		Cost Sharing Reference Guide			
COST SHARING	A portion of total sponsored project/program costs that are no	t funded by the sponsor. Cost sharing includes all contributions,	including cash and in-kind, that the University makes to an awa	rd.	
COST SHARING TYPES:	, , , , , , , , , , , , , , , , , , ,	, , , , , , , , , , , , , , , , , , ,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	·	
Mandatory Committed	Mandatory committed cost sharing is required by the sponsor	as identified or quantified in the proposal budget and/or stateme	ent of work. Mandatory committed cost sharing is a condition of	f receiving the award and is a binding commitment of the	
	University. This type of cost sharing is required to be documen	ited, 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 committed cost sharing becomes a binding commitment of the University when proposal is founded. This type of cost sharing is required to be desupported accounted to provide the proposal statement of the University when proposal is founded.				
	is funded. This type of cost sharing is required to be documented, separately accounted for, and reported.  An east accordance in the separately accounted for an experience of the separately accounted for a separately				
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 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	t 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			
	Enter grant, change fund to FD120, enter optional wortags as	Enter grant, change fund to FD120, enter optional wortags as	Enter grant, change fund to FD120, enter PRGxxx & other	Enter funding cost center, change fund to FD120, enter	
Cost Center same as related CC for Grant	needed	needed	optional wortags as needed	optional wortags as needed	
	Enter grant, enter funding cost center, change fund to FD120,	Enter grant, enter funding cost center, change fund to FD120,	Enter grant, enter funding cost center, change fund to FD120,		
	change expense purpose back to grant expense purpose, enter	change expense purpose back to grant expense purpose, enter	change expense purpose back to grant expense purpose, enter		
Cost Center is not related CC for Grant	optional wortags as needed	optional wortags as needed	PRGxxx & other optional wortags as needed	N/A	
		Data Entry Tips Salesforce Journal Entry Application	i s		
	Enter grant as driver, enter FD120 & optional wortags into the	Enter grant as driver, enter FD120 & optional wortags into the		Enter cost center as driver, enter FD120 & optional wortags	
Cost Center same as related CC for Grant	worktags field	worktags field	N/A	into the worktags field	
	Enter grant as driver, enter funding cost center & business	Enter grant as driver, enter funding cost center & business			
Cost Center is not related CC for Grant	unit, FD120, and optional worktags into the worktags field	unit, FD120, and optional worktags into the worktags field	N/A	N/A	
Gift (Enxxxxxx) is Funding Source		Cost Sha			
			iring Type		
	Mandatory Committed	Voluntary Committed		Voluntary Uncommitted	
Grant	Required	Voluntary Committed Required	N/A - to offset salary cap costs with a gift, must do a funding	Not Allowed	
Gift (Enxxxxxx)	Required - Funding EN	Voluntary Committed Required Required - Funding EN		Not Allowed Required - Funding EN	
Gift (Enxxxxxx) Cost Center	Required Required - Funding EN Required - Related CC for EN	Voluntary Committed Required Required - Funding EN Required - Related CC for EN	N/A - to offset salary cap costs with a gift, must do a funding	Not Allowed Required - Funding EN Required - Related CC for EN	
Gift (Enxxxxxx) Cost Center Fund	Required Required - Funding EN Required - Related CC for EN Required - FD400	Required Required - Funding EN Required - Related CC for EN Required - FD400	N/A - to offset salary cap costs with a gift, must do a funding	Not Allowed Required - Funding EN Required - Related CC for EN Required - FD400	
Gift (Enxxxxxx) Cost Center Fund Expense Purpose	Required Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Grant	Required Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Grant	N/A - to offset salary cap costs with a gift, must do a funding	Not Allowed Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Gift	
Gift (Enxxxxxx) Cost Center Fund	Required Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds	Required Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds	N/A - to offset salary cap costs with a gift, must do a funding	Not Allowed Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Gift Optional - PRG102 Departmental Research Funds	
Gift (Enxxxxxx) Cost Center Fund Expense Purpose	Required Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Grant	Required Required - Funding EN Required - Funding EN Required - Funding EN Required - FD400 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI	N/A - to offset salary cap costs with a gift, must do a funding	Not Allowed Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Gift	
