

**DIRECTIONS FOR USING PROGRAM BUDGET PORTAL TAB TO CREATE AN EXCEL DOCUMENT
FOR APPLICATION OR A REPORT TO THE ARC-PA**

Be sure that the Program Budget tab in the portal is up-to-date and complete.

At a minimum, the budget detail in the Budget tab must include the following:

- 1) Program budget for salaries, benefits and development. List the total amount available, whether funds are budgeted from the PA Program budget, another departmental/institutional budget or both:
 - a. Program **faculty** salaries and benefits (for the total # positions budgeted),
 - b. **Staff** salaries and benefits (for the total # positions budgeted),
 - c. **Faculty development** (Funding provided to the program director and principal faculty in support of maintenance of certification, licensure, and professional development directly relevant to PA education).
- 2) Program **operations** (total program budget less salaries and benefits)

When editing the Program Budget tab on the Portal, remember to hit the “Save” button to save changes you have entered.

- 1) Click on “Reports” and then “Program Budget Excel Export,” then click on “Export.”




- 2) OR Download the Program Budget tab data to Excel by pressing “Export to Excel” button on the Program Budget tab on the Program Detail page. If you open the page directly you may receive a notice that requires you to “Enable Editing” before you can see the Totals or otherwise use the file.

Contact	Program General	Sponsoring Institution	Personnel	SCPE Sites	Students	Program Budget
---------	-----------------	------------------------	-----------	------------	----------	----------------

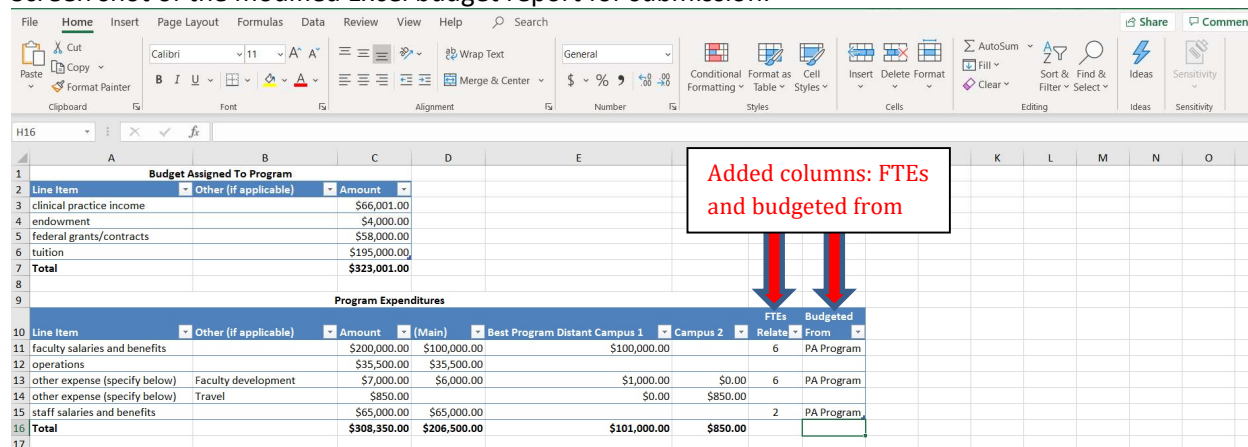
Source of Budget Assigned to Program			
Line Item	Other (if applicable)	Amount	
New Edit Delete clinical practice income		\$66,001	
New Edit Delete endowment		\$4,000	
New Edit Delete federal grants/contracts		\$58,000	
New Edit Delete tuition		\$195,000	
		\$323,001	

Program Budget Detail			
Filter By Campus:	All Campuses		
Line Item	Other (if applicable)	Amount	
New Edit Delete faculty salaries and benefits		\$200,000	
	Campus - The Best Program Ever Main Campus	\$100,000	
	Campus - Best Program Distant Campus 1	\$100,000	
New Edit Delete operations		\$35,500	
	Campus - The Best Program Ever Main Campus	\$35,500	
New Edit Delete other expense (specify below)	faculty/staff development	\$7,000	
	Campus - The Best Program Ever Main Campus	\$6,000	
	Campus - Best Program Distant Campus 1	\$1,000	
	Campus - Campus 2	\$0	
New Edit Delete other expense (specify below)	Travel	\$850	
	Campus - Best Program Distant Campus 1	\$0	
	Campus - Campus 2	\$850	
New Edit Delete staff salaries and benefits		\$65,000	
	Campus - The Best Program Ever Main Campus	\$65,000	
		\$308,350	

 Export to Excel

- 3) Save the downloaded spread sheet as “**Program Budget *insert program name/abbreviation***”
Important Note – Abbreviate as necessary; the title should not exceed 30 characters, including spaces. Do not include commas in the document name.
- 4) On the downloaded copy of the program budget for the application/report **please add the following information to the Excel worksheet:**
 - a) Add a new column to the right of the last column and title it “FTEs related”
 - b) Add a second column entitled “Budgeted from”
 - c) For program faculty salaries and benefits: indicate in the cell adjacent to the budgeted amount (within the column entitled “FTEs related,” the total number of faculty FTEs this budgeted amount is for. In the next cell adjacent to the FTEs (within the column entitled “Budgeted from”) indicate the budget where this expenditure is funded from, for example, PA Program, College, Dean’s Budget, etc.
 - d) For staff salaries and benefits: indicate in the cell adjacent to the budgeted amount (within the column entitled “FTEs related,” the total number of staff FTEs this budgeted amount is for. In the next cell adjacent to the FTEs (within the column entitled “Budgeted from”) indicate the budget where this expenditure is funded from, for example, PA Program, College, Dean’s Budget, etc.
 - e) Operations: As indicated in the ARC-PA Program Portal user manual, operations refer to daily operating expenses such as copying, telephone costs, postage, office and lab supplies, books purchased for the program, software, etc. The program budget less salaries and benefits.
 - f) For faculty development: indicate in the cell adjacent to the budgeted amount (within the column entitled “FTEs related,” the total number of faculty FTEs this budgeted amount is for. In the next cell adjacent to the FTEs (within the column entitled “Budgeted from”) indicate the budget where this expenditure is funded from, for example, PA Program, College, Dean’s Budget, etc.

Screen shot of the modified Excel budget report for submission:



Budget Assigned To Program					
Line Item	Other (if applicable)	Amount			
clinical practice income		\$66,001.00			
endowment		\$4,000.00			
federal grants/contracts		\$58,000.00			
tuition		\$195,000.00			
Total		\$323,001.00			
Program Expenditures					
Line Item	Other (if applicable)	Amount	(Main)	Best Program Distant Campus 1	Campus 2
faculty salaries and benefits		\$200,000.00	\$100,000.00	\$100,000.00	
operations		\$35,500.00	\$35,500.00		
other expense (specify below)	Faculty development	\$7,000.00	\$6,000.00	\$1,000.00	\$0.00
other expense (specify below)	Travel	\$850.00		\$0.00	\$850.00
staff salaries and benefits		\$65,000.00	\$65,000.00		
Total		\$308,350.00	\$206,500.00	\$101,000.00	\$850.00

- 5) Keep a copy of the file for your records. Submit the e-copy in the appropriate appendix or as directed in the application, form, or letter from the ARC-PA.