

Overview

The GMAS Cost Sharing form is used to document cost sharing over the life of an award for which Cost Sharing is proposed or committed. The Cost Sharing Form is generated in GMAS when the response to the question “Does this request include any Cost Sharing?” is set to “Yes” as part of the proposal process. A “Yes” response to this question also generates the GMAS Cost Sharing Approval. Once the proposal has been locked and routed, cost sharing is approved as part of the overall proposal review and approval process. If changes need to be made to cost sharing after the proposal is submitted, a new cost sharing form is generated via the [GMAS Cost Sharing Request](#), and the cost sharing approval status is reset.

This job aid focuses on entering cost sharing data in the GMAS cost sharing form during the creation of the initial or competing renewal proposal in GMAS

Roles & Responsibilities

Department/Local Level Managing Unit – Responsible for completing the cost sharing form in GMAS and ensuring that the appropriate cost sharing approvers have been identified in GMAS

GMAS Instructions

Accessing the Cost Sharing Form

After having responded “Yes” to the cost sharing question on the proposal, the link to the cost sharing form is displayed on the proposal homepage in the **Actions Required** panel. Click “**Edit**” to complete the cost sharing form

Figure 1

Initial proposal
6372386

Comments (0) Related links Info Lock and route for signatures

Research team 1
Subagreements 0
Accounts 1

Under development Under review Authorized Submitted

Due to central 4 days ago on Mar 20, 2020
Due to sponsor in 3 days on Mar 27, 2020

Central reviewer
Unassigned

Actions required

| | |
|---|------|
| ▲ Required information is missing for Cynthia Martini | Edit |
| ▲ Proposal budget is missing | Edit |
| ▲ School questions have not been answered | Edit |
| ▲ Cost sharing form has not been completed | Edit |

Key information
✔ Cost sharing
10 do not apply: Show all

Cost Sharing Form Header

- Cost Sharing Type** - Select one value from the drop-down list. The following types must be tracked in GMAS

- a. Mandatory Committed Cost Sharing
 - b. Voluntary Committed Cost sharing
- 2. Cost Sharing Source(s)**
- a. Identify the source of the cost sharing – check all that apply.
 - b. New panels will be displayed in the form based on the selection.

Figure 2

Edit cost sharing

Generated by Initial proposal 6372386

1 Cost sharing type

Cost sharing source(s) University/School contributions
 (select all that apply) Sponsored contributions (matching funds)
 2 Subrecipient cost sharing
 In-kind cost sharing
 Other

3. **Budget Periods** are automatically populated based on the budget periods entered in the proposal. If more than five budget periods are included in the proposal, click the right arrow to display additional budget periods.

Figure 3

| | | | | | |
|---|---|---|---|---|---|
| Period 1 Jan 1, 2010 - Dec 31, 2010 | Period 2 Jan 1, 2011 - Dec 31, 2011 | Period 3 Jan 1, 2012 - Dec 31, 2012 | Period 4 Jan 1, 2013 - Dec 31, 2013 | Period 5 → 4 Jan 1, 2014 - Dec 31, 2014 | Total (8 periods) Jan 1, 2010 - Dec 31, 2017 |
|---|---|---|---|---|---|

University/School Contributions

For University/School Contributions, most expenses are captured in companion accounts (non-sponsored fund ID + sponsored activity/sub-activity). Therefore, GMAS initially assumes that expenses will be charged to a companion account. If this is the case:

1. **Companion account to** – If only a main account has been established, this will default to Main 1. If more than one account has been established, select the Main or part of account that this account is a companion to from the drop-down menu.
2. **Fund** – Enter the fund ID, if known at proposal. The fund ID entered must be in the non-sponsored fund range which are values from 000001-054999 or 300000-699999

Figure 4

If the expenses will *not* be tracked in a companion account

3. Check the **Use non-companion account** box.
4. **Account string** is displayed. Enter as much as is available. Org and Root are look-ups; begin typing to find the values.

