



How to create an Export Budget?

Creating an Export Budget is an optional step for those who find it useful to view the budget as an excel spreadsheet, once entered in UVMClick.

Draft

Next Steps

- Edit Funding Proposal
- Printer Version
- View Differences
- Manage Ancillary Reviews
- Manage Relationships
- Manage Tags
- UVM Add Attachments
- Copy
- Create Additional Budget
- Export Budget**
- Send Email
- Assign Specialist
- Add Comment
- Bypass Workflow
- View Related IRB Protocols
- View Related Safety Protocols
- View Related IACUC Protocols

How to locate an exported budget within a proposal??

Once you are logged into UVMClick and in the desired funding proposal, select 'Export Budget,' as shown in the screenshot above. You can then locate the exported budget by selecting the 'History' tab in the banner, just below the workflow diagram. The exported excel budget will be linked in the Activity list (see screen shot below).

Draft → Department Review → Specifications
Clarifications Requested → Clarifications Requested

Budgets | **History** | Reviewers | COI Person Details

Activity

- Exported Budget
- Budget Spreadsheet_R33 RPPR Year 03