

# **CAMMP USERS MANUAL**

**Updated  
2/20/2009**

This manual is an in-depth walkthrough of the CAMMP system. If you are new to CAMMP you should read through it one time. If you are familiar with CAMMP then you can use this document as a reference. All topics are covered in the table of contents.

Even if you are familiar with CAMMP you should read over the five page 2009 CAMMP Tips and Tricks document.

Both documents are available from [Dwight.reynolds@noaa.gov](mailto:Dwight.reynolds@noaa.gov)

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## LOG IN SCREEN

This is the page you will use to log into CAMMP. You should only bookmark this URL – <https://cammp.nos.noaa.gov/cammp/> Trying to bookmark any pages within CAMMP will lead to an error. The **first gray message box** will contain important information and instructions and will be periodically updated by OCRM.

The second gray message box contains an important security message.

Username: This will be your program name.

Password: This will be your password to get into the system.

NOTE: Unless you have provided OCRM with the public IP address of the computer you are using, for security reasons you will not be allowed the system.

## NAVIGATING THROUGH THE CAMMP SYSTEM

The new CAMMP system was redesigned to streamline the navigation and reduce the number of pages that you have to access or buttons you have to press. There are four ways to navigate through the CAMMP system. They are the menu bar at the top of every page, the links at the top of the page, the  and  buttons, and the grey buttons. Each of these are discussed below.

**I. MENU BAR** - The menu bar in the top right also allows you to access other functions. This menu bar appears on every page but will only be explained here.



Your user name will appear on the left hand side of the menu bar.

Grants – this takes you to the page containing the list of grants for the program (if you are a program), or all programs you are responsible for (if you are a specialist). It is the default page.

Profile – this takes you to the page where you can change your contact information, or change your password.

Admin – Most people will not see this box as it only appears as an option if you are an administrator. It takes the administrator to a page where he can create new programs, users, add award numbers, and other functions.

Help – this box will take you to the page where you can access this help manual, and access links to other important areas – such as NOAA grants.

Logout – clicking on this will log you out of the CAMMP system

**II. THE  AND  BUTTONS:** Navigating through the system can be a little subtle, though once you get the hang of it its not hard. The first rule to learn is to use the  and the  buttons to open and close submenus. To open up any of the submenus on this page you need to press the  box next to each submenu. This opens up the submenu to show the information you have entered there, as shown below, and changes the button to a .

**National Ocean Service**  
**Coastal and Marine Management Program**

Dwight Reynolds

### Grant NA098765432

**Grant Status**

- This grant application is not yet ready for final submission; areas requiring attention are marked with red status indicators below. For final submission, all status indicators must be green.
- The deadline for this grant application to be submitted in final form is **10/1/2003**

**Grant Outline**

**Overview:** Not yet completed Status: ● Incomplete

Department:  
 Agency Name: **This button opens up the overview submenu.**  
 Program Title: CZM Test  
 Point of Contact:  
 Address:  
 Phone Number:  
 Fax Number:  
 Email Address:  
 Timeframe: -- to --

DUNS Number: **This button will open up the personnel list.**  
 Introduction:

**Personnel:** 0 positions  Status: ● Acceptable

Position	Base Salary \$	Fringe Rate	Allotted Federal		Allotted Non-Federal		Total Allotted Salary \$	Allocated
			Salary \$	Fringe \$	Salary \$	Fringe \$		
No personnel have been entered for this grant.								

**Tasks:** 0 Tasks, \$0  Status: ● Incomplete

Section	App. ID	Task	Federal \$	Non-Federal \$	Total \$
306	--	--	--	--	--
		306 Totals:	--	--	--
306A	--	--	--	--	--
		306A Totals:	--	--	--

**This button will open up the task list.**

Done Internet

**III. GREY BUTTONS:** The second part of navigation involves use of the Grey buttons. Pressing the Grey Buttons will take you to another page so you can perform some action. The illustration below shows how to use the grey buttons to View or Print an Application, Submit a Grant in Draft or Final, Add a New Position, or Add a New Task.

