

# Entering Salaries in SPS Web

## A. First Steps

1. Enter the PI and the Co-PIs
2. Enter all Duke Personnel

## B. The Scenarios

1. 12-month Appointments
  - a. 12-month Salary
  - b. 12-month Salary above the NIH Cap
2. 9-month and 3-month Appointments
  - a. Summer Months (The Norm?)
  - b. 9-month and 3-month Salary
  - c. 9-month and 3-month Salary above the NIH Cap
3. Effort to Person-Months Chart

# A. First Steps

## 1. Enter the PI and the Co-PIs

The screenshot shows a web browser window with the URL <https://radapps.duke.edu/proposal/main/show?id=224823>. The page title is "SPS - Proposals". The navigation menu includes "Search", "Main", "Personnel", "Facilities", "Budget", "Protocols", and "Validate All". The user is logged in as "Keith P. Hurka-Owen (kpho)".

The main content area shows the "Proposal Information" section with the following fields:

- \* Short Title: Filling in the Salary Worksheet
- \* Full Title: Filling in the Salary Worksheet
- \* Date Initialized: 06/14/2017
- Originating Proposal ID: (empty)

The "Principal Investigator" section includes:

- \* Name: Hurka-Owen, Keith P.
- \* Title: Dir, Research Support
- \* Duke Org: 6008701000 - Office of Research

The "Co-PI(s) and/or Fellow Information" section includes a table with the following data:

Duke Role	* Name	* Duke Org	Multi-PI
✖ Co-PI	Lasley, Susan E.	6008701000 - Office of Research	<input type="checkbox"/>

There are also links for "+ Add Co-PI" and "+ Add Fellow/Trainee".

### Data Entry Required

The Principal Investigator and any Co-PIs must be entered on the Main tab of the Main Notebook. When you chose to “Create New” proposal in SPS Web, you’ll first see a one-page pop up window which asks for some required information to create the new proposal entry.

1. Add PI to the one-page popup window and any other required information.
2. Hit Save. This will create the proposal entry and take you to the main tab.
3. Select “Add Co-PI” and enter the last name of the Co-PI.

### Please Note:

All other personnel must be entered from the “Personnel” tab located in the banner at the top of the page or in the pull down menu depending upon your browser’s configuration.

# A. First Steps

## 2. Enter All Duke Personnel

The screenshot shows a web browser window with the URL <https://radapps.duke.edu/proposal/personnel/show?id=22482>. The page title is "SPS - Proposals" and the user is logged in as "Keith P. Hurka-Owen (kpho)". The navigation menu includes "Search", "Main", "Personnel", "Facilities", "Budget", "Protocols", and "Validate All".

The "Duke Personnel" section contains a table with the following data:

Duke Role	* Name	* Duke Org	Key	OSC	FCOI Inv	VA	Multi-PI	* Project Role
PD/PI	Hurka-Owen, Keith P.	6008701000 - Office of Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PI
Co-PI	Lasley, Susan E.	6008701000 - Office of Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Co-PI
x	Maddox, Anastasia M.	6008701000 - Office of Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Postdoc Scholar
x	TBD		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Postdoctoral Associate

Buttons: +Add Personnel, +Add TBD

The "Non-Duke Personnel" section contains a table with the following data:

* Type	* Last Name	* First Name	Organization	Key	OSC	FCOI Inv	Multi-PI	* Project Role	
x	Subcontractor	Jones	John	University of North Carolina - Chapel Hill	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subcontractor PI

Buttons: +Add Subcontractor/Consultant

Buttons: Save, Validate, Cancel

Footer: Office of Research Administration, Office of Research Support, rad logo

### Data Entry Required

All other Duke personnel must be entered from the personnel tab.

1. Select "Add Personnel" and enter the last name of the Duke employee.
2. Select the correct person from the menu.
3. Repeat as needed.

### Please Note:

1. SPS only recognizes TBD (To Be Determined) for any Duke personnel who have not yet been identified.
2. Consultants and Subcontractors must be entered into the bottom window. Select Insert Row and enter the necessary information.

