted and actual direct costs, indirect costs, and total costs for each budget period, along with the applicable F&A rate and remaining balance.

Pre-Award Costs 2022-04-01 to 2022-06-30 · F&A 52.00%

COLLAPSE

Pre-award costs: some federal sponsors allow costs incurred up to 90 days before the project start date (2 CFR 200.458), at the recipient's own risk and only if the sponsor approves. These months default to the 90 days before Year 1 — edit the dates above if your agency approved a different window. Charges here are usually absorbed by the Year 1 budget, so leave the Budget column blank unless the sponsor issued separate pre-award dollars.

Clear Pre-Award Costs budgets

PRE-AWARD COSTS 2022-04-01 to 2022-06-30 · F&A 52.00%	BUDGET	Apr 22	May 22	Jun 22	ANNUAL TOTAL	BURN RATE (× PACE)	BURN RATE VARIANCE (BALANCE)
UAMS OBJECT CLASS SET: 002_FRINGE BENEFITS	9,044.00	$ -	$ -	$11,453.55	$11,453.55	1.27×	($2,409.55)
UAMS OBJECT CLASS SET: 003_TRAVEL	3,674.00	$ -	$ -	$ -	$ -	0.00×	$3,674.00
UAMS OBJECT CLASS SET: 004_RENT	0.00	$ -	$ -	$ -	$ -	–	–
UAMS OBJECT CLASS SET: 005_MATERIALS AND SUPPLIES	252,208.00	$ -	$ -	$ -	$ -	0.00×	$252,208.00
UAMS OBJECT CLASS SET: 006_OTHER DIRECT COSTS	4,650.00	$ -	$ -	$ -	$ -	0.00×	$4,650.00
UAMS OBJECT CLASS SET: 010_SUBAWARDS	30,984.00	$ -	$ -	$ -	$ -	0.00×	$30,984.00
UAMS OBJECT CLASS SET: 007_EQUIPMENT AND OTHER CAPITAL	0.00	$ -	$ -	$ -	$ -	–	–
UAMS OBJECT CLASS SET: 008_STUDENT SUPPORT	0.00	$ -	$ -	$ -	$ -	–	–
UAMS OBJECT CLASS SET: 009_PARTICIPANT SUPPORT (NON-RESEARCH SUBJECT)	0.00	$ -	$ -	$ -	$ -	–	–
UAMS OBJECT CLASS SET: 011_PATIENT CARE	0.00	$ -	$ -	$ -	$ -	–	–
UAMS OBJECT CLASS SET: 013_FACILITIES AND ADMINISTRATIVE COSTS	172,509.00	$ -	$ -	$31,353.07	$31,353.07	0.18×	$141,155.93
UAMS OBJECT CLASS SET: 014_GENOME WIDE ASSOCIATION TESTING	0.00	$ -	$ -	$ -	$ -	–	–
UAMS OBJECT CLASS SET: 015_EXCESS FUNDS FOR FIXED COST AWARDS	0.00	$ -	$ -	$ -	$ -	–	–
UAMS OBJECT CLASS SET: 020_HEERF LOST REVENUES & PRIOR YEAR EXPENSES	0.00	$ -	$ -	$ -	$ -	–	–
TOTAL DIRECT COSTS	$331,749.00	$ -	$ -	$60,294.36	$60,294.36	0.18×	$271,454.64
TOTAL INDIRECT COSTS (F&A)	$172,509.00	$ -	$ -	$31,353.07	$31,353.07	0.18×	$141,155.93
TOTAL COSTS	$504,258.00	$ -	$ -	$91,647.43	$91,647.43	0.18×	$412,610.57

At this period's 52.00% F&A rate, the budget you entered gives an MTDC base of $331,748.68 (after $ - exempt), so indirect costs should be $172,509.32 against $172,509.00 entered — **within $0.32 of balancing.** This is a rounding-level difference. No action is needed unless you want the line to turn green.

The expanded views provide a detailed object class analysis for each budget period. Users enter sponsor-approved budget amounts from the Notice of Award (NOA), while the Grant Wizard populates actual expenses by transaction date. The system then calculates annual totals, burn rates, and budget variances by object class, helping users validate budgets, monitor spending performance, and identify discrepancies between planned and actual expenditures throughout the award lifecycle.