**National Ocean Service  
Coastal and Marine Management Program**

Dwight Reynolds [Grants](#) [Profile](#) [Admin](#) [Help](#) [Logout](#)

**Grant NA098765432** **The PRINT button**

**Grant Status** [View or Print Grant Application...](#) [Submit Grant...](#)

- This grant application is not yet ready for final submission; areas requiring attention are marked with red status indicators below. For final submission, all status indicators must be green.
- The deadline for this grant application to be submitted in final form is **10/1/2003**

**Grant Outline** **The SUBMIT Grant button**

**Overview:** Not yet completed Status: ● Incomplete

Department:  
Agency Name:  
Program Title: CZM Test  
Point of Contact:  
Address:  
Phone Number:  
Fax Number:  
Email Address:  
Timeframe: -- to --

DUNS Number:  
Introduction:

**Personnel:** 0 positions [Add](#) Status: ● Acceptable

**Tasks:** 0 Tasks, \$0 [Add](#) Status: ● Incomplete

**These two buttons are where you add new positions and new tasks to the application.**

Section	App. ID	Task	Federal \$	Non-Federal \$	Total \$
306	--				
		306 Totals:	--	--	--
306A	--				
		306A Totals:	--	--	--

**IV. TOP OF PAGE LINKS** - Once you start to create a task, you will use the **grant number** and **task title** to navigate in and out of a task, as shown below.

## USER PROFILE

tes ter

Grants Profile Help

### User Profile

#### Personal Information

Username: tester

First Name: tes

Last Name: ter

Email: cammp@noaa.gov

#### Change Password (optional)

Old Password: [password field]

New Password: [password field] (8-15 characters)

Re-enter New Password: [password field] (8-15 characters)

Save Cancel

**Passwords must:**

- Be at least 8 characters long
- At least one of the characters must be from the alphabet (upper or lower case)
- At least one of the characters must be a number (0-9) or a special character (e.g., ~, !, \$, %, ^, and \*)
- Not repeat more than two of the characters within the password (e.g., 'AAAAAA1' is not acceptable, but 'A%rmp2g3' and 'A%Ar2q3g' are acceptable)
- Be changed at least every 90 days

This is the web page you go to if you press the Profile button on the top menu bar. This page contains the information about your particular profile, or account.

On this page you can change your first name, last name, email address, and password. When you change your password, please follow the Department of Commerce Password Policies listed on this page to create the new password.

## HELP

This is the web page you go to if you press the Help button on the top menu bar. At present this page sends you to a page on the OCRM web site where you can download the help manual and other files.

Deborah Jefferson

Grants Profile Help Logout

### Help

[CAMMP User's Manual and Other Guidance](#)

**CLICK ON THIS LINK TO ACCESS THE USER'S MANUAL**

**PRESSING THE HELP BUTTON TAKES YOU TO THIS PAGE.**

## LOGOUT

Pressing this button takes you back to the CAMMP Log-In Page. Once you press this button you can not go back and will have to relog into CAMMP.



## CREATING A GRANT/COOPERATIVE AGREEMENT APPLICATION

Now that you understand how to navigate through the CAMMP system the rest of this users manual will walk through the different web pages that one will use when creating a grant application.

Once you have successfully entered your username and password on the password page you will be taken to the following page which is a list of all the open grants for your program (if you are a state) or all programs you are responsible for (if you are a specialist).

