

University of
Virginia

ResearchUVA
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Job Aid: **Cost Share Budgets**

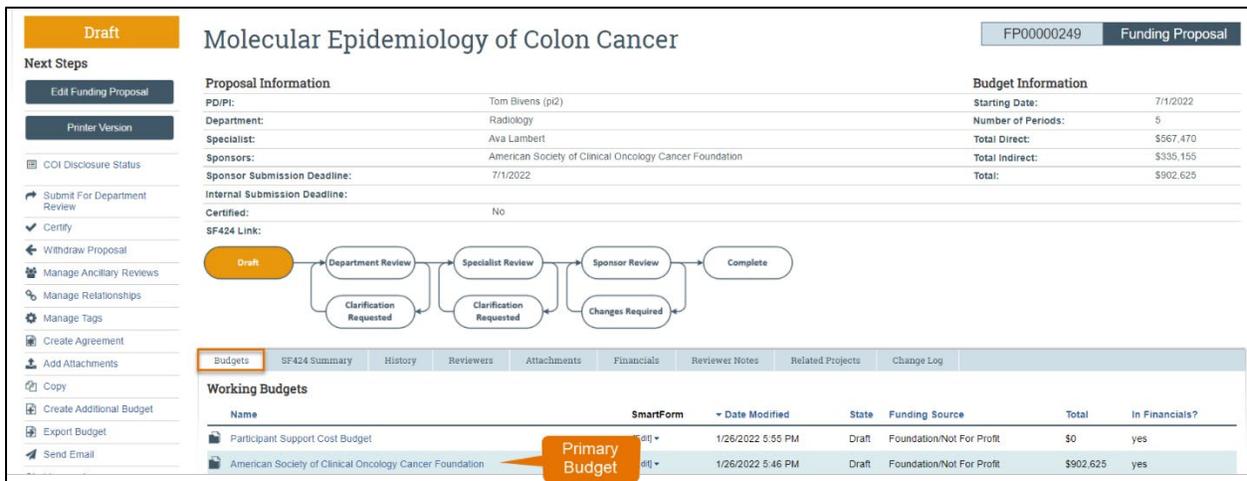
1 Cost Share Budget Overview

Cost share budgets are necessary to account for funds that must be covered by UVA. Cost share budgets can only be created after the primary budget associated with the proposal has been created.

! **Important:** This job aid outlines how to create a cost share budget and manage over-the-cap and additional cost share. Proposal budget completion and subaward budget creation are covered in separate job aids.

2 How to Create and Complete a Cost Share Budget

1. Navigate to the *Proposal Workspace*.
2. On the *Proposal Workspace*, under the Budgets tab, click the **Primary Budget Name** to display the *Budget Workspace*.



Draft Molecular Epidemiology of Colon Cancer FP00000249 Funding Proposal

Next Steps

- Edit Funding Proposal
- Printer Version
- COI Disclosure Status
- Submit For Department Review
- Certify
- Withdraw Proposal
- Manage Ancillary Reviews
- Manage Relationships
- Manage Tags
- Create Agreement
- Add Attachments
- Copy
- Create Additional Budget
- Export Budget
- Send Email

Proposal Information

PID/PI: Tom Blyvens (pi2)
 Department: Radiology
 Specialist: Ava Lambert
 Sponsors: American Society of Clinical Oncology Cancer Foundation
 Sponsor Submission Deadline: 7/1/2022
 Internal Submission Deadline:
 Certified: No
 SF424 Link:

Budget Information

Starting Date: 7/1/2022
 Number of Periods: 5
 Total Direct: \$567,470
 Total Indirect: \$335,155
 Total: \$902,625

Working Budgets

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
Participant Support Cost Budget	dit	1/26/2022 3:55 PM	Draft	Foundation/Not For Profit	\$0	yes
American Society of Clinical Oncology Cancer Foundation	dit	1/26/2022 5:46 PM	Draft	Foundation/Not For Profit	\$902,625	yes

