

Use the data box on the Alterations & Renovations subsection screen to provide a detailed explanation of the proposed alterations and renovations for which you are requesting funds. If applicable, specify square footage on line item costs.

Provide justification for an other-than-default inflation rate.

5. Click the **Add** button.
6. Repeat steps 4 and 5 for each additional alteration or renovation request that needs to be listed.
7. Click the **Cancel** button.

This subsection is complete and may be audited now or at another time.

To modify Alterations & Renovations information added to a proposal:

Follow the instructions in the section titled Correcting proposal information where individual listings are held in a summary table.

Other Expenses Subsection

This is a listing of non-equipment, non-supply items (reprint costs, repairs and maintenance, and animal care per diem costs, for example) for which you are requesting funds as direct costs.

Administrative items such as postage, subscriptions, and phone charges are to be charged as indirect costs. Particular projects may allow these items to be included in Other Expenses as direct costs, but they must be justified. The [Cost Accounting Standards](#) hyperlink at the top of the Other Expenses subsection screen links you to the University policy on charging indirect-type costs as direct costs.

To complete the Other Expenses subsection:

1. Access the proposal Main Menu.
2. Click on the [Budget Section](#) hyperlink.
3. Click the **Other** tab.
4. Complete the requested information for each "other" expense included in the proposed project:
 - a) Type of expense.
 - b) Item.

A short item description is optional. Space is limited to 40 characters. Use the Justification box to expand the description.

- c) Cost.

List the annual cost whether or not the item is charged in the first year.

- d) Inflation rate.

If you choose "other" to override the default inflation rate that was specified on the Budget Information subsection screen, specify the rate in the box provided.

- e) Years in which this expense will be included.
- f) Justification.

Although not all item types require justification, postage, duplication/ photocopy charges, telephone recurring charges, and computer software require justification for federally sponsored projects.

Provide justification for an other-than-default inflation rate.

If necessary, use the data box on the Other Expenses subsection screen to provide a detailed description and explanation of the expense for which you are requesting funds. For example, you can detail the total animal per diem costs by showing how the total was calculated from the average daily census of animals and the per diem rate for that particular species of animal.

- 5. Click the **Add** button.
- 6. Repeat steps 4 and 5 for each additional expense that needs to be listed.
- 7. Click the **Cancel** button.

This subsection is complete and may be audited now or at another time.

To modify Other Expenses information added to a proposal:

Follow the instructions in the section titled Correcting proposal information where individual listings are held in a summary table.

Consortium/Contract Costs Subsection

If an individual who works at another institution and will contribute to the proposed project beyond the role of a consultant (a Co-PI who completes part of the work scope of the proposed project, for example), you must complete the Consortium/Contract subsection.

Consortium/Contract direct and indirect costs for expenses incurred after the initial budget period are not inflated by EGMS, unlike costs for other types of expenses (equipment, for example), but instead appear in the budget as entered in the table of direct and indirect costs (step 4c).

Unlike other subsections in the Budget section, the Consortium/Contract subsection summary table (Figure 4-5) lists the running total of the costs for the entire project period, not the totals for the initial budget period.

To complete the Consortium/Contract Costs subsection:

- 1. Access the proposal Main Menu.
- 2. Click on the Budget Section hyperlink.