### LIST OF GRANTS

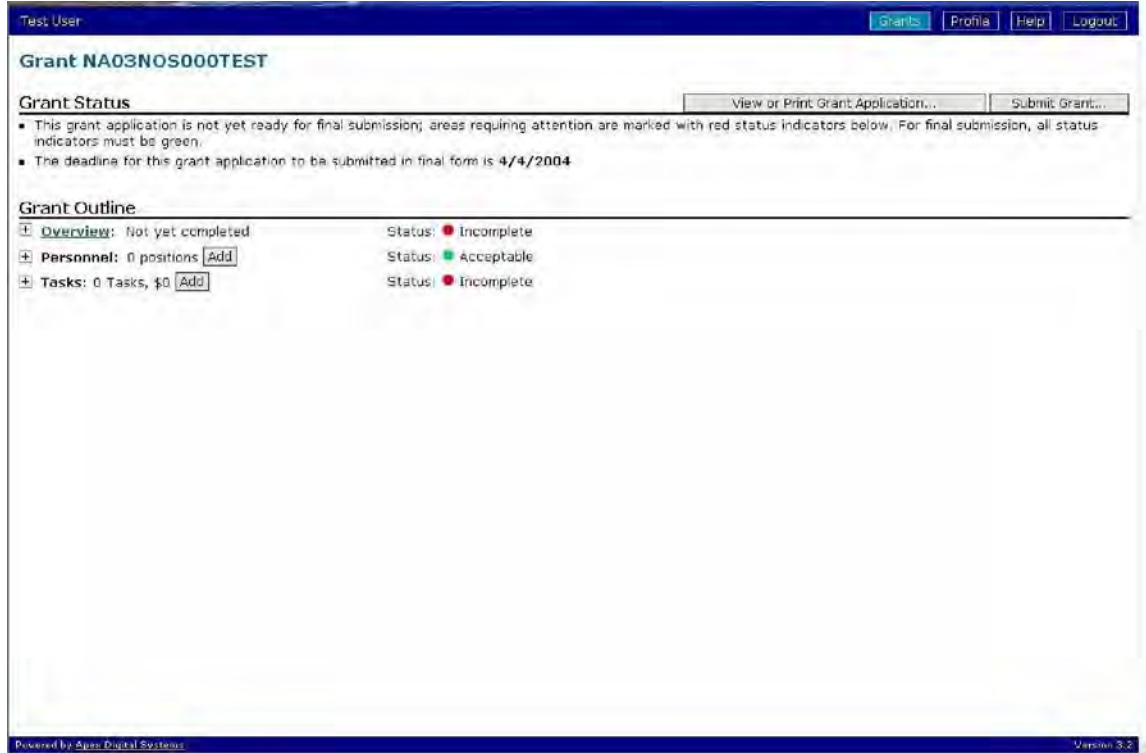
The screenshot displays the 'Open Grants' section of the CAMMP system. It features a 'Show All Grants' button in the upper right. Two grant entries are listed:

- OCRM1234567890: CZM Hawaii**
  - Status: ● Incomplete: the grant application requires additional information before it can be submitted.
  - Deadline: 12/31/2003
  - Timeframe: January 2004 to February 2005
  - Tasks: 3 tasks, totalling \$138,000.
  - Introduction: this is only a test
- NA03NOS4190082: CZM Hawaii**
  - Status: ● Incomplete: the grant application requires additional information before it can be submitted.
  - Deadline: 7/1/2003
  - Timeframe: July 2003 to December 2004
  - Tasks: 8 tasks, totalling \$3,431,189.
  - Introduction: CZM Hawaii - Partnering with Hawaii's communities to promote a sustainable coastal environment by building upon our heritage and inspiring island stewardship. Hawaii's Coastal Zone Management Program (CZM Hawaii) is established by Chapter 205A, Ha...

To actually go to a grant, click on the **blue underlined grant number**.

**Show All Grants** - If you want to see a list of ALL grants for your program that have been entered into the CAMMP system, click on the **Show All Grants** box in the upper right hand corner. This will give you a list of both active and nonactive grants for your particular program. Active grants are grants that are still being worked on, and which can be edited. Nonactive grants are grants that have been finalized and submitted to NOAA.

## GRANT HOME PAGE



This page is the main page of the grant. From this page you can create (or edit) the overview, personnel worksheet, and create and edit the **Tasks** that make up the award. You also Print the grant and Submit the grant to NOAA via this page.

This is how the page looks prior to starting any work on it. Nothing has been completed, no positions have been added, and there are no tasks created.

