

COST SHARING Tab

What data is contained in the COST SHARING Tab?

- The COST SHARING Tab provides a blank *Cost Sharing Contribution Report* form. Completion and submission of this form to EFM, and supporting documentation, is required for any awards requiring **mandatory cost sharing** (check Award Synopsis for cost sharing requirements).
- If cost sharing is not required for the award, ignore this Tab.

What do I do with this form?

- No data is automatically provided in this form. The Fund Manager, in cooperation with the project PI, needs to complete the data for committed cost sharing and include supporting documentation with the Smart Closeout Packet submission to EFM.
- With the exception of Box 7 the information in Section I: *Award Information* should be entered as it appears on the Award Synopsis.
- Note that box 6 refers to the **Sponsor** award number.
- Use an "X" to mark type (frequency) of report being submitted.

Cost Sharing Contribution Report									
Retention Period: Subject to Terms of Award									
								Fund Number	22222
I. AWARD INFORMATION									
1. Principal Investigator	BRUIN, Joe				2. Department	VC Research (2150)			
3. Project Title	Sample Sample Sample Sample Sample Sample				4. Sponsor	Sponsor Sponsor Sponsor Sponsor Sponsor			
5. Award Amount (inception to date)	\$ 600,000	6. Award No.	98-22222		7. Frequency (check one)	Quarterly		Semi	
						Annual		Final	X
8. Project Start Date	01/01/07	9. Project End Date	12/31/09		10. Budget Start Date	01/01/09	11. Budget End Date	12/31/09	

- Section II.A Commitments:
 - For Final reports, boxes 12 - 15 should be the same and should represent the entire project period.
 - For all other types of reports (Quarterly, Annual, Semi-annual), Boxes 12 and 14 should represent the reporting period only. Boxes 13 and 15 should be cumulative to date.

II. COST SHARING INFORMATION							
A. Commitments				B. Contributions			
12. This Period	\$ 60,000	13. All Periods	\$ 60,000	14. This Period	\$ 60,000	15. All Periods	\$ 60,000
IMPORTANT: Attach the spreadsheets showing the detail line item per FAU supporting this report							

- Boxes 16 and 17 should be used to report payroll cost sharing contributions from University funding sources and should be supported by Payroll Ledgers (PPP5302), and the Effort Reporting System (ERS). See *Hints & Tips* below.
- For each Employee:
 - Provide the Gross salaries and benefits for the reporting period. For final reports this may represent more than one year of salaries/benefits.
 - Provide the percent of effort to be cost shared.
 - The amount of the Cost Contribution, Total Salary Contributions, and Total Benefit Contributions will automatically calculate.
 - If multiple FAUs or percentages of effort are involved for an individual, use multiple lines.
- If the cost share percentage of salary is not the same as the percentage of benefits, attach an explanation for the difference.
- Additional lines may be inserted as necessary.

16. Salary Contributions				
Employee Name	FAU Charged	Non-Federal Gross Salaries	Cost Contribution	
			%	Amount
LeCONTE, Larry	4-402222-19900-00	\$ 552,800	2.40%	\$ 13,267
HILGARD, Harry	4-402333-19900-00	\$ 480,600	5.00%	\$ 24,030
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
TOTAL SALARY CONTRIBUTIONS				\$ 37,297
17. Benefit Contributions				
Employee Name	FAU Charged	Non-Federal Employee Benefits	Cost Contribution	
			%	Amount
LeCONTE, Larry	4-402222-19900-06	\$ 5,528	2.40%	\$ 133
HILGARD, Harry	4-402333-19900-06	\$ 4,806	5.00%	\$ 240
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
TOTAL BENEFIT CONTRIBUTIONS				\$ 373

- Box 18 should be used to report other contributions from University funding sources and/or other sources such as in-kind contributions.
 - Contributions from University sources should be supported by Detail General Ledgers (FS0100). See *Hints & Tips* below.
 - Contributions from other entities such as equipment donations, discounts, donations of effort, etc. should be supported by a communication certifying fair and reasonable value, catalogs and/or quotes for discounts, etc. It is recommended that the certification be supported by the contributor.
 - Percent of contribution is recommended, but not required.
 - If multiple FAUs are used for a single transaction, use a separate line for each FAU.
 - Additional lines may be inserted as necessary.

18. Other Contributions (including in-kind)				
Description	Funding Source	Reference No./PO Number	Cost Contribution	
			%	Amount
Postage for Surveys	4-402333-77777-03	2150QHE699	100.00%	\$ 317
Equipment Contribution	3M Company	letter attached	25.00%	\$ 1,500
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL OTHER CONTRIBUTIONS				\$ 1,817

- The PI should certify the report by signing and dating Box 19.
- Boxes 20 and 21 will be automatically populated.
- Preparers should enter the proper calculation for Box 22.
- Preparers should enter the appropriate F&A rate from the Award Synopsis.
- Lines 24 and 25 are calculated automatically.

TOTAL OTHER CONTRIBUTIONS				\$ 1,817
19. I certify that the above costs represent cost contributions of the grantee (as interpreted in grantor regulations) to the expense of conducting research under this Federal grant during the period shown, and that these costs have not been and will not be adduced as grantee contributions with respect to any other grant or period. Details substantiating this summary report of costs are available for audit.				Principal Investigator's Signature:
				Date
SUMMARY (for this reporting period):				
20. Total Payroll Contributions (direct cost only)				\$ 37,670
21. Total Other Contributions (direct cost only)				\$ 1,817
22. Total Direct Costs Subject to F&A				\$ 37,987
23. F&A Rate				54.0%
24. Total F&A				\$ 20,513
25. Total Cost Share Contribution				\$ 60,000



Hints & Tips

- Establishment of a separate unrestricted FAU (e.g. link 2nd PI cost_center) solely for cost sharing transactions is highly recommended. Minimally, project codes should be used to distinguish cost sharing transactions.
- When it is not possible to create a separate FAU for cost sharing and documentation is required from the PPP5302 and FS0100, preparers should download data from Financial Web Reports into Excel. Once the data has been downloaded into Excel, only the lines that are relevant to the cost sharing report should be saved. All other lines of data should be deleted.
- In addition to payroll ledger data, effort reports are also required when salary is used to as a cost sharing contribution. Effort reports should be exported from ERS and provided to EFM.