Budget Preparation Resources

- OSP main website  [http://research.unl.edu/sponsoredprograms/](http://research.unl.edu/sponsoredprograms/)
- OSP budget tools  [http://research.unl.edu/sponsoredprograms/forms-templates/](http://research.unl.edu/sponsoredprograms/forms-templates/)
- Fringe benefit rates  [http://research.unl.edu/sponsoredprograms/fringe-benefit-rates/](http://research.unl.edu/sponsoredprograms/fringe-benefit-rates/)
- Export Control guidance (travel)  [http://research.unl.edu/orr/exportcontrol_detail.shtml](http://research.unl.edu/orr/exportcontrol_detail.shtml)
- Core/Shared Facilities  [http://research.unl.edu/facultyresources/coreFacilities.php](http://research.unl.edu/facultyresources/coreFacilities.php)
- Federal Per Diems (for estimation purposes only, UNL travel policy is for actuals):  

- **F&A verbiage:** The University of Nebraska-Lincoln’s federally-negotiated F&A rate is ___% of Modified Total Direct Costs (MTDC) for ________________________________ (e.g., organized research; agricultural research; etc.)

- **Modified Total Direct Cost (MTDC) budget exclusions:** equipment, capital expenditures (construction), patient care costs (mostly for hospitals), GRA tuition remission, rental costs of off-site facilities, participant support costs, scholarships and fellowships, and the portion of each subaward in excess of $25,000

- **How to use Excel’s Goal Seek feature:** When in an Excel file, select the “Data” tab from the ribbon, select the “What-If Analysis” drop-down list, then select “Goal Seek…” , a Goal Seek dialogue box will pop up. A copy of the dialog box is below.

![Goal Seek dialogue box](https://www.example.com/goal_seek.png)

- In the box enter info as follows:
  - **Set cell:** click on the cell you want to set a goal for, or type in the cell letter/number combination
  - **To value:** type in your goal dollar amount you want to see in the cell set above
  - **By changing cell:** click on the cell you want to adjust to make the goal in the “Set cell”
  - Click OK, and let Excel calculate for you

- **Notes:** There are some limitations on which cells can be used for Goal Seek, but it can be extremely useful to help you hit a target. The calculation does not update when you make changes. If you adjust items in the budget that affect your target, you’ll need to run your Goal Seek again.

- This YouTube video may be helpful:  [https://www.youtube.com/watch?v=fcKCUdYF73Y](https://www.youtube.com/watch?v=fcKCUdYF73Y)