### Grant Status

This is the area where you can read about the status of the grant, and see if it is ready or not to be submitted in final to NOAA. (Also see the [Status Lights](#) discussion below) You also see the deadline for submitting the award to NOAA.

***Status Lights:** The Status lights tell you if a particular section of CAMMP has had all its required fields filled out. This will allow the applicant to quickly hone in on where they still might be missing information. An application can be submitted in FINAL to NOAA only if all status lights are green. If any status lights are red, the application can be submitted to NOAA but only in DRAFT form.*

***NOTE:** The above example shows that when you first get into an award the personnel worksheet is marked as acceptable even though there are no positions yet associated with the award. This is to allow those awards that don't have any personnel costs (mainly CELCP awards) to submit their applications as "final".*

## Grant Outline

This is the area where you navigate through the actual award itself as it is created and edited. Here is where you can create (or edit) the overview, personnel worksheet, and the **Tasks** that make up the award.

1. **Overview** - where you access, edit, and review the administrative and introductory information associated with the award.
2. **Personnel** - where you access, edit, and review the personnel worksheet associated with the award.
3. **Tasks** - where you create, edit, and review the tasks that make up the award.



## GRANT OVERVIEW

GrantOverview - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://cammp.nos.noaa.gov/cammp/GrantOverview.aspx?GrantID=66>

National Ocean Service  
Coastal and Marine Management Program

Dwight Reynolds [Grants](#) [Profile](#) [Admin](#) [Help](#) [Logout](#)

Grant [OCRM987654321](#) > Overview

### Grant OCRM987654321 Overview

#### Grant Point of Contact

Department:	* Department of Coastal Stuff
Agency Name:	* Coastal Environmental Agency
Program Title:	* CZM Hawaii
Point of Contact:	* Mr. Beach Green
Address:	* 1233 Oceanfront Avenue Watertown, Hawaii 00000
Phone Number:	* 555-555-5555
Fax Number:	555-555-5555
Email Address:	555-555-5555

#### Grant Timeframe

Start:	* September	2002
End:	* August	2003

#### Grant Summary

DUNS Number:	* 8675309
Grant Introduction (4000 character limit):	* This is a pre-beta test of the new CAMMP system, to check and make sure all errors are fixed and that the calculations are working. This is only a test.

This page is accessed when you press the Grant Overview button on the main page. The Grant Overview page contains all of a program's contact information, as well as its timeframe, DUNS number, and introduction/summary. Note that almost all the information on this page is now REQUIRED, in order to conform with the federal government's e-gov requirements (fax and email information only are optional), also known as the 194 Data Set standards.

**Point of Contact Section**

Most of the information requested in this section is self-explanatory. Department and Agency Name conform to the 194 Data Set standards. Unfortunately I have found the two fields to be rather short – so you may have to abbreviate the names (i.e. Dept for Department, etc.)

**Grant Timeframe Section**

Here is where you enter the proposed start and end months and years of the grant. These are the dates that will show up on the title page of the printout. Note that unlike the earlier versions of CAMMP, these dates will not default throughout the rest of the award as you create it.

**Grant Summary Section**

As of October 1, 2003 any applicant applying for a Federal grants or cooperative agreement is required to provide a DUNS number. (DUNS stands for Dun and Bradstreet (D&B) Data Universal Numbering System). The DUNS number is a unique nine-character identification number. For further information review the NOAA GMD memo regarding DUNS numbers: <http://www.ofa.noaa.gov/%7Egrants/DUNS.pdf>

In order to comply with the 194 data set, the Grant Introduction is now mandatory, unlike the earlier version of CAMMP where it was optional. The introduction should be a concise executive summary of the grant – who is it for and what will it do?

