

Budgeting Restrictions Template - Instructions

Purpose: The Budgeting Restrictions Template (BRT) is required for small budget pooled awards with budgeting restrictions where agency award budget pools require mapping to NMSU budget pools.*

* NMSU Budget Pools with an asterisk may require further justification on the CAS Justification form

Completed By Information	
Field	Field Definition
Name	This field represents the name of the person completing the BRT.
Grant PI	This field represents the name of the Principal Investigator overseeing the sponsored award.
Agency	This field represents the name of the agency funding the sponsored award.
G #	This field represents the "G" number assigned to the sponsored award by SPA. (For Modifications Only)
Index	This field represents the index related to the small budget pool that will be modified.
Fund	This field represents the fund related to the small budget pool that will be modified.
OGC/Argis/Institution #	The proposal number assigned by the Office of Grants and Contracts.

BRT Information	
Agency Budget Pools	The Agency budget should be entered into this column into the different categories as reflected in the most recent approved award/budget (cumulative budget) document included in the packet of your sponsored award.
Fringe Rates	Enter the fringe rate applicable to the salary type and FY of your sponsored award on the data enterable field under the Fringe category types. The current FY fringe rate will default but can be overwritten.
Agency Other	The fields under the Agency Other category are to be utilized for entering budget amounts in situations where the Agency category differs from the pools listed on the BRT. (Example: Other, Miscellaneous, Training, etc.)
Original/Cumulative Budget	If budget entered is 'original' the check box at the top of the form should be checked to indicate this. Enter budget amounts at the small pool budget line items that will be reflected in Banner. The Total Budget column will automatically populate. If budget entered is a revision (Agency approval required or Internal revision) indicate at the top of the form. Cumulative budget should be the cumulative budget as of the last revision submitted at the the applicable pool levels. Enter the budget adjustments in the Budget Adjustments column. The Total Budget column will automatically populate with total amounts.
Applicable F & A rate	Enter the F & A rate applicable to the start date of the award or the negotiated rate on the data enterable field. The current FY Organized Research (on campus) rate will default but can be overwritten.
Comments/Note	This field should be used to input any comments/notes pertaining to the BRT.

Central Office Approval	
OGC Approval	This field should be signed by the Contract Administrator at OGC responsible for reviewing and approving the BRT.



Budgeting Restrictions Template

ROUTING

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SECTION 1: REQUEST DETAILS

Budget Information: Original Mod (Agency Approval Required) Internal Rebudget (No Agency Approval Required)

Name: _____ Grant PI: _____ Agency: _____

G#: _____ Index #: _____ Fund #: _____ OGC/Argis/Institution #: _____ Date (mm/dd/yyyy): _____

NMSU Budget Pools	Agency Budget Pools (\$) (If Applicable)	Original Budget (\$)	Budget Adj. (\$)	Total Budget (\$)
Salary and Fringe				
6110	Salary			
611000	Faculty Salary			
	Regular			
	Temporary			
	Federal			
	Subtotal Faculty			
*613000	Non-Exempt Salary			
	Regular			
	Temporary			
	Federal			
	Subtotal Non-Exempt Salary			
614000	Exempt Salary			
	Regular			
	Temporary			
	Federal			
	Subtotal Exempt Salary			
616000	Technical Salary			
	Regular			
	Temporary			
	Federal			
	Subtotal Technical Salary			
618000	Student/Graduate Assistant			
	Undergraduate			
	Graduate Assistant			
	Subtotal Student/Graduate Assistant			
*619000	Other Personnel			
6110	Subtotal Salary			
620000	Fringe			
	% Regular			
	% Non-Regular			
	% Federal			
	% Student			
	% Graduate Assistant			
620000	Subtotal Fringe			
Subtotal Salary and Fringe				
Non-Labor Expenses				
7210	Travel			
722000	Domestic Travel Pool			
724000	Foreign Travel Pool			
7210	Subtotal Travel			

G#: _____ Index #: _____ Fund #: _____ OGC/Argis/Institution #: _____

NMSU Budget Pools		Agency Budget Pools (\$) (If Applicable)	Original Budget (\$)	Budget Adj. (\$)	Total Budget (\$)
7220	Supplies				
730000	Non Capitalized Supplies/Equip. Pool				
*73100	Office Supplies Pool				
732000	Non-Office Supplies Pool				
*733000	Print/Photo Supplies Pool				
*734000	Medical Supplies Pool				
736000	Feed Seed and Fertilizer Pool				
*737000	Food Products Pool				
*739000	Publications and Films Pool				
740000	Non-Capitalized Equipment Pool				
744000	Repair/Maintenance Parts Pool				
7220	Subtotal Supplies				
7230	Services				
*750100	Communications Pool				
*750200	Postage Pool				
*750700	Advertising Pool				
*750800	Publicity and Public Relations Pool				
*751000	Insurance Pool				
752000	Printing Reproduction Pool				
753000	Rental Pool				
754000	Repair Maintenance Services Pool				
*755000	Utilities Pool				
757000	Student Aid Pool				
*758000	General Overhead Support Pool				
*760000	Dues, Fees, Taxes Pool				
760600	Membership/Sponsorship Pool				
*761000	Professional Contract Services Pool *Food products related to catering expenses s/b budgeted on Food Products Pool 737XXX. Non- food catering expenses s/b budgeted to 761XXX.				
763000	Farm and Ranch Services Pool				
765000	Freight Pool				
766000	Computer Services Pool				
768000	Non-Employee Travel and Reimb. Pool				
7230	Subtotal Services				
*780000	Equipment				
79200	Subcontracts				
792100	Subcontracts (less than or equal to \$25,000)				
792200	Subcontracts (greater than \$25,000)				
79200	Subtotal Subcontracts				
N/A	Agency Other				
N/A					
N/A					
Subtotal Non-Labor Expenses					
Subtotal Direct Cost					
Direct Cost Subject to F&A					
79800	F & A Costs				
%	Applicable F & A rate				
Total Budget					

Comments/Notes:

SECTION 2: OFFICIAL APPROVAL

OGC Approval: _____ Date: _____

Reset