



Excluding Graduate Student Fringe Benefits

The Personnel Cost Definition SmartForm

1. Add a Graduate Student. Enter the appointment, role, base salary, and if inflation will be applied.

Personnel costs:

	Staff Member	Appointment	Role	Is Key
<input type="button" value="Update"/>	Staff Member To Be Determined	12 months	Graduate Student	no <input type="checkbox"/>

The Personnel Costs SmartForm

1. Select Show Effort to open the Personnel table for editing.

Personnel Costs

2. Enter the effort and salary requested. Leave the FB Rate 0. Click Save to calculate.

Personnel Costs

	Period 1 7/15/2023 7/14/2024
Person: Staff Member To Be Determined Role: Graduate Student	Effort: <input type="text" value="100"/> % <input type="button" value="D"/> Sal Req: <input type="text" value="100"/> % <input type="button" value="D"/> FB Rate: <input type="text" value="0"/> % <input type="button" value="D"/> Base: \$1,000.00
Salary Cost Total:	\$1,000.00
Benefits Cost Total:	\$0.00
Personnel Cost Total:	\$1,000.00

The General Cost Definition SmartForm

1. Add the general cost type – Graduate Student Fringe Benefit Cost. Add the cost and determine if inflation is applied. It is automatically set to No to include in indirect calculations. Select OK.

1. * General cost type:
 Graduate Student Fringe Benefit Co: ▼

2. Cost:
 \$1,000.00

3. Description:

4. Apply inflation?
 Yes No [Clear](#)

5. Include in indirect calculations?
 Yes No [Clear](#)

SF-424 Application

1. Once the SF-424 application is generated, the Graduate Student Fringe benefit costs should be manually moved from the Other Direct Costs section (Section F) to the Other Personnel section (Section B).

Section F:

▼F. Other Direct Costs		Funds Requested (\$)
1.	Materials and Supplies	\$0.00
2.	Publication Costs	\$0.00
3.	Consultant Services	\$0.00
4.	ADP/Computer Services	\$0.00
5.	Subawards/Consortium/Contractual Costs	\$1,000.00
6.	Equipment or Facility Rental/User Fees	\$0.00
7.	Alterations and Renovations	\$0.00
8.	Other	\$7,000.00
9.	Professional Services	\$1,000.00
10.	Data Management and Sharing Costs	\$0.00
11.	Graduate Student Fringe Benefit Cost	\$1,000.00
12.		\$0.00
...		\$0.00

