COEUS*Lite*

Budgeting Subcontracts

PREREQUISITES: Editable Proposal Record, Established Budget

NOTE: University policy is that F&A is charged to only the first $25,000 of subcontract cost per budgeted subcontract. This is for the entire project and not per individual project period.

Therefore it is often necessary to enter one budget line to account for the first $25k of the subcontract that has Purdue F&A applied and additional budget lines without charged F&A to account for the remainder of the budgeted subcontract.

Add a Subcontract w/ Total Cost <= $25k

1. Click on the "Other Direct Costs" link in the left navigation pane
2. Click "Add Direct Costs" to generate a new line
3. Select the line Type: Subcontracts with F&A <= $25k
4. Enter "Description". Free text field for internal reference only
5. Enter $25k or less in the "Funds Requested ($)" field
6. Click "Save"
7. Repeat steps 1-6 for all additional budgeted subcontracts

Add a Subcontract w/ Total Cost > $25k

1. Click on the "Other Direct Costs" link in the left navigation pane
2. Click "Add Direct Costs" to generate a new line
3. Select the line Type: Subcontracts without F&A
4. Enter "Description". Free text field for internal reference only
5. Enter the remaining amount over $25k in the "Funds Requested ($)" field
6. Click "Save"
7. Repeat steps 1-6 for all additional budgeted subcontracts

Edit Out-Periods if Necessary

1. Budget must first have all Periods generated.
2. Click on the appropriate Out-Period tab at the top of screen
3. Click on the "Other Direct Costs" link in the left navigation pane
4. Click "Remove" on the line type Subcontracts with F&A <$25k (if F&A has been applied to the first $25k charged)
5. Appropriately edit the "Funds Requested ($) for all line types Subcontracts without F&A
6. Click "Save" after each change
7. Repeat for all remaining Out-Periods.

EXAMPLE:

Three year project with sub that has budgeted costs for a single subcontract of $50k in years one and two –

Period 1
Subcontracts with F&A <=$25: $25,000
Subcontracts without F&A: $25,000

Period 2
Subcontracts without F&A: $50,000

Period 3
none

Additional Assistance: coeuslitehelp@purdue.edu