Cumulative Expenses (All Budget Periods)

OBJECT CLASS	CUMULATIVE BUDGET OFF BY ($10,737.16)	CUMULATIVE EXPENSES TIES TO SUMMARY	COMMITMENT RESTRICTED OPEN COMMITMENT	OBLIGATION RESTRICTED OPEN OBLIGATION	BURN RATE (× PACE)
UAMS OBJECT CLASS SET: 000_DEFAULT	$ -	$ -	$ -	$ -	–
UAMS OBJECT CLASS SET: 001_PERSONNEL	$863,578.00	$1,048,945.48	$ -	$ -	1.49×
UAMS OBJECT CLASS SET: 002_FRINGE BENEFITS	$250,439.00	$218,357.22	$ -	$ -	1.07×
UAMS OBJECT CLASS SET: 003_TRAVEL	$38,443.00	$25,044.18	$3,112.84	$ -	0.80×
UAMS OBJECT CLASS SET: 004_RENT	$ -	$ -	$ -	$ -	–
UAMS OBJECT CLASS SET: 005_MATERIALS AND SUPPLIES	$302,882.00	$92,916.08	$600.00	$3,500.00	0.38×
UAMS OBJECT CLASS SET: 006_OTHER DIRECT COSTS	$21,012.00	$40,390.52	$ -	$15,700.00	2.35×
UAMS OBJECT CLASS SET: 010_SUBAWARDS	$883,878.00	$537,043.55	$ -	$115,142.34	0.74×
UAMS OBJECT CLASS SET: 007_EQUIPMENT AND OTHER CAPITAL	$ -	$ -	$ -	$ -	–
UAMS OBJECT CLASS SET: 008_STUDENT SUPPORT	$ -	$ -	$ -	$ -	–
UAMS OBJECT CLASS SET: 009_PARTICIPANT SUPPORT (NON-RESEARCH SUBJECT)	$ -	$ -	$ -	$ -	–
UAMS OBJECT CLASS SET: 011_PATIENT CARE	$ -	$ -	$ -	$ -	–
UAMS OBJECT CLASS SET: 014_GENOME WIDE ASSOCIATION TESTING	$ -	$ -	$ -	$ -	–
UAMS OBJECT CLASS SET: 015_EXCESS FUNDS FOR FIXED COST AWARDS	$ -	$ -	$ -	$ -	–
UAMS OBJECT CLASS SET: 020_HEERF LOST REVENUES & PRIOR YEAR EXPENSES	$ -	$ -	$ -	$ -	–
TOTAL DIRECT COSTS	**$2,360,232.00**	**$1,962,697.03**	**$3,712.84**	**$134,342.34**	1.02×
UAMS OBJECT CLASS SET: 013_FACILITIES AND ADMINISTRATIVE COSTS	$806,725.00	$791,359.21	$ -	$ -	1.20×
TOTAL INDIRECT COSTS (F&A)	**$806,725.00**	**$791,359.21**	**$ -**	**$ -**	1.20×
Expected Cumulative F&A (all periods, at each year's rate)	*$1,096,195.24*	*$791,359.21*	*$ -*	*$ -*	*0.88×*
TOTAL COSTS	**$3,166,957.00**	**$2,754,056.24**	**$3,712.84**	**$134,342.34**	1.06×