Figure 5

After the account is defined:

1. **Category** – Select cost sharing expense category from drop-down menu, or enter the Object Code first and the category will be updated based on the object code entered.
2. **Object Code** – Begin typing to find and select object code. When entered, the object code will automatically update the Category.
3. **Proposed Cost Sharing Amount**
 - a. Enter the direct cost of the proposed cost sharing expenses by budget period. Note that if salary is being cost shared, dollars entered must tie to effort in Person months (#5 below) by period. Also note that if salary is being cost shared, Fringe benefits may apply and should be added as a separate line item with the fringe category assigned.
 - b. If IDC will be part of the cost sharing commitment, it must be entered as a separate line item with the appropriate category assigned. IDC may be included only if it is allowed by the sponsor to meet the cost sharing commitment
4. **Comments** – Enter any comments about the planned cost sharing expenditure
5. **Person Months** – enter by budget period if proposed cost sharing expense is salary

Completing the GMAS Cost Sharing Form - Initial Proposal or Competing Renewal

Last Updated: 04/21/2020

GMAS Release: Scheduled for 04/24/2020

- a. For help in converting % effort to person months go to the [NIH person months conversion chart](#)
- 6. **Add account** – select to add another account
- 7. **Add Category/Object code** – select to add another category and object code within the same account.

Figure 6

University/School contributions 6 Add account

Companion account to Main 1 Fund Optional \$30,000

Use non-companion account 7 Add category/object code

| | | | | | | | | |
|--|---------------------------------------|-------------------------|---|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1 Category | <input type="text" value="Salaries"/> | 2 Object | <input type="text" value="ries+Wages"/> | 3 | <input type="text" value="\$10,000"/> | <input type="text" value="\$10,000"/> | <input type="text" value="\$10,000"/> | <input type="text" value="\$30,000"/> |
| 4 Comment | <input type="text"/> | | | | | | | |
| | | Effort in person months | 5 | <input type="text" value="0.20"/> | <input type="text" value="0.20"/> | <input type="text" value="0.20"/> | | |
| Total university/school contributions | | | | | <input type="text" value="\$10,000"/> | <input type="text" value="\$10,000"/> | <input type="text" value="\$10,000"/> | <input type="text" value="\$30,000"/> |

GMAS will display total dollars for each budget period, for each cost sharing source, and a total amount for the proposal.

Note: Descriptions of all other sections of the Cost Sharing form below will focus on data elements and functions that differ from the initial "University/School Contribution" section described above.

Sponsored Contributions

- 1. Enter the Sponsored project **Fund ID** or **Project ID** if known. This will create a link to the related project in GMAS.
 - a. If unknown, check "TBD"
- 2. Select "Add sponsored project" if another sponsored project will provide funding to cost sharing this project.

Figure 7

Sponsored contributions 2 Add sponsored project

Sponsored project \$25,000 \$25,000 \$0 \$0 \$0 \$50,000

TBD 1

Comment Optional

| | | | | | | | | | |
|--------------------------------------|--|--|--|---------------------------------------|---------------------------------------|----------------------------------|----------------------------------|----------------------------------|---------------------------------------|
| Total sponsored contributions | | | | <input type="text" value="\$25,000"/> | <input type="text" value="\$25,000"/> | <input type="text" value="\$0"/> | <input type="text" value="\$0"/> | <input type="text" value="\$0"/> | <input type="text" value="\$50,000"/> |
|--------------------------------------|--|--|--|---------------------------------------|---------------------------------------|----------------------------------|----------------------------------|----------------------------------|---------------------------------------|

Subrecipient Committed Cost Sharing

- Subagreement** – Select the GMAS assigned subagreement # of the subagreement on which cost sharing will be committed and tracked. The drop-down menu includes any subagreements that have been created in GMAS and associated to this proposal. To ensure subagreements are available to select in the cost sharing form, enter the subagreements in GMAS *prior* to entering data in the cost sharing form.
- To add another subagreement, select **“Add subagreement”**

Figure 8

| Subrecipient cost sharing | | | | | | | 2 Add subagreement | |
|---------------------------------|-----------------------------|---|----------|----------|----------|-----|--------------------|----------|
| Subagreement | 5104172 - General Biologics | 1 | \$10,000 | \$10,000 | \$10,000 | \$0 | \$0 | \$30,000 |
| Comment | <input type="text"/> | | | | | | | |
| | Optional | | | | | | | |
| Total subrecipient cost sharing | | | \$10,000 | \$10,000 | \$10,000 | \$0 | \$0 | \$30,000 |