## B. The Salary Scenarios

The screenshot shows a web browser window with the URL [https://radapps.duke.edu/proposal/budget\\_setup/show?id=22](https://radapps.duke.edu/proposal/budget_setup/show?id=22). The page title is "SPS - Proposals". The navigation menu includes "Search", "Main", "Personnel", "Facilities", "Budget", "Protocols", and "Validate All". The "Budget" tab is selected. The form contains the following elements:

- A search bar with the text "Go directly to this proposal" and a "Go" button.
- A "Proposal Actions" dropdown menu.
- A "Proposal Information" section with tabs for "Rules", "Cost Sharing", and "Templates".
- A question: "Does this application require cost sharing (either for salaries above the NIH cap or if required by sponsor)?" with radio buttons for "Yes" (selected) and "No".
- A "Cost Sharing" input field with a percentage sign.
- Buttons for "Save", "Validate", and "Cancel".

At the bottom of the page, there is a footer with the text "Office of Research Administration" and "Office of Research Support", and a logo for "rad".

### Data Entry Required

If you're working with salaries above the NIH salary cap, then don't forget to select "Yes" to Cost Sharing in the Budget/Setup tab.

Please Note:

1. If the sponsor requires cost sharing, then enter the specific required percentage.

## B. The Salary Scenarios

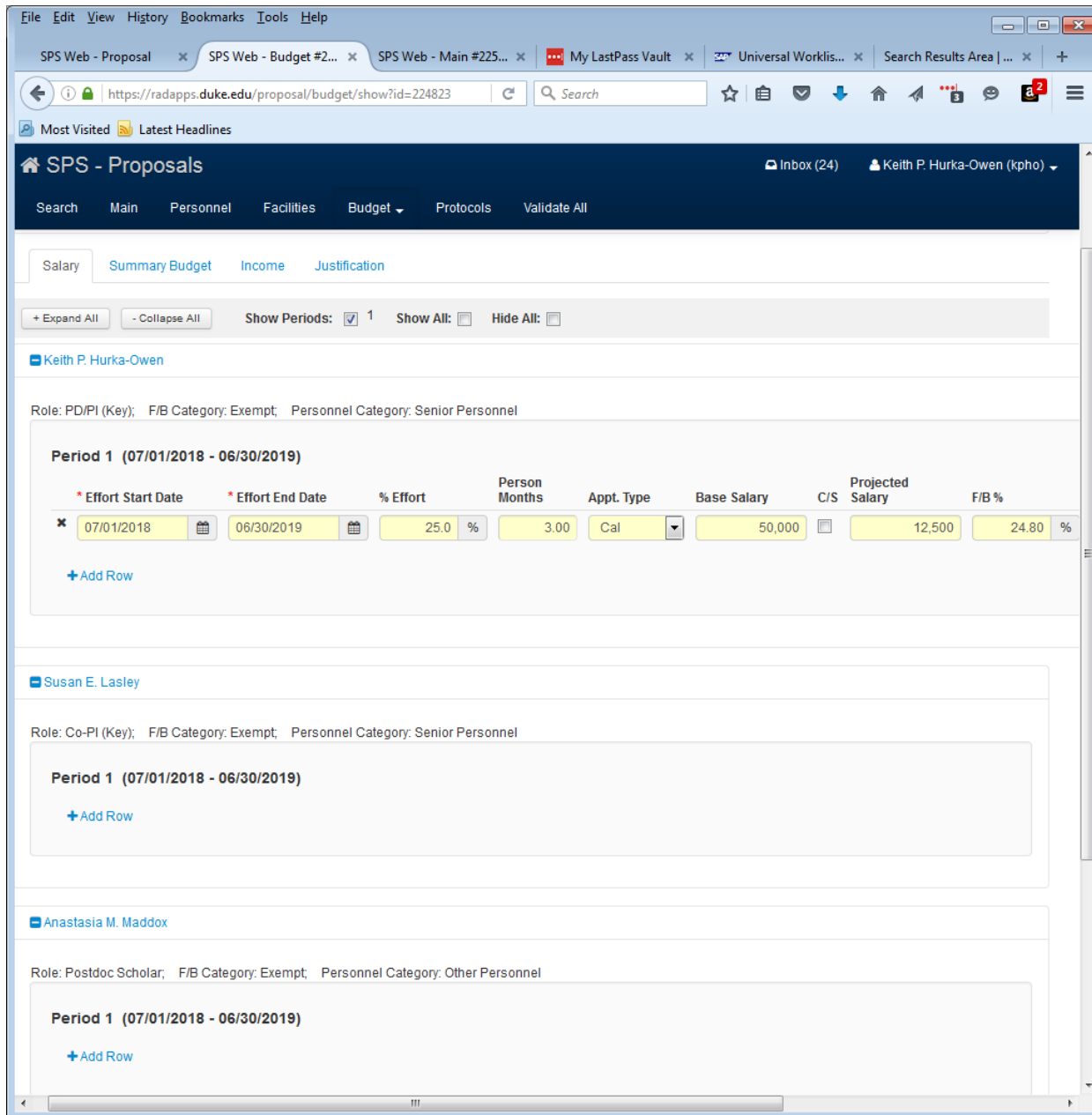
The screenshot shows a web browser window with multiple tabs. The active tab is "SPS Web - Budget Se...". The address bar shows the URL "https://radapps.duke.edu/proposal/budget\_setup/show?id=22". The page title is "SPS - Proposals". The navigation menu includes "Search", "Main", "Personnel", "Facilities", "Budget", "Protocols", and "Validate All". The "Budget" menu is expanded, showing "Go directly to this proposal" and "Proposal Actions". The "Proposal Information" tab is selected, with sub-tabs for "Rules", "Cost Sharing", and "Templates". The "Budget Template:" dropdown is set to "Budget Template". The "Available Categories" list includes: Advertising Fees, Alterations and Renovations, CME Activity - Duke, Clinical - Non-Routine Care, Communications, Excluded Direct, Facility Rental Fee, Facility User Fee, Fellowship Stipend, Genomic Arrays Over 50K, Health Insurance, IRB Fees and Charges, Included Direct, and Laboratory Charges. The "Selected Categories" list includes: Salary, Fringe Benefits, Equipment, Travel - Domestic, Travel - International/Foreign, Participant Costs - Stipend, Participant Costs - Travel, Participant Costs - Subsistence, Participant Costs - Other, Supplies (Materials and Supplies), Publication Costs/Documentation/Dissemination, Consultant Costs, Computer Services Cost, and Other Expenses. A "Please Note" message states: "Once selected categories have been saved you must go to the Summary Budget page to delete them." The "Save" button is highlighted in blue. The footer includes "Office of Research Administration" and "Office of Research Support" with the "rad" logo.