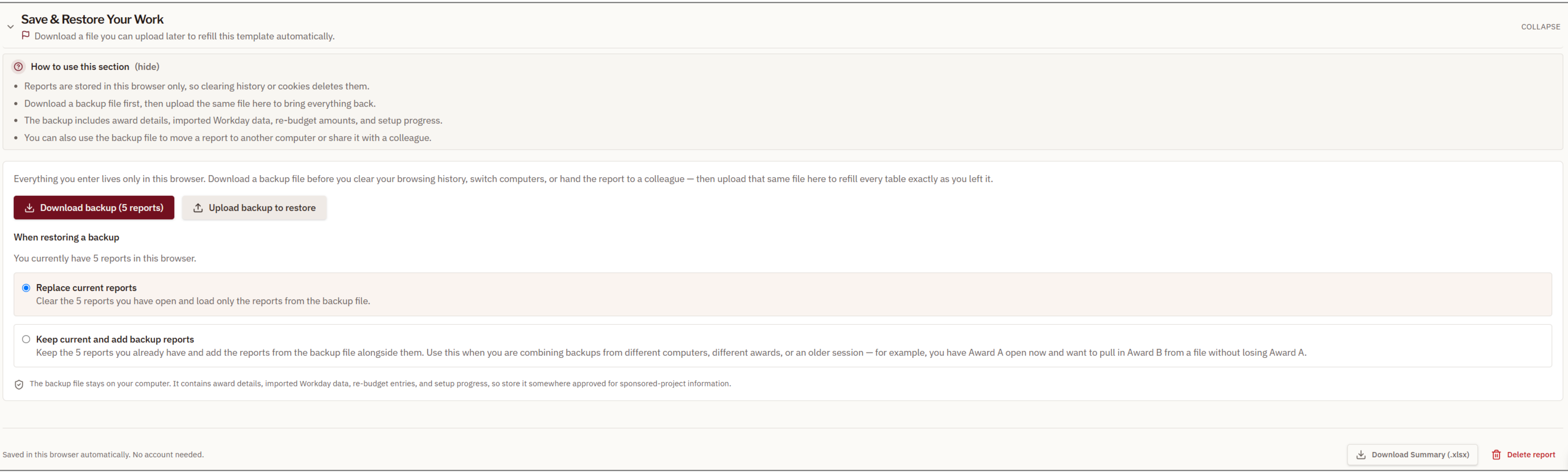
Cumulative F&A check (all periods)

F&A actually posted: $1,079,937.00

Expected F&A at each year's rate: $1,096,195.24

Difference: $16,258.24 under expected — *for reporting only; no re-budgeting needed here*

The final reconciliation combines all budget periods into a single award-level summary, comparing cumulative sponsor-approved budgets to cumulative expenses, commitments, and obligations by object class. The Grant Wizard verifies that budget and expense totals reconcile with the Summary section, clearly indicating where values tie out and where discrepancies exist. The view also provides a consolidated assessment of burn rates and cumulative F&A activity, helping users validate the award's overall financial position.

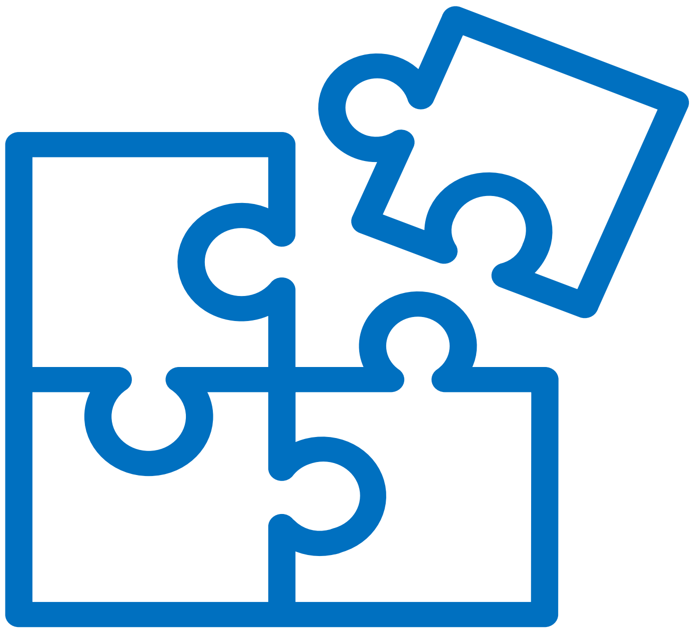


The Save & Restore feature ensures reporting work is never lost. Users can create a backup containing all report data, settings, and analyses, then restore, transfer, or combine reports later without re-entering information.

The Grant Wizard stores all report information locally in your browser and does not transmit or store report data on a central server. The backup file remains on your computer and can be used to restore your work, transfer reports to another device, or share reports with authorized users.

Grant Wizard Reporting Process

1) Import Workday and award data
2) Validate budgets and expenses
3) Analyze spending, effort, and subawards
4) Forecast future expenses and indirect costs
5) Evaluate rebudgeting scenarios
6) Monitor burn rates and award performance
7) Save, share, and restore reports



The Grant Wizard brings together sponsor-approved budgets, Workday financial activity, personnel effort, subaward management, indirect cost calculations, forecasting, and rebudgeting analysis into a single reporting platform.

By validating data, highlighting variances, and projecting future financial performance, it aims to help investigators and administrators make more informed decisions and manage awards with greater confidence.