Primary Budget

3. On the *Budget Workspace*, click the **Create Cost Share** button.



Draft American Society of Clinical Oncology Cancer Foundation BU00000245 Project Budget

Next Steps

- Edit Budget
- Printer Version
- Create Subaward
- Create Cost Share

Sponsor: American Society of Clinical Oncology Cancer Foundation
PI: Tom Blyvens (pi2)
Funding Proposal: Molecular Epidemiology of Colon Cancer

Grand Total: \$902,625
Budget Type: Foundation/Not For Profit
Subaward Count: 0

Current All-Period Totals

	Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
Personnel:	\$0	\$0	\$0	\$0	\$0	\$0

4. Complete the Cost Share SmartForm pages. The subsections below walk you through each of the pages. When finished with each page, click **Continue** to navigate through the rest of the SmartForm pages.

Cost Share Information Page:

1. **Cost share type** – Select the appropriate type. See UVA policy [here](#).

- Cost Share Entity** – Select the entity that will share the cost. Select the academic department responsible for the cost share if it is internal. Use question 3 if more than one academic department is splitting the cost share, and/or upload an excel file. If the cost share is external, choose third-party in-kind for question 1 and the external entity in this question.
- Are there any other sources of cost share funding? If yes, add an attachment which summarizes each cost share entity, relative percentages, and dollar amounts.** – Enter Yes or No. Note that your attachment should be added on the *Attachment* page of the Cost Share Budget SmartForm.

 **Note:** Cost share documentation is required and must be uploaded to the Funding Proposal. Additionally, cost share approvals via Ancillary Review will be required prior to submission to sponsor.

 **Note:** To add unrecovered F&A or subaward cost share, add them under General Costs as direct costs.

- The remaining SmartForm pages of the Cost Share budget are similar to those of the primary budget. See the Proposal Budget Job Aid or the [Funding Proposal Guide for the Research Community](#) for more instructions on the budget SmartForm pages.
- For future reference, cost share budgets are displayed under the Budgets tab of the *Proposal Workspace*.



Budgets	Budget Summary	SF424
Working Budgets		
Name		
	Cost Sharing for National Institutes of Health	
	National Institutes of Health	

3 How to Manage Over-the-Cap and Additional Cost Share

UVA is not using a Cost Share budget to account for over-the-cap salary. In the Budget Workspace, salary requested that exceeds the salary cap will prompt a reminder to generate a Cost Share budget. This is a Huron-generated reminder and can be ignored, unless over-the-cap salary is being reported to the sponsor as part of mandatory cost share (for example, salary requested on an NIH grant when the salary basis exceeds the NIH salary cap).

However, if the proposal is for a sponsor that imposes a salary cap AND there will be salary requested that exceeds that cap AND the proposal includes other cost share items (additional salary, supplies, resources provided, etc.), follow the procedure below to account for the additional cost share. The goal is to account for the additional cost share only and exclude the over-the-cap amount.

1. Navigate to the Funding Proposal Workspace. Using the Create Additional Budget activity, create an additional budget for **\$0**.
 - a. On the General Budget Information page, select NO to exclude this budget in consolidated budgets.
2. Navigate to the Budget Workspace for the \$0 budget just created. Using the Create Cost Share activity, create a Cost Share budget associated with the \$0 budget.
3. Open and edit the Cost Share budget to include all other cost share associated with the Funding Proposal except for the over-the-cap salary.
 - a. On the General Budget Information page, select whether or not to include this budget in consolidated budgets.

The Funding Proposal Workspace will now reflect at least 3 budgets:

- b. A primary budget for all costs associated with the Funding Proposal;
- c. A \$0 budget; and
- d. A cost share budget for all cost share items except for over-the-cap salary.

To delete a Cost Share budget that includes over-the-cap salary, open the Cost Share budget workspace. Use the Withdraw activity to withdraw the Cost Share budget.