Gift (Enxxxxxx) Cost Center Fund Expense Purpose Program	Required Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI	Required Required - Funding EN Required - Related CC for EN Required - F0400 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI Data Entry Tips Workday	N/A - to offset salary cap costs with a gift, must do a funding	Not Allowed Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Gift Optional - PRG102 Departmental Research Funds	
Gift (Enxxxxxx) Cost Center Fund Expense Purpose Program Assignee	Required Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI Enter grant, enter gift, change expense purpose to grant	Required Required - Funding EN Required - Related CC for EN Required - F0400 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI Data Entry Tips Workday Enter grant, enter gift, change expense purpose to grant	N/A - to offset salary cap costs with a gift, must do a funding transfer journal	Not Allowed Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Gift Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI	
Gift (Enxxxxxx) Cost Center Fund Expense Purpose Program	Required Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI	Required Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI Data Entry Tips Workday Enter grant, enter gift, change expense purpose to grant expense purpose, enter optional wortags as needed	N/A - to offset salary cap costs with a gift, must do a funding	Not Allowed Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Gift Optional - PRG102 Departmental Research Funds	
Gift (Enxxxxxx) Cost Center Fund Expense Purpose Program Assignee	Required Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI Enter grant, enter gift, change expense purpose to grant	Required Required - Funding EN Required - Related CC for EN Required - F0400 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI Data Entry Tips Workday Enter grant, enter gift, change expense purpose to grant	N/A - to offset salary cap costs with a gift, must do a funding transfer journal	Not Allowed Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Gift Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI	
Gift (Enxxxxxx) Cost Center Fund Expense Purpose Program Assignee  Source of Cost Sharing is a Gift  Source of Cost Sharing is a Gift	Required Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI Enter grant, enter gift, change expense purpose to grant expense purpose, enter optional wortags as needed	Required Required - Funding EN Required - Funding EN Required - Funding EN Required - For EN Required - For EN Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the Pl Data Entry Tips Workday Enter grant, enter gift, change expense purpose to grant expense purpose, enter optional wortags as needed Data Entry Tips Salesforce Journal Entry Application	N/A - to offset salary cap costs with a gift, must do a funding transfer journal	Not Allowed Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Gift Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI Enter gift and optional worktags as needed	
Gift (Enxxxxxx) Cost Center Fund Expense Purpose Program Assignee  Source of Cost Sharing is a Gift	Required Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI Enter grant, enter gift, change expense purpose to grant expense purpose, enter optional wortags as needed Enter gift as driver; enter grant, expense purpose code for grant, and optional worktags into the worktags field	Required Required - Funding EN Required - Related CC for EN Required - F0400 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI  Data Entry Tips Workday Enter grant, enter gift, change expense purpose to grant expense purpose, enter optional wortags as needed Data Entry Tips Salesforce Journal Entry Application Enter gift as driver; enter grant, expense purpose code for grant, and optional worktags into the worktags field  Cost Sha	N/A - to offset salary cap costs with a gift, must do a funding transfer journal	Not Allowed Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Gift Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI  Enter gift and optional worktags as needed  Enter gift in driver field, enter optional worktags in worktags field	
