**Workspace Budget Submission Tips:**

1. If you’re using the DOE Budget Worksheet tool, you will key in the budget figures from the worksheet into the official Research and Related Budget form in Workspace. The FOA suggests “All budget items should be rounded to the nearest dollar and consistent with the budget justification form.”
2. Entry cells in the workspace budget Webform having a red asterisk **\*** will need a 0 (zero) if not applicable.
3. The Budget Justification form gets uploaded on the Research and Related: Budget Form as a PDF document.
4. Subaward budget and budget justification forms get uploaded in the Subaward area in workspace.
5. The LOE worksheet gets uploaded on the Research and Related: Other Project Information Form. It will need to be PDF'd and added to "Field 12 - Other".
6. Consultant letters of commitment should be uploaded on the Research and Related: Other Project Information Form. It will need to be PDF'd and added to "Field 12 - Other".
7. Program income – FOA says “Profit or fee is not program income and shall not be included in field 15.d. of the SF 424 (R&R) application.”
8. Also, in Field 15 of SF424 (R&R):

15a: your total application grant amount

15b: 0

15c: your total application grant amount

15d: 0

1. If you haven’t already done so, you may add me to your Workspace as a participant so I can troubleshoot any last minute issues in Grants.gov. My user ID is ddonley. To add external participants - <https://youtu.be/E3QaePcD3ps>
2. SF424 (R&R) Block 16: FOA says this program is not subject to Executive Order 12372—Intergovernmental Review of Federal Programs