

**Modular Budget Development**

Updated 10.17.19

How to develop and modular budget:

The option to submit a modular budget to NIH is only available if the proposal is linked to the Grants.gov opportunity number when initiated in eTRACS. See “Starting a New Federal Proposal” training guide or help video for more information.

1. On the Set Up Questions tab of the proposal, choose the Modular Budget option under the federal Forms section.



1. Develop the remaining tabs of the proposal. See the Creating Proposals section at etracs.ecu.edu/help.
2. eTRACS will require that a budget be built in the standard Budget tab, but a “Modular Budget” tab will be available.



1. After building the budget, navigate to the Modular Budget tab. Choose the number of modules per budget period > Save.



1. Navigate to the Justifications tab to see the additional justification documents suggested for modular budgets.



1. Finish developing the proposal, navigate to the finalize tab and build the submission package > Submit for final routing.