**Instructions and Guidance for Kuali Research/Workday Budget by Object Class (10/17/24)**

Workday (WD) allows for sponsored award budget information to be included in the system. Budgets will be entered into WD by ORA, shortly after a new award account is set up in Kuali Research (KR). The Kuali Research/Workday Budget by Object Class will be required at award set up. It can be incorporated into your departmental budget template, uploaded in KR as a separate proposal attachment, or sent to ORA at just-in-time of award set up.

**ORA Post Award Management Form** – under construction (link to be added when form is completed)

This form should be used for:

- requests from ORA to the PI/Department for a new KR/WD Budget by Object Class, when a new award is received by ORA, or Requests by the PI or Department to:

- add related/child accounts under an existing KR parent account/WD Cost Center account,

- transfer awarded dollars from one account to a related/child account

- change/correction to the budget entered into WD

FAQ’s:

1) If this template was included in KR at the proposal stage and the funded amount differs from the proposal amount, ORA will reach out at the award stage for a revised budget

2) Child account requests must also be accompanied by a budget with the categories outlined in this budget

3) ORA will upload the final budget in the Comments, Notes, and Attachments tab in the Award Module in KR, shortly after the award is established, a change is received to add or change the amounts of child/related accounts, or a formal rebudget approved by the sponsor is approved.

4) AANAs typically do not require a full detailed budget, as there is no formal award yet.