**SPA Budget Template Enhancement**

**Background Information**

One of UGA’s highest priority requests on our current business process [enhancements list](https://onesource.uga.edu/resources/project_timelines#enhance) relates to inaccurate account codes budgeted on sponsored projects, and the time and effort it takes to get these corrected. The root cause of this is the fact that there has previously not been a clear way to communicate what account codes should be set up, leading to misinterpretation and margin for error.

**What is the solution?**

Effective immediately, we are strongly encouraging the use of the new budget templates found in the [Grant Tool Box](https://spa.uga.edu/roles-responsibilities/#1583244347871-b500e246-6549) menu of the SPA website. Both a simple budget and detailed budget template are available.

**What is the benefit of using these templates?**

Using these templates will significantly reduce margin for error, and will result in a net time savings.

**How should these templates be submitted?**

These should be included at proposal submission in the [Grants Portal](https://ovpr-grants-prod.ovpr.uga.edu/grants/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity%5bOID%5b0A7646F3B149874E902185897C144551%5d%5d): Proposal Docs > Proposal Budget.

**What about proposals we have already submitted? Can we still include a template?**

Yes, SPA is happy to accept these templates at any point. For proposals already submitted, you may wish to wait for “just-in-time” requests and/or indications from the sponsor that your proposal is recommended for funding. All you need to do then is upload the template as a proposal document in the correct project, and SPA will use this to establish the budget at award time.

**What if the award amount does not match the proposed amount?**

In these cases, SPA will reach out to the department to determine how the budgeted amounts should be adjusted. But, this still addresses the issue in that it eliminates margin for misinterpretation on the desired account codes to use when creating the budget.

Please do not hesitate to reach out your [SPA contacts](https://spa.uga.edu/contact/) with any questions or concerns.

Thank you very much for taking time to share feedback on opportunities for process improvement. This type of feedback is integral to our continuous improvement process, and our efforts to provide our research community with exceptional support and service.