From the Templates tab within “Budget/Setup” either select the Budget Template you wish to work with or select each individual line item from the Available Budget Categories and move the to the Selected Budget Categories window.

Then hit the Save button. Now select “Budget/View/Edit” and you will be on the page seen below.

## B. The Salary Scenarios

### 1. 12-month Salary



The screenshot shows a web browser window displaying the SPS - Proposals application. The browser address bar shows the URL: <https://radapps.duke.edu/proposal/budget/show?id=224823>. The application header includes navigation tabs: Search, Main, Personnel, Facilities, Budget, Protocols, and Validate All. The user is logged in as Keith P. Hurka-Owen (kpho). The main content area shows a salary entry form for Keith P. Hurka-Owen, with the role PD/PI (Key) and F/B Category Exempt. The form displays a table for Period 1 (07/01/2018 - 06/30/2019) with the following data:

* Effort Start Date	* Effort End Date	% Effort	Person Months	Appt. Type	Base Salary	C/S	Projected Salary	F/B %
07/01/2018	06/30/2019	25.0 %	3.00	Cal	50,000		12,500	24.80 %

Below the table, there is an "+ Add Row" button. The form also includes sections for other personnel: Susan E. Lasley (Role: Co-PI (Key), F/B Category: Exempt, Personnel Category: Senior Personnel) and Anastasia M. Maddox (Role: Postdoc Scholar, F/B Category: Exempt, Personnel Category: Other Personnel), both with their respective "Add Row" buttons.

#### Data Entry Required:

To add a 12-month salary:

- 1) Select the person with whom you wish to work.
- 2) Select the Add Row button.
- 3) Enter the % Effort: 25%
- 4) Change the Appt. Type to Cal.
- 5) Enter the institution base salary of the person: \$50,000.

#### Please Note:

1. SPS will default to the current 12-month budget period. These dates will need to be adjusted manually for other types of appointments.

## B. The Salary Scenarios

### 2. 12-month Salary above the NIH Cap

The screenshot shows a web browser window displaying the SPS - Proposals application. The URL is <https://radapps.duke.edu/proposal/budget/show?id=224823>. The page title is "SPS - Proposals" and the user is logged in as "Keith P. Hurka-Owen (kpho)".

