



Create a Cost-Share Budget

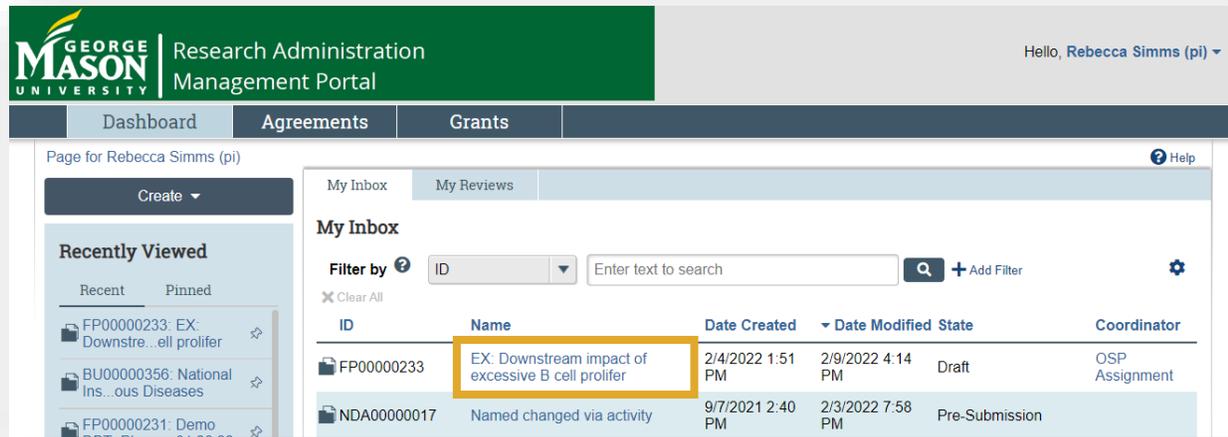
RAMP allows you to create a separate budget to identify costs shared in circumstances where additional costs are proposed but not provided by the sponsor. This guide will provide you with the steps for creating and completing a cost share budget on a Funding Proposal record.

NOTES:

- It is not necessary to create a cost-share budget for those individuals that are over the salary cap limits.
- In some cases (i.e.; when personnel effort and salary requested % differ), RAMP will prompt users to create a cost-share budget.

STEP 1: Locate Budget within Proposal Record

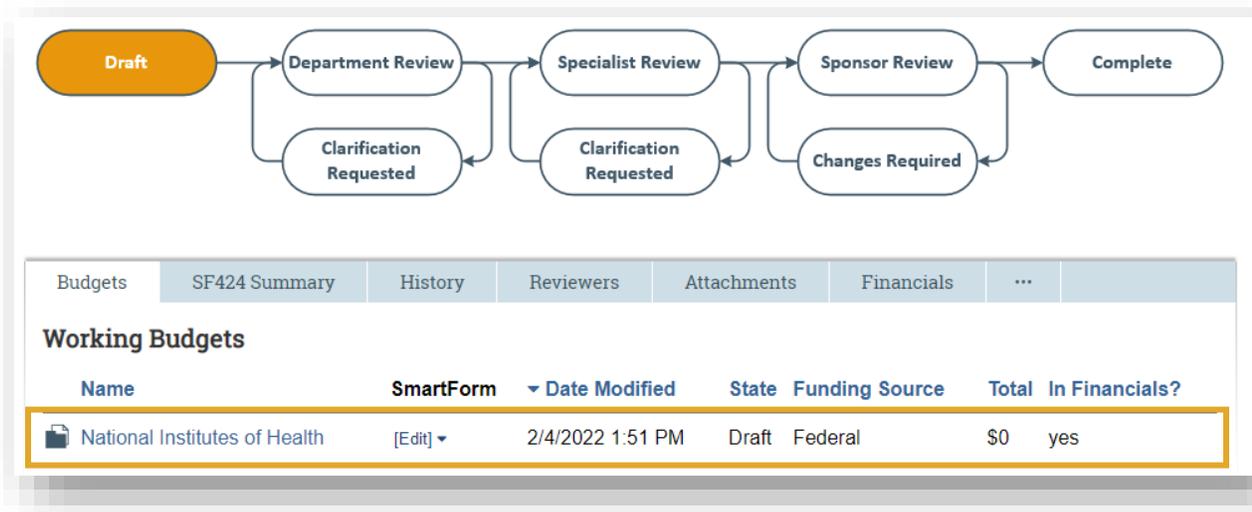
- Login to [RAMP Portal](#) and access your record. This can be done from the Dashboard by selecting the proposal name link:



