Job Aid: Cost Share Budgets
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.

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.

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

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.
2. **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.

3. **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.

5. 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.

6. For future reference, cost share budgets are displayed under the Budgets tab of the *Proposal Workspace*.

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.