The main navigation bar includes: Search, Main, Personnel, Facilities, Budget, Protocols, and Validate All. The "Budget" menu is expanded.

The page content shows a "Proposal Information" section with tabs for "Salary", "Summary Budget", "Income", and "Justification". The "Salary" tab is active. Below the tabs are controls for "Expand All", "Collapse All", "Show Periods: 1", "Show All", and "Hide All".

The user "Keith P. Hurka-Owen" is selected, with role "PD/PI (Key)", F/B Category "Exempt", and Personnel Category "Senior Personnel".

The "Period 1 (07/01/2018 - 06/30/2019)" section contains a table with the following data:

* Effort Start Date	* Effort End Date	% Effort	Person Months	Appt. Type	Base Salary	C/S	Projected Salary	F/B %
07/01/2018	06/30/2019	25.0 %	3.00	Cal	183,300	<input type="checkbox"/>	45,825	24.80 %
07/01/2018	06/30/2019	25.0 %	3.00	Cal	16,700	<input checked="" type="checkbox"/>	4,175	24.80 %

Below the table is an "+ Add Row" button. At the bottom of the page are "Save", "Validate", and "Cancel" buttons.

#### Data Entry Required

To add a 12-month salary:

- 1) Select the person with whom you wish to work.
- 2) Select the Add Row button.
- 3) Enter the % Effort: 25%
- 4) Change the Appt. Type to Cal.
- 5) Enter the current NIH Salary Cap: \$183,300. (2016 Cap.)

To calculate the salary above the NIH Cap.

- 6) Select the Add Row button.

- 7) Enter the same % effort: 25%
- 8) Change the Appt. Type to Cal.
- 9) Enter the difference between the NIH Salary Cap and the person's institutional base salary: \$16,700.
- 10) Check the Cost Sharing "C/S" indicator.

**Please Note:**

1. To include Cost Sharing as part of your proposal, you must select "Yes" from the Budget/Setup.



## B. The Salary Scenarios

### 2. a. Summer Months (The Norm?)

The screenshot shows a web browser window displaying the SPS - Proposals application. The URL is <https://radapps.duke.edu/proposal/budget/show?id=224823>. The application has a dark blue header with navigation links: Search, Main, Personnel, Facilities, Budget, Protocols, and Validate All. Below the header, there is a search bar and a "Go" button. The main content area is titled "Proposal Information" and has tabs for Salary, Summary Budget, Income, and Justification. The "Salary" tab is active. There are buttons for "+ Expand All", "- Collapse All", "Show Periods: 1", "Show All", and "Hide All". The main table shows a single row for "Period 1 (07/01/2018 - 06/30/2019)".

* Effort	Start Date	End Date	% Effort	Person Months	Appt. Type	Base Salary	C/S	Projected Salary	F/B %
*	04/01/2019	06/30/2019	33.3 %	1.00	Summ	75,000		8,333	24.80 %

At the bottom of the table, there is a "+ Add Row" button. Below the table, there are buttons for "Save", "Validate", and "Cancel".

#### Data Entry Required

To add a 3-month summer salary:

- 1) Select the person with whom you wish to work.
- 2) Select the Insert Row button.
- 3) Revise the Effort Start Date field to encapsulate a 3-month period: 4/1/08.
- 4) Revise the Effort End Date field to encapsulate a 3-month period: 6/30/08
- 5) Enter the % Effort: 33.3% (One Summer Month).
- 6) Change the Appt. Type to Summ.
- 7) Enter the institution base salary of the person: \$75,000.

**Please Note:** If the person requests two summer months, then use 66.6% effort. Alternatively, you can enter one, two or three month periods at 100% to derive 1, 2, or 3 months of support.