In-kind Cost Sharing

- Enter the **Source** of the cost sharing (required)
- Enter the **Description** (required)
- Enter proposed cost sharing dollars by budget period. This should represent the *fair market value* of the goods or services contributed.
- If more than one source of in-kind cost sharing is included in the proposal, click **“Add source”** to add another line item

Figure 9

| In-kind cost sharing | | | | | | | 4 Add source | |
|----------------------------|-------------------|---|-------|---------|-------|-------|--------------|---------|
| Source | Chiquita | 1 | \$500 | 3 \$500 | \$600 | \$750 | \$750 | \$3,100 |
| Description | Bananas for study | 2 | | | | | | |
| Total in-kind cost sharing | | | \$500 | \$500 | \$600 | \$750 | \$750 | \$3,100 |

Other Cost Sharing

For any other proposed cost sharing commitments not included in the categories above, enter the source, dollars per budget period, and a clear description of these “other” cost sharing expenses. If using “Other”, check with school or central offices to confirm if this proposed cost sharing should be more appropriately classified as one of the above cost sharing sources.

Figure 10

| Other | | | | | | | Add source |
|--------------------------|----------------------|-----|-----|-----|-----|-----|------------|
| Source | <input type="text"/> | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Comment | <input type="text"/> | | | | | | |
| | Optional | | | | | | |
| Total other cost sharing | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

Completing the Cost Sharing Form

- After entering all cost sharing details, check the totals by budget period at the bottom of the cost sharing form
 - Total direct cost sharing
 - Total indirect cost sharing
 - Total cost sharing
- Select **“Cancel”** to delete data entered in the form
- Select **“Save”** to save and move to next steps in completing the proposal.

Figure 11

| Total cost sharing | | | | |
|-----------------------------|---|----------|----------|----------|
| Total direct cost sharing | | \$39,500 | \$39,500 | \$79,000 |
| Total indirect cost sharing | 1 | \$4,220 | \$4,350 | \$8,570 |
| Total cost sharing | | \$43,720 | \$43,850 | \$87,570 |

2 Cancel Save 3

Removing Cost Sharing from Proposal

If it is determined that cost sharing will not be included in the proposal *prior* to lock & route, open the Approvals panel on the proposal homepage

- Select **“Edit”** in the **Approvals Attributes** panel. All approval attribute questions will be displayed. Change the response to the question **“Does this request include any Cost Sharing?”** from **“Yes”** to **“No”**.

Figure 12

Approvals

Related links Info

| Approval attributes | | | | | | |
|--|---|--|--|--|--|--|
| | | 1 apply | 8 do not apply | | | |
| | | | | | | 1 ▶ Edit ⊕ |
| Approval type ⌵ | Status ⌵ | Responsible party ⌵ | Due ⌵ | Effective ⌵ | Expires ⌵ | Comments |
| Cost sharing | Needed | PI / Department | Submission | | | ▶ (0) |
| Participation agreement | Needed | Cynthia Martini | Upon Award | | | ▶ (0) |
| OAR Conflict of Interest | Pending | Cynthia Martini | Submission | | | ▶ (0) |

Note: If it is determined that cost sharing will not be included in the proposal after Lock & Route, contact the Central Administrator. They will either make the change for you or roll the request back so that the Department Administrator can make the change as described above

Signatures on Proposals with Cost Sharing

Sign-off on cost sharing now happens at the proposal/request level. Please check with your school to identify if there are any cost sharing signature requirements beyond those required for proposal/request sign-off.

Other Resources

Below are links to other documents related to Cost Sharing at Harvard University

[Cost Sharing Policy](#)

[University Cost Sharing Procedures](#)

[Cost Sharing FAQ](#)

Job Aids

[Completing a Cost Sharing Request](#)

[Reviewing Cost Sharing – Department Administrator](#)

[Reviewing Cost Sharing – Central Administrator](#)