AURA-Grants Budget Development Checklist

**BUDGET DEVELOPMENT**

- Log into AURA (if necessary)
  - Click *Proposal Module Login* on the AURA Homepage ([http://aura.uchicago.edu](http://aura.uchicago.edu))
  - Click your *Budget Workspace* tab
  - Follow the link of your working budget, which has been automatically created

- Open your F&A grid to check/edit
  - Look over your F&A Rate Type and Rate Percent to make sure they are correct
    - Adding a rate includes: Rate Name, Rate Type, Rate %
  - If changes need to be made, *Apply* and move back to your workspace

- Create *Budget Information*
  - Edit your budget title and options as needed
    - Make sure you know policy on Cost Sharing if Yes is selected

- Complete all Budget Grid views
  - Questions on filling out specific grids – see *Budget Reference Guide*
  - Update any Budget Attachments required on final budget view

- Double check the following in your budget grids
  - Inflation is checked on applicable items
  - F&A is applied correctly in your grids

- Check your *Cumulative Budget Workspace* 

- If Unit wants an *Alternative Budget*
  - Under My Activity
    - Click Create *Alternate Budget*