File Edit View History Bookmarks Tools Help

SPS Web - Pr... SPS Web - ... x My LastP... Universal ... D Grants, C... D Guideline... D Preparing... D Salaries A... Salary Ca...

https://radapps.duke.edu/proposal/budget/show?id=224823

SPS - Proposals Inbox (24) Keith P. Hurka-Owen (kpho)

Search Main Personnel Facilities Budget Protocols Validate All

Salary **Summary Budget** Income Justification

+ Expand All - Collapse All Show Periods:  1 Show All:  Hide All:

Keith P. Hurka-Owen

Susan E. Lasley

Anastasia M. Maddox

Role: Postdoc Scholar; F/B Category: Exempt; Personnel Category: Other Personnel

**Period 1 (07/01/2018 - 06/30/2019)**

* Effort Start Date	* Effort End Date	% Effort	Person Months	Appt. Type	Base Salary	C/S	Projected Salary	F/B %
07/01/2018	08/31/2018	50.0 %	1.00	Summ	75,000		8,333	24.80 %
09/01/2018	05/31/2019	11.0 %	0.99	Acad	75,000		8,250	24.80 %
06/01/2019	06/30/2019	100.0 %	1.00	Summ	75,000		8,333	24.80 %

+ Add Row

TBD

Fringe Category:  Role: Postdoctoral Associate; F/B Category: Unknown; Personnel Category: Post Doctoral Associates

**Period 1 (07/01/2018 - 06/30/2019)**

+ Add Row

**Please Note:**

To enter 9-month and 3-month appointments during a 12-month budget period, you may need to break up one of the appointments. In the example above, three lines are required in order to address the fact that the requested budget period breaks the summer into two periods.

## B. The Salary Scenarios

### 2.b. 9-month and 3- month Salary at the NIH Cap

SPS - Proposals

Search Main Personnel Facilities Budget Protocols Validate All

Proposal Information

Salary Summary Budget Income Justification

Expand All Collapse All Show Periods: 1 Show All: Hide All:

Keith P. Hurka-Owen

Susan E. Lasley

Role: Co-PI (Key); F/B Category: Exempt; Personnel Category: Senior Personnel

Period 1 (07/01/2018 - 06/30/2019)

* Effort Start Date	* Effort End Date	% Effort	Person Months	Appt. Type	Base Salary	C/S	Projected Salary	F/B %	F
07/01/2018	08/31/2018	50.0 %	1.00	Summ	137,475		15,275	24.80 %	
07/01/2018	08/31/2018	50.0 %	1.00	Summ	12,525	<input checked="" type="checkbox"/>	1,392	24.80 %	
09/01/2018	05/31/2019	11.0 %	0.99	Acad	137,475		15,122	24.80 %	
09/01/2018	05/31/2019	11.0 %	0.99	Acad	12,525	<input checked="" type="checkbox"/>	1,378	24.80 %	
06/01/2019	06/30/2019	100.0 %	1.00	Summ	137,475		15,275	24.80 %	
06/01/2019	06/30/2019	100.0 %	1.00	Summ	12,525	<input checked="" type="checkbox"/>	1,392	24.80 %	

+ Add Row

Anastasia M. Maddox

https://radapps.duke.edu/proposal/budget/show?id=224823#heading\_for\_550474

#### Please Note:

1. The 9-month NIH salary Cap is derived from dividing the 12-month cap by 12 and multiplying the sum by 9.
2. Following the same pattern as before, add a row, revise the start and end dates as needed, add effort, appointment type and then the NIH salary cap. Enter the difference between the cap and the individual's IBS on the line with the Cost Share indicator checked.
3. The two budget periods should never overlap or start before or end after the existing budget period start and end dates.

## Percent Effort to Person Months for 12, 9 and 3 Month Appointments

12 Calendar		12 Calendar		12 Calendar		12 Calendar	
1%	0.12	26%	3.12	51%	6.12	76%	9.12
2%	0.24	27%	3.24	52%	6.24	77%	9.24
3%	0.36	28%	3.36	53%	6.36	78%	9.36
4%	0.48	29%	3.48	54%	6.48	79%	9.48
5%	0.60	30%	3.60	55%	6.60	80%	9.60
6%	0.72	31%	3.72	56%	6.72	81%	9.72
7%	0.84	32%	3.84	57%	6.84	82%	9.84
8%	0.96	33%	3.96	58%	6.96	83%	9.96
9%	1.08	34%	4.08	59%	7.08	84%	10.08
10%	1.20	35%	4.20	60%	7.20	85%	10.20
11%	1.32	36%	4.32	61%	7.32	86%	10.32
12%	1.44	37%	4.44	62%	7.44	87%	10.44
13%	1.56	38%	4.56	63%	7.56	88%	10.56
14%	1.68	39%	4.68	64%	7.68	89%	10.68
15%	1.80	40%	4.80	65%	7.80	90%	10.80
16%	1.92	41%	4.92	66%	7.92	91%	10.92
17%	2.04	42%	5.04	67%	8.04	92%	11.04
18%	2.16	43%	5.16	68%	8.16	93%	11.16
19%	2.28	44%	5.28	69%	8.28	94%	11.28
20%	2.40	45%	5.40	70%	8.40	95%	11.40
21%	2.52	46%	5.52	71%	8.52	96%	11.52
22%	2.64	47%	5.64	72%	8.64	97%	11.64
23%	2.76	48%	5.76	73%	8.76	98%	11.76
24%	2.88	49%	5.88	74%	8.88	99%	11.88
25%	3.00	50%	6.00	75%	9.00	100%	12.00