## CREATING A NEW POSITION

Grant Personnel - Microsoft Internet Explorer

Address: https://cammp.nos.noaa.gov/cammp/GrantPersonnel.aspx?GrantID=66&PersonnelID=-1

National Ocean Service  
Coastal and Marine Management Program

Dwight Reynolds    Grants   Profile   Admin   Help   Logout

Grant [OCRM987654321](#) > Grant Personnel

### New Position

**Position Status**

- To save this position, it must have a title, base salary, fringe rate, and explanation of fringe rate; these values are used in calculations throughout CAMMP. Base salary must be a positive whole number. Fringe rate may contain up to two decimal places.

**Position Information**

Title: \* Program Manager

Annual Base Salary: \*\$ 100000

Fringe Rate: \* 25%

Explanation of Fringe Rate: \* This rate is composed of 12% health, 10% retirement, 3% something else.

Save   Save And Add Another   Cancel

\* Fields required to save a position

**Task Assignments**

Section	App. ID	Task	Allotted Federal		Allotted Non-Federal		Allotted Salary \$	Allocated
			Salary \$	Fringe %	Salary \$	Fringe %		
--	--	--	--	--	--	--	--	--
<b>Totals:</b>			--	--	--	--	--	--

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Note that you get to this page by pressing the ADD button at the end of the Personnel item on the Main Task page.

To Create a New Position, enter the Title of the Position, the Annual Base Salary of the Position, the Fringe Rate of the Position, and provide an explanation of the Fringe Rate. The example below shows a that a Program Manager was added to this task, and that his salary is \$100,000 and his fringe is 25%.

Adding Multiple Positions: To continue adding positions, press the “Save and Add Another” button. When you are finished adding positions, press the “Save” button which will take you back to the Main Menu Page of the Grant.

Task Assignments: As a position is added to tasks, its assignments will show up in this section. Note that since this is a new position it is not yet assigned to any tasks.

### CREATING THE PERSONNEL WORKSHEET

**Grant OCRM987654321**

**Grant Status**

- This grant application is not yet ready for final submission; areas requiring attention are marked with red status indicators below. For final submission, all status indicators must be green.
- The deadline for this grant application to be submitted in final form is **10/10/2002**

**Grant Outline**

**Overview:** All required fields completed      Status: ● Acceptable

**Personnel:** 3 positions       Status: ● Acceptable

Position	Base Salary \$	Fringe Rate	Allotted Federal		Allotted Non-Federal		Total Allotted Salary \$		Allocated
			Salary \$	Fringe \$	Salary \$	Fringe \$	Salary \$	Fringe \$	
<span style="color: green;">●</span> <a href="#">Assistant Manager</a>	80,000	25.00%	0	0	0	0	0	0	0.00%
<span style="color: green;">●</span> <a href="#">Coastal Management Specialist</a>	50,000	20.00%	0	0	0	0	0	0	0.00%
<span style="color: green;">●</span> <a href="#">Program Manager</a>	100,000	50.00%	0	0	0	0	0	0	0.00%

**Tasks:** 1 Task, \$0       Status: ● Incomplete

Note that ABOVE we have added three positions to the grant application so far using the “New Position” function above. Note that all three positions have 0’s next to their allotted federal and non-federal salary and fringe. This is correct as they have not been assigned to any tasks yet. Also notice that the positions are listed alphabetically.

## COMPLETED PERSONNEL WORKSHEET

**Grant OCRM987654321**

**Grant Status** [View or Print Grant Application...](#) [Submit Grant...](#)

- This grant application is not yet ready for final submission; areas requiring attention are marked with red status indicators below. For final submission, all status indicators must be green.
- The deadline for this grant application to be submitted in final form is **10/10/2002**

