Cost Sharing Reference Guide

COST SHARING	A portion of total sponsored project/program costs that are not funded by the sponsor. Cost sharing includes all contributions, including cash and in-kind, that the University makes to an award.
COST SHARING TYPES:	
Mandatory Committed	Mandatory committed cost sharing is required by the sponsor as identified or quantified in the proposal budget and/or statement of work. Mandatory committed cost sharing is a condition of receiving the award and is a binding commitment of the University. This type of cost sharing is required to be documented, separately accounted for, and reported.
Salary Cost in Excess of Sponsor Imposed Cap	Salary costs that are over a sponsor imposed cap (e.g. NIH Salary Cap) are required to be tracked. All salary costs in excess of a sponsor imposed cap is considered mandatory committed cost sharing.
Voluntary Committed	Voluntary committed cost sharing is not required by the sponsor; however, it was identified or quantified in the proposal statement of work and/or budget. Voluntary commited cost sharing becomes a binding commitment of the University when proposal is funded. This type of cost sharing is required to be documented, separately accounted for, and reported.
Voluntary Uncommitted	Any cost associated with a sponsored project / program that was not identifed in the proposal statement of work, budget, or in any other communication to the sponsor. Voluntary uncommitted cost sharing is a nonbinding commitment that is not required to be documented, separately accounted for, or reported. However, this type of cost sharing may need to be tracked for internal purposes.

Cost Center is Funding Source — Cost Sharing Type

	Mandatory Committed	Voluntary Committed	Salary Costs in Excess of Sponsored Imposed Cap	Voluntary Uncommitted
Grant	Required	Required	Required	Not Allowed
Cost Center	Required - Funding CC	Required - Funding CC	Required - Funding CC	Required - Funding CC
Fund	Required - FD120	Required - FD120	Required - FD120	Required - FD120
Expense Purpose	Required - Related Expense Purpose from Grant	Required - Related Expense Purpose from Grant	Required - Related Expense Purpose from Grant	Required - Related Expense Purpose from CC
Program	Optional - PRG102 Departmental Research Funds	Optional - PRG102 Departmental Research Funds	Required - PRG247 Sponsor Cap Excess	Optional - PRG102 Departmental Research Funds
Assignee	Optional - Assignee representing the PI	Optional - Assignee representing the PI	Optional - Assignee representing the PI	Optional - Assignee representing the PI
Data Entry Tips -- Workday				
Cost Center same as related CC for Grant	Enter grant, change fund to FD120, enter optional wortags as needed	Enter grant, change fund to FD120, enter optional wortags as needed	Enter grant, change fund to FD120, enter PRGxxx & other optional wortags as needed	Enter funding cost center, change fund to FD120, enter optional wortags as needed
Cost Center is not related CC for Grant	Enter grant, enter funding cost center, change fund to FD120, change expense purpose back to grant expense purpose, enter optional wortags as needed	Enter grant, enter funding cost center, change fund to FD120, change expense purpose back to grant expense purpose, enter optional wortags as needed	Enter grant, enter funding cost center, change fund to FD120, change expense purpose back to grant expense purpose, enter PRGxxx & other optional wortags as needed	N/A
Data Entry Tips -- Salesforce Journal Entry Application				
Cost Center same as related CC for Grant	Enter grant as driver, enter FD120 & optional wortags into the worktags field	Enter grant as driver, enter FD120 & optional wortags into the worktags field	N/A	Enter cost center as driver, enter FD120 & optional wortags into the worktags field
Cost Center is not related CC for Grant	Enter grant as driver, enter funding cost center & business unit, FD120, and optional worktags into the worktags field	Enter grant as driver, enter funding cost center & business unit, FD120, and optional worktags into the worktags field	N/A	N/A

Gift (Enxxxxxx) is Funding Source — Cost Sharing Type

	Mandatory Committed	Voluntary Committed		Voluntary Uncommitted
Grant	Required	Required	N/A - to offset salary cap costs with a gift, must do a funding transfer journal	Not Allowed
Gift (Enxxxxxx)	Required - Funding EN	Required - Funding EN		Required - Funding EN
Cost Center	Required - Related CC for EN	Required - Related CC for EN		Required - Related CC for EN
Fund	Required - FD400	Required - FD400		Required - FD400
Expense Purpose	Required - Related Expense Purpose from Grant	Required - Related Expense Purpose from Grant		Required - Related Expense Purpose from Gift
Program	Optional - PRG102 Departmental Research Funds	Optional - PRG102 Departmental Research Funds		Optional - PRG102 Departmental Research Funds
Assignee	Optional - Assignee representing the PI	Optional - Assignee representing the PI		Optional - Assignee representing the PI
Data Entry Tips -- Workday				
Source of Cost Sharing is a Gift	Enter grant, enter gift, change expense purpose to grant expense purpose, enter optional wortags as needed	Enter grant, enter gift, change expense purpose to grant expense purpose, enter optional wortags as needed	N/A	Enter gift and optional wortags as needed
Data Entry Tips -- Salesforce Journal Entry Application				
Source of Cost Sharing is a Gift	Enter gift as driver; enter grant, expense purpose code for grant, and optional worktags into the worktags field	Enter gift as driver; enter grant, expense purpose code for grant, and optional worktags into the worktags field	N/A	Enter gift in driver field, enter optional worktags in worktags field

Spendable Gift (GFTxxxxxx) is Funding Source — Cost Sharing Type

	Mandatory Committed	Voluntary Committed		Voluntary Uncommitted
Grant	Required	Required	N/A - to offset salary cap costs with a spendable gift, must do a funding transfer journal	Not Allowed
Spendable Gift (GFTxxxxxx)	Required - Funding GFT	Required - Funding GFT		Required - Funding GFT
Cost Center	Required - Related CC for GFT	Required - Related CC for GFT		Required - Related CC for GFT
Fund	Required - FD600	Required - FD600		Required - FD600
Expense Purpose	Required - Related Expense Purpose from Grant	Required - Related Expense Purpose from Grant		Required - Related Expense Purpose from Spendable Gift
Program	Optional - PRG102 Departmental Research Funds	Optional - PRG102 Departmental Research Funds		Optional - PRG102 Departmental Research Funds
Assignee	Optional - Assignee representing the PI	Optional - Assignee representing the PI		Optional - Assignee representing the PI
Data Entry Tips -- Workday				
Source of Cost Sharing is a Spendable Gift	Enter grant, enter spendable gift, change expense purpose to grant expense purpose, enter optional wortags as needed	Enter grant, enter spendable gift, change expense purpose to grant expense purpose, enter optional wortags as needed	N/A	Enter spendable gift and optional wortags as needed
Data Entry Tips -- Salesforce Journal Entry Application				
Source of Cost Sharing is a Spendable Gift	Enter spendable gift as driver; enter grant, expense purpose code for grant, and optional worktags into the worktags field	Enter spendable gift as driver; enter grant, expense purpose code for grant, and optional worktags into the worktags field	N/A	Enter spendable gift in driver field, enter optional worktags in worktags field

Helpful Hint! To validate the related worktags for any driver, please utilize the WD report *"Related Worktags by Driver"* and enter the driver worktag into the prompt to return the accurate related worktags for that driver. For example; if the reference says "use related expense purpose from CC, enter the CC into the prompt to retrieve that information. If the reference says use the related expense prupose from the grant, enter the Grant into the prompt to retireve that information.