9 Academic Yr		9 Academic Yr		9 Academic Yr		9 Academic Yr	
1%	0.09	26%	2.34	51%	4.59	76%	6.84
2%	0.18	27%	2.43	52%	4.68	77%	6.93
3%	0.27	28%	2.52	53%	4.77	78%	7.02
4%	0.36	29%	2.61	54%	4.86	79%	7.11
5%	0.45	30%	2.70	55%	4.95	80%	7.20
6%	0.54	31%	2.79	56%	5.04	81%	7.29
7%	0.63	32%	2.88	57%	5.13	82%	7.38
8%	0.72	33%	2.97	58%	5.22	83%	7.47
9%	0.81	34%	3.06	59%	5.31	84%	7.56
10%	0.90	35%	3.15	60%	5.40	85%	7.65
11%	0.99	36%	3.24	61%	5.49	86%	7.74
12%	1.08	37%	3.33	62%	5.58	87%	7.83
13%	1.17	38%	3.42	63%	5.67	88%	7.92
14%	1.26	39%	3.51	64%	5.76	89%	8.01
15%	1.35	40%	3.60	65%	5.85	90%	8.10
16%	1.44	41%	3.69	66%	5.94	91%	8.19
17%	1.53	42%	3.78	67%	6.03	92%	8.28

18%	1.62	43%	3.87	68%	6.12	93%	8.37
19%	1.71	44%	3.96	69%	6.21	94%	8.46
20%	1.80	45%	4.05	70%	6.30	95%	8.55
21%	1.89	46%	4.14	71%	6.39	96%	8.64
22%	1.98	47%	4.23	72%	6.48	97%	8.73
23%	2.07	48%	4.32	73%	6.57	98%	8.82
24%	2.16	49%	4.41	74%	6.66	99%	8.91
25%	2.25	50%	4.50	75%	6.75	100%	9.00

<b>3 Summer</b>		<b>3 Summer</b>		<b>3 Summer</b>		<b>3 Summer</b>	
1%	0.03	26%	0.78	51%	1.53	76%	2.28
2%	0.06	27%	0.81	52%	1.56	77%	2.31
3%	0.09	28%	0.84	53%	1.59	78%	2.34
4%	0.12	29%	0.87	54%	1.62	79%	2.37
5%	0.15	30%	0.90	55%	1.65	80%	2.40
6%	0.18	31%	0.93	56%	1.68	81%	2.43
7%	0.21	32%	0.96	57%	1.71	82%	2.46
8%	0.24	33%	0.99	58%	1.74	83%	2.49
9%	0.27	34%	1.02	59%	1.77	84%	2.52
10%	0.30	35%	1.05	60%	1.80	85%	2.55
11%	0.33	36%	1.08	61%	1.83	86%	2.58
12%	0.36	37%	1.11	62%	1.86	87%	2.61
13%	0.39	38%	1.14	63%	1.89	88%	2.64
14%	0.42	39%	1.17	64%	1.92	89%	2.67
15%	0.45	40%	1.20	65%	1.95	90%	2.70
16%	0.48	41%	1.23	66%	1.98	91%	2.73
17%	0.51	42%	1.26	67%	2.01	92%	2.76
18%	0.54	43%	1.29	68%	2.04	93%	2.79
19%	0.57	44%	1.32	69%	2.07	94%	2.82
20%	0.60	45%	1.35	70%	2.10	95%	2.85
21%	0.63	46%	1.38	71%	2.13	96%	2.88
22%	0.66	47%	1.41	72%	2.16	97%	2.91
23%	0.69	48%	1.44	73%	2.19	98%	2.94
24%	0.72	49%	1.47	74%	2.22	99%	2.97
25%	0.75	50%	1.50	75%	2.25	100%	3.00