The screenshot shows the RAMP Research Administration Management Portal interface. The user is logged in as Rebecca Simms (pi). The main navigation bar includes Dashboard, Agreements, and Grants. The 'My Inbox' section is active, displaying a table of proposal records. The record with ID FP00000233 and the name 'EX: Downstream impact of excessive B cell prolifer' is highlighted with a yellow box.

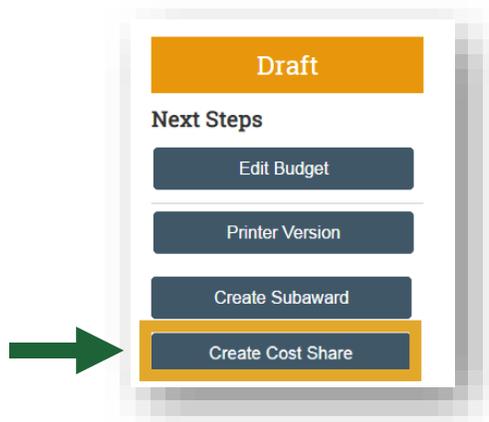
ID	Name	Date Created	Date Modified	State	Coordinator
FP00000233	EX: Downstream impact of excessive B cell prolifer	2/4/2022 1:51 PM	2/9/2022 4:14 PM	Draft	OSP Assignment
NDA00000017	Named changed via activity	9/7/2021 2:40 PM	2/3/2022 7:58 PM	Pre-Submission	

- Once you have selected your proposal, you can scroll to the budget tab pictured below to access your sponsor budget.



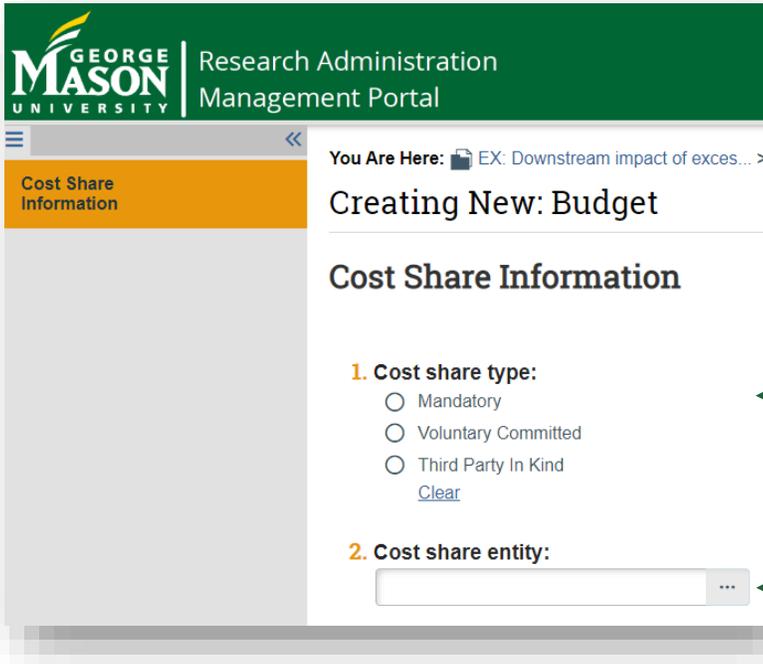
STEP 2: Create Cost Share

- On the left side of the budget workspace, you will see the option to create cost share. Selecting this button will initiate the steps to create the cost share budget.



STEP 3: Create Cost Share Information

- Please visit our website