Gift (Enxxxxxx) Cost Center Fund Expense Purpose Program Assignee  Source of Cost Sharing is a Gift Spendable Gift (GFTxxxxxxx) is Funding Source	Required Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI Enter grant, enter gift, change expense purpose to grant expense purpose, enter optional wortags as needed Enter gift as driver; enter grant, expense purpose code for grant, and optional worktags into the worktags field  Mandatory Committed	Required Required - Funding EN Required - Funding EN Required - Floating EN Required - Floating EN Required - Floating EN Required - Floating End Required - Floating End Required - Floating End Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI  Data Entry Tips Workday Enter grant, enter gift, change expense purpose to grant expense purpose, enter optional wortags as needed Data Entry Tips Salesforce Journal Entry Application Enter gift as driver; enter grant, expense purpose code for grant, and optional worktags into the worktags field  Cost Sha	N/A - to offset salary cap costs with a gift, must do a funding transfer journal  N/A  N/A  N/A  Tring Type	Not Allowed Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Gift Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI  Enter gift and optional worktags as needed  Enter gift in driver field, enter optional worktags in worktags field  Voluntary Uncommitted	
Gift (Enxxxxxx) Cost Center Fund Expense Purpose Program Assignee  Source of Cost Sharing is a Gift Source of Cost Sharing is a Gift Spendable Gift (GFTxxxxxxx) is Funding Source Grant	Required Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI Enter grant, enter gift, change expense purpose to grant expense purpose, enter optional wortags as needed Enter gift as driver; enter grant, expense purpose code for grant, and optional worktags into the worktags field  Mandatory Committed Required	Required - Funding EN Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI Data Entry Tips Workday Enter grant, enter gift, change expense purpose to grant expense purpose, enter optional wortags as needed Data Entry Tips Salesforce Journal Entry Application Enter gift as driver; enter grant, expense purpose code for grant, and optional worktags into the worktags field  Voluntary Committed Required	N/A - to offset salary cap costs with a gift, must do a funding transfer journal  N/A  N/A  N/A  N/A  N/A  N/A  N/A - to offset salary cap costs with a spendable gift, must do	Not Allowed Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Gift Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI  Enter gift and optional worktags as needed  Enter gift in driver field, enter optional worktags in worktags field  Voluntary Uncommitted Not Allowed	
Gift (Enxxxxxx) Cost Center Fund Expense Purpose Program Assignee  Source of Cost Sharing is a Gift Spendable Gift (GFTxxxxxxx) is Funding Source Grant Spendable Gift (GFTxxxxxxx)	Required - Funding EN Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI Enter grant, enter gift, change expense purpose to grant expense purpose, enter optional wortags as needed Enter gift as driver; enter grant, expense purpose code for grant, and optional worktags into the worktags field  Mandatory Committed Required Required - Funding GFT	Required - Funding EN Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Grant Optional - Refoloo Departmental Research Funds Optional - Assignee representing the PI Data Entry Tips Workday Enter grant, enter gift, change expense purpose to grant expense purpose, enter optional wortags as needed Data Entry Tips Salesforce Journal Entry Application Enter gift as driver; enter grant, expense purpose code for grant, and optional worktags into the worktags field  Voluntary Committed Required Required - Funding GFT	N/A - to offset salary cap costs with a gift, must do a funding transfer journal  N/A  N/A  N/A  Tring Type	Not Allowed Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Gift Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI  Enter gift and optional worktags as needed  Enter gift in driver field, enter optional worktags in worktags field  Voluntary Uncommitted  Not Allowed Required - Funding GFT	
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Gift (Enxxxxxx) Cost Center Fund Expense Purpose Program Assignee  Source of Cost Sharing is a Gift Spendable Gift (GFTxxxxxx) is Funding Source  Grant Spendable Gift (GFTxxxxxx) Cost Center Fund Expense Purpose	Required Required - Funding EN Required - Related CC for EN Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI Enter grant, enter gift, change expense purpose to grant expense purpose, enter optional wortags as needed Enter gift as driver; enter grant, expense purpose code for grant, and optional worktags into the worktags field  Mandatory Committed Required Required - Funding GFT Required - Related CC for GFT Required - FD600 Required - Related Expense Purpose from Grant	Required Required - Funding EN Required - Related CC for EN Required - FD400 Required - FD400 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI Data Entry Tips Workday Enter grant, enter gift, change expense purpose to grant expense purpose, enter optional wortags as needed Data Entry Tips Salesforce Journal Entry Application Enter gift as driver; enter grant, expense purpose code for grant, and optional worktags into the worktags field  Cost Sha  