

## Overview

This job aid focuses steps to be completed in a GMAS revision when cost sharing is included on the related proposal or request.

## Roles & Responsibilities

**OSP & ORA Operations**—Responsible for completing the GMAS revision and referring to the notice of award and/or cost sharing form associated with an initial/competing renewal proposal, supplement, continuation, or cost sharing request to confirm dollar amounts and terms and conditions.

## GMAS Instructions

### Reviewing the “Edit approval attributes” screen in the GMAS Revision

During a revision for a proposal or request that includes cost sharing, when the **Edit approval Attributes** screen is displayed, ensure that the question “Does this request include any cost sharing?” is set to “**Yes**”. This flag generates the Cost sharing approval, and should be set to “**Yes**” during the completion of the proposal or request.

If the Notice of Award indicates committed cost sharing, and this question is set to “No”, check with the Portfolio Owner to confirm if cost sharing has been committed. If so, a Cost sharing request should be generated to properly document the committed cost sharing in GMAS before the revision is completed.

Figure 1

Edit approval attributes	
<b>Title</b>	Cost sharin
<b>P.I.</b>	Andrews, Is
<b>Sponsor</b>	Christophe
<b>Dates</b>	04-13-2020

Below are approval attributes currently indicated for this segment. Changing these attributes may result in the addition of new required approvals. See Project Segment approvals list for details.

Answering all of the below questions is required.

* Does this research involve human subjects?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
* Does this research involve vertebrate animal use?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
* Does this research involve biohazards/rDNA?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
* Does this research involve human embryonic stem cells?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
* Is there a foreign/overseas component, including foreign subagreements?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
* Are additional staff and/or space required?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
* Is Harvard's or a Harvard school's name used in the project title?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
* Does this request include any cost sharing?	<input checked="" type="radio"/> Yes	<input type="radio"/> No

\*required fields

**Edit “Record committed cost sharing Screen**

1. On the “Record committed cost sharing” screen, select “**Yes**” to “**Are you adding cost sharing to this project?**” if the total amount of the cost sharing commitment is being changed. When cost sharing is being added for the first time, this should always be set to “**Yes**”. However, if the revision is for a Cost sharing request that was submitted to update something other than the total amount of the cost sharing commitment, this question should be answered “**No**”.

After “**Yes**” is entered, additional questions are displayed. All are required to be appropriately flagged.

2. Select “**Needed**” as the **Approval Status**.
3. Select “**At Award**” as the **Approval due date**.
4. Select the appropriate **Type of cost sharing**, either Mandatory or Voluntary, based on type identified on the request homepage or in the cost sharing form.
5. **Direct amount for this notice of award:** This field generates the total committed cost sharing amount (direct cost + Indirect cost) displayed on the Segment homepage. It is additive, so check the amount displayed as total committed cost sharing on the Segment homepage before completing this screen.
  - a. For the first revision to award cost sharing, when there has been no previous cost sharing on the segment, enter the total amount of committed cost sharing per the notice and confirm the amount on the notice matches the amount on the cost sharing request. If it doesn’t match, contact the Portfolio Owner to confirm if a Cost sharing request should be generated to properly document the committed cost sharing in GMAS before the revision is completed
  - b. When a cost sharing request has been submitted to increase or decrease the committed cost sharing amount, enter the difference between the committed cost sharing amount displayed on the segment homepage and the total committed cost sharing amount on the current notice/request. For example:
    - i. Current committed cost sharing amount on the segment homepage = \$12,000
    - ii. Committed cost sharing amount on the notice = \$20,000
    - iii. Enter \$8,000
6. Select “**Yes**” or “**No**” to identify if the cost sharing is Reportable to sponsor.

Upon commitment of the revision, committed cost sharing displayed on the Segment homepage will reflect the total amount of \$20,000.

Figure 2

<b>Record committed cost sharing</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><b>Project ID</b></td> <td>07921510-01</td> </tr> <tr> <td><b>Title</b></td> <td>Cost sharing 4-7</td> </tr> <tr> <td><b>P.I.</b></td> <td>Andrews, Isaiah</td> </tr> <tr> <td><b>Sponsor</b></td> <td>Christopher D. Smi</td> </tr> <tr> <td><b>Dates</b></td> <td>04-13-2020 to 04-1</td> </tr> </table>	<b>Project ID</b>	07921510-01	<b>Title</b>	Cost sharing 4-7	<b>P.I.</b>	Andrews, Isaiah	<b>Sponsor</b>	Christopher D. Smi	<b>Dates</b>	04-13-2020 to 04-1
<b>Project ID</b>	07921510-01										
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<b>Dates</b>	04-13-2020 to 04-1										

  

**\*Are you adding cost sharing to this project?**  Yes **1**  No

If yes, you must indicate whether an approval is needed or otherwise, the type of cost sharing, the direct amount, and whether this cost sharing is reportable to the sponsor or not.

**\*Approval Status** **2**  Needed  Not applicable

**Approval due date** **3**  At award  Date

**Committed to date**

**\*Cost Sharing type** **4**  Mandatory  Voluntary

**Direct amount for this notice of award (\$ .00)**  **5**

**\*Reportable to sponsor**  Yes **6**  No

Proposed cost sharing				
Submission date	Type	Proposed amount (\$ .00)	(%)	Faculty effort
<b>Total (\$ .00)</b>				

\*required fields

Undo changes to this screen
Back
Next
Done making changes to this section

### 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 the Cost Sharing Form at Proposal](#)

[Reviewing Cost Sharing – Department Administrator](#)

[Reviewing Cost Sharing – Central Administrator](#)

[Completing a Cost Sharing Request](#)