**Grant Outline**

**Overview:** All required fields completed    Status: ● Acceptable

**Personnel:** 10 positions [Add](#)    Status: ● Acceptable

Position	Base Salary \$	Fringe Rate	Allotted Federal		Allotted Non-Federal		Total Allotted Salary \$	Allocated
			Salary \$	Fringe \$	Salary \$	Fringe \$		
<span style="color: green;">●</span> <a href="#">Assistant Manager Coastal Management Specialist</a>	80,000	25.00%	0	0	0	0	0	0.00%
<span style="color: green;">●</span> <a href="#">Coastal Permit Specialist A</a>	50,000	20.00%	0	0	0	0	0	0.00%
<span style="color: green;">●</span> <a href="#">Coastal Permit Specialist B</a>	50,000	40.00%	0	0	0	0	0	0.00%
<span style="color: green;">●</span> <a href="#">Coastal Permit Specialist B</a>	60,000	50.00%	0	0	0	0	0	0.00%
<span style="color: green;">●</span> <a href="#">Educator</a>	20,000	0.00%	0	0	0	0	0	0.00%
<span style="color: green;">●</span> <a href="#">Local Community Liaison</a>	30,000	0.00%	0	0	0	0	0	0.00%
<span style="color: green;">●</span> <a href="#">Measly Intern</a>	20,000	0.00%	0	0	0	0	0	0.00%
<span style="color: green;">●</span> <a href="#">Program Manager</a>	100,000	50.00%	0	0	0	0	0	0.00%
<span style="color: green;">●</span> <a href="#">Researcher</a>	50,000	100.00%	0	0	0	0	0	0.00%
<span style="color: green;">●</span> <a href="#">Webmaster</a>	40,000	50.00%	0	0	0	0	0	0.00%

**Tasks:** 1 Task, \$0 [Add](#)    Status: ● Incomplete

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The above example shows ten positions that will be funded wholly or partially through this grant. The total salary and fringe does not appear here because this is a **worksheet** – it is only intended to allow each program to set up the personnel and fringe resources that will be assigned to this grant application. The **personnel worksheet** will NOT appear in the award printout. Instead the personnel will be distributed across the tasks.

It is possible that not every position will be assigned 100% to this grant. It is also possible that not every position will have the same fringe rate. It is quite possible that not every position will have the same percentage split between federal and non-federal.



## ADDING A TASK

**National Ocean Service  
Coastal and Marine Management Program**

Dwight Reynolds [Grants](#) [Profile](#) [Admin](#) [Help](#) [Logout](#)

Grant [NA098765432](#) > Add New Task

### Add New Task

#### Task Information

Task Name: \*

Applicant ID:

Section: \*

Classification: \*  Other:

Location: \*

#### Task Timeframe

Start: \*

End: \*

#### Task Description

Task Description (4000 character limit): \*

3806 characters remaining toward maximum of 4000 characters.

\* Fields required to save a task  
\* Fields required to submit a grant application

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This page appears when you press the add new task button on the main page. It is where you create the task. Much of the information on this page will eventually be used to create queries so one can access and analyze information about the CZM and NERR awards.

#### Task Information

*Task Title* – the title of the task, try and name the task something descriptive

*Applicant ID* – This field is optional. If your agency or state any unique numbering system that your state or agency uses

*Section* - the section of the CZMA under which this is funded (NERR programs will only see 315, CELCP programs will only see CELCP)

*Classification* – using the drop down menu, select whatever option is most similar to the type of task that you are creating. If none of the options seem to fit, chose *Other* and type in a new classification.

Location – Describe the geographical location of this task.

#### Task Timeframe

Using the pull-down menus, select the Start and End months and years of the task. Tasks are assumed to start on the first of the month listed, and end on the last day of the month listed.

#### Task Description

This is where you provide the detailed description explanation about the task. The description is limited to 4000 characters. There is a counter underneath the text box that keeps you informed about how much space you have left. If you copy and paste too much text into this box, the counter will appear as a negative number. You must get the counter up to zero, as any additional (negative) text will be cut out when you save.

