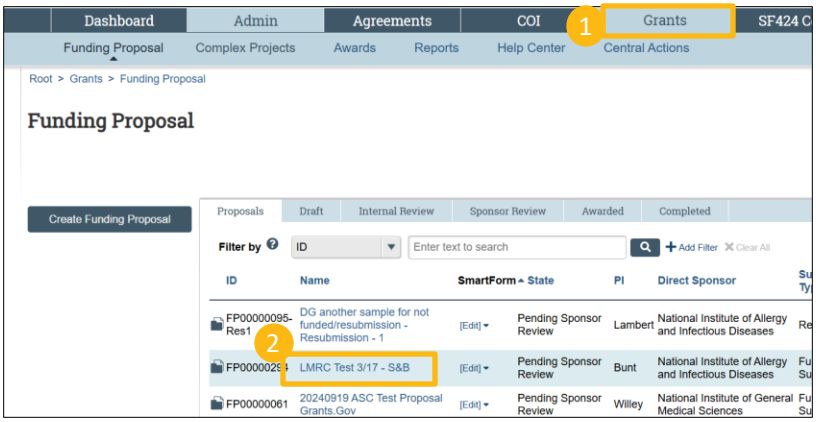
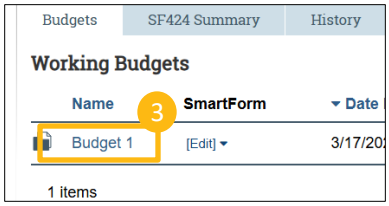
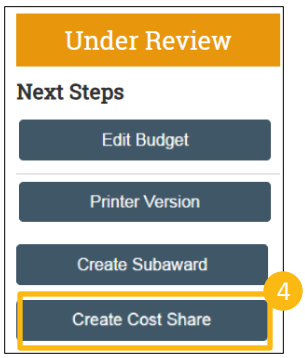
Create a Cost Share Budget

If the funding proposal's primary sponsor budget has salaries exceeding the specified salary cap, or project effort exceeds salary requested, the budget workspace alerts you to create a cost share budget to show how the additional funds will be provided. Cost share budgets must also accompany funding proposals that have mandatory or voluntary committed cost sharing. Cost share commitments requiring institutional commitments (such as cash or fellowships) will be finalized via Ancillary Review. Note: the budget workspace is only available to those with the Salary Access Role.

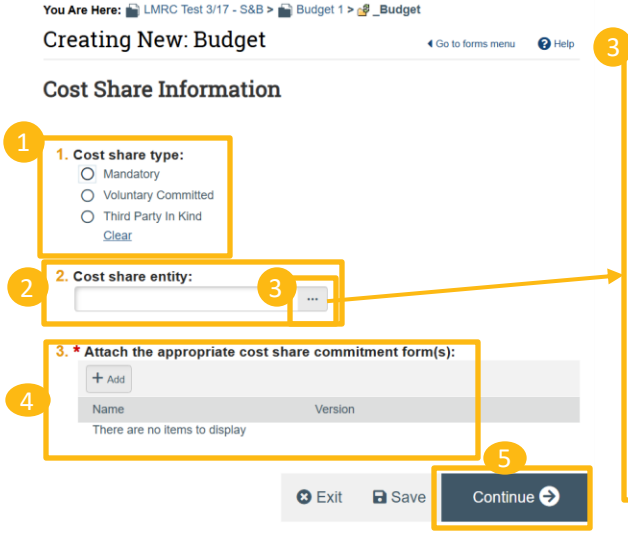
1. **Open the Sponsor Budget by starting on the Budgets tab on the funding proposal workspace. Then click the name of the primary sponsor budget that will include cost sharing. Scroll down until you reach the budget workspace and click Create Cost Share.**

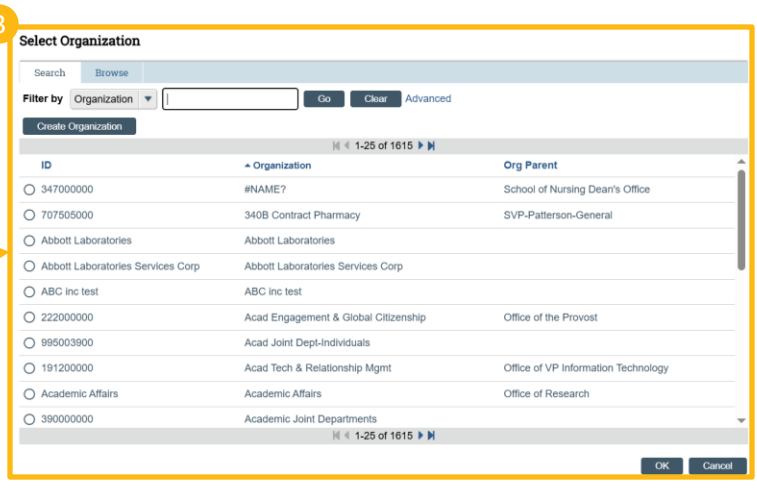






2. **On the Cost Share Information page, select the cost share type. Under Cost share entity start typing the submitting department's name, then select it from the list of matches. Alternatively, you could click the ellipses to browse for the organization. Once the department's name has been selected. Attach the appropriate cost share commitment forms in the attachments area and click Continue. The system will create a cost share budget and list it on the Budgets tab of the funding proposal workspace.**





3. **Complete the other pages of the cost share budget as you would for a primary sponsor budget. The personnel cost shared effort will automatically populate from the primary sponsor budget. Click Continue to move to the next page, then on the last page, click Finish to complete the Cost Share Budget.**