Voluntary Committed  Required Required - Funding GFT Required - Related CC for GFT Required - Related Expense Purpose from Grant	N/A - to offset salary cap costs with a gift, must do a funding transfer journal  N/A  N/A  N/A  N/A  N/A  N/A  N/A - to offset salary cap costs with a spendable gift, must do	Not Allowed Required - Funding EN Required - Related CC for EN Required - Related Expense Purpose from Gift Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI  Enter gift and optional worktags as needed  Enter gift in driver field, enter optional worktags in worktags field  Voluntary Uncommitted Not Allowed Required - Funding GFT Required - Related CC for GFT Required - FD600 Required - Related Expense Purpose from Spendable Gift	
Gift (Enxxxxxx) Cost Center Fund Expense Purpose Program Assignee  Source of Cost Sharing is a Gift Spendable Gift (GFTxxxxxx) is Funding Source Grant Spendable Gift (GFTxxxxxx) Cost Center Fund Expense Purpose Program	Required Required - Funding EN Required - Related CC for EN Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI  Enter grant, enter gift, change expense purpose to grant expense purpose, enter optional wortags as needed  Enter gift as driver; enter grant, expense purpose code for grant, and optional worktags into the worktags field  Mandatory Committed Required - Funding GFT Required - Related CC for GFT Required - FD600 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds	Required Required - Funding EN Required - Related CC for EN Required - FD400 Required - FD400 Required - FD400 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI Data Entry Tips Workday Enter grant, enter gift, change expense purpose to grant expense purpose, enter optional wortags as needed Data Entry Tips Salesforce Journal Entry Application Enter gift as driver; enter grant, expense purpose code for grant, and optional worktags into the worktags field  Cost Sha  Voluntary Committed  Required Required - Funding GFT Required - Related CC for GFT Required - FD600 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds	N/A - to offset salary cap costs with a gift, must do a funding transfer journal  N/A  N/A  N/A  N/A  N/A  N/A  N/A - to offset salary cap costs with a spendable gift, must do	Not Allowed Required - Funding EN Required - Related CC for EN Required - Related Expense Purpose from Gift Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI  Enter gift and optional worktags as needed  Enter gift in driver field, enter optional worktags in worktags field  Voluntary Uncommitted  Not Allowed Required - Funding GFT Required - Related CC for GFT Required - FD600 Required - Related Expense Purpose from Spendable Gift Optional - PRG102 Departmental Research Funds	
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Gift (Enxxxxxx) Cost Center Fund Expense Purpose Program Assignee  Source of Cost Sharing is a Gift Spendable Gift (GFTxxxxxx) is Funding Source Grant Spendable Gift (GFTxxxxxx) Cost Center Fund Expense Purpose Program	Required Required - Funding EN Required - Related CC for EN Required - FD400 Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI Enter grant, enter gift, change expense purpose to grant expense purpose, enter optional wortags as needed Enter gift as driver; enter grant, expense purpose code for grant, and optional worktags into the worktags field  Mandatory Committed Required Required - Funding GFT Required - Related CC for GFT Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI	Required - Funding EN Required - Related CC for EN Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI  Data Entry Tips Workday Enter grant, enter gift, change expense purpose to grant expense purpose, enter optional wortags as needed Data Entry Tips Salesforce Journal Entry Application Enter gift as driver; enter grant, expense purpose code for grant, and optional worktags into the worktags field  Voluntary Committed Required Required - Funding GFT Required - Related CC for GFT Required - Related Expense Purpose from Grant Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI  Data Entry Tips Workday	N/A - to offset salary cap costs with a gift, must do a funding transfer journal  N/A  N/A  N/A  N/A  N/A  N/A  N/A - to offset salary cap costs with a spendable gift, must do	Not Allowed Required - Funding EN Required - Related CC for EN Required - Related Expense Purpose from Gift Optional - PRG102 Departmental Research Funds Optional - Assignee representing the PI  Enter gift and optional worktags as needed  Enter gift in driver field, enter optional worktags in worktags field  Voluntary Uncommitted  Not Allowed Required - Funding GFT Required - Related CC for GFT Required - FD600 Required - Related Expense Purpose from Spendable Gift Optional - PRG102 Departmental Research Funds	
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