## ADDING AN OUTCOME

The screenshot shows a web browser window with the NOAA Coastal and Marine Management Program header. The user is logged in as Dwight Reynolds. The breadcrumb trail is: Grant NA098765432 > Task (306-1) Program Administration > Add Outcome. The main heading is 'Add Outcome' with a sub-heading: 'This page enables you to add, edit, or delete an outcome to a specific task.' Below this is the 'Outcome Information' section. It contains three fields: 'Outcome:' with a text input containing 'Successful Administration of the Program'; 'Completion:' with a dropdown menu set to 'December' and a year dropdown set to '2004'; and 'Description (4000 character limit):' with a large text area containing the text 'The result of this task is the successful administration of the Program.' Below the text area is a character count: '3796 characters remaining toward maximum of 4000 characters.' At the bottom of the form are 'Save' and 'Cancel' buttons. The browser's status bar at the bottom shows 'Done' and 'Internet'.

In the original CAMMP system this was also known as “Product/Outcome”.

### Outcome Information

*Outcome* – the title of the outcome. Try and be descriptive.

*Completion* – the month/year when the outcome is due. There is no start date..

*Description* - This is where you provide the detailed description explanation about the outcome. The description is limited to 4000 characters. There is a counter underneath the text box that keeps you informed about how much space you have left. If you copy and paste too much text into this box, the counter will appear as a negative number. You must get the counter up to zero, as any additional (negative) text will be cut out when you save.

## ADDING BUDGET INFORMATION

The next section goes through the various budget items that can make up a task. Every task must have at least one budget item, but can have multiple budget items.

### ADDING A POSITION TO A TASK

The screenshot shows a web browser window titled "Personnel Budget Item - Microsoft Internet Explorer". The browser's address bar shows the URL: [Grant NA098765432 > Task \(306-1\) Program Administration > Personnel Budget Item](#). The page header includes the NOAA logo and the text "National Ocean Service Coastal and Marine Management Program". Below the header, there is a navigation menu with buttons for "Grants", "Profile", "Admin", "Help", and "Logout". The user's name, "Dwight Reynolds", is displayed on the left. The main content area is titled "Personnel Budget Item" and contains a paragraph of instructions: "This page enables you to enter the amounts spent from federal and non-federal sources for a specific position working on a specific task. To modify the position--including its salary, title, or fringe rate--click the position name link above. The **Available Salary** indicates the amount that is available for this position on this task--the position salary minus any other task budget items assigned to this position. Federal and Non-Federal amounts must be positive whole numbers. The sum of the Federal and Non-Federal amounts on this task must not exceed the Available Salary. Fringe values will be calculated automatically based on the values entered below and the position fringe rate." Below this text is a section titled "Budget Item Information" with a "Delete Budget Item" button. The form contains the following fields: "Position:" with a dropdown menu showing "\* Coastal Permit Specialist B"; "Position Salary:" with a text input field containing "\$ 60,000"; "Fringe Rate:" with a text input field containing "50.00%"; "Available Salary:" with a text input field containing "\$ 60000"; "Federal:" with a text input field containing "\$ 20000"; "Non-Federal:" with a text input field containing "\$ 10000"; and "Remaining Available Salary:" with a text input field containing "\$ 30000". At the bottom of the form are "Save" and "Cancel" buttons. A note below the buttons states: "\* Fields required to save this budget item". The footer of the page includes "Powered by Apex Digital Systems" and "Version 3.01". The browser's status bar shows "Done" and "Internet".

Personnel Budget Item

This page enables you to enter the amounts spent from federal and non-federal sources for a specific position working on a specific task. To modify the position--including its salary, title, or fringe rate--click the position name link above.

The **Available Salary** indicates the amount that is available for this position on this task--the position salary minus any other task budget items assigned to this position. Federal and Non-Federal amounts must be positive whole numbers. The sum of the Federal and Non-Federal amounts on this task must not exceed the Available Salary. Fringe values will be calculated automatically based on the values entered below and the position fringe rate.

**Budget Item Information** Delete Budget Item

Position: \* [Coastal Permit Specialist B](#)

Position Salary: \*\$ 60,000

Fringe Rate: 50.00%

Available Salary: \$ 60000

Federal: \*\$ 20000

Non-Federal: \*\$ 10000

Remaining Available Salary: \$ 30000

\* Fields required to save this budget item

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Done Internet