

Budgeting Restrictions Template - Instructions

Purpose: The Budgeting Restrictions Template (BRT) is required for small budget pool awards and large budget pool awards with budgeting restrictions.*

For questions, send an email to spa_sysadmin@nmsu.edu

* NMSU Budget Pool account codes with an asterisk may require further justification on the CAS Justification form.

Field	Field Definition
Name	This field represents the name of the person completing the BRT.
G#	This field represents the "G" number assigned to the sponsored award by SPA.
Index	This field represents the index that will be modified.
Fund	This field represents the fund that will be modified.
Proposal #	The proposal number assigned by Research Administration Services (RAS).
Date	Enter today's date.
Comments/Notes	This field should be used to input any comments/notes pertaining to the BRT.
Agency Budget Pools (\$)	This column must match the most current agency budget by agency category. This column must also match the Total Budget column by agency category. These totals should equal the amounts expected to be reflected in Banner once this BRT is processed.
Original Budget (\$)	If this is the first BRT for an index, this column must match the Agency Budget Pools column by agency category. If this is a revised BRT (increasing, decreasing or transferring), this column must match the amounts of the Total Budget column of the last BRT processed, which should match what is currently in Banner.
Budget Adj. (\$)	This column is only used for a revised BRT. It should reflect all budget adjustments needed and will be the increase/decrease needed to reach the expected Total Budget column amounts. This will adjust the budget to what it needs to be now.
Total Budget (\$)	This column should reflect how Banner should look after processing the BRT and must match the Agency Budget Pools column by agency category.
Fringe Rates	The current FY fringe rate will default but can be overwritten.
Agency Other	The fields under the Other category can be used for entering budget amounts on budget pool account codes not already listed on the BRT.
Applicable F&A Rate	The current FY Organized Research (on campus) rate will default but can be overwritten.



New Mexico State University
Sponsored Projects Accounting
Budgeting Restrictions Template

ROUTING

Submit via Banner
Workflow

Name: _____ G#: _____ Index: _____

Fund: _____ Proposal #: _____ Date: _____

Comments/Notes:

NMSU Budget Pools		Agency Budget Pools (\$)	Original Budget (\$)	Budget Adj. (\$)	Total Budget (\$)
Salary and Fringe					
6110	Salary				
611000	Faculty Salary				
	Regular				
	Non-Regular/Temporary				
	Federal				
	Subtotal Faculty				
*613000	Non-Exempt Salary				
	Regular				
	Non-Regular/Temporary				
	Federal				
	Subtotal Non-Exempt Salary				
614000	Exempt Salary				
	Regular				
	Non-Regular/Temporary				
	Federal				
	Subtotal Exempt Salary				
616000	Technical Salary				
	Regular				
	Non-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				

NMSU Budget Pools		Agency Budget Pools (\$)	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				
750050	Training and Professional Dev Pool				
*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	Other:				
N/A	Other:				
Subtotal Non-Labor Expenses					
Subtotal Direct Cost					
Direct Cost Subject to F&A					
79800	F & A Costs				
%	Applicable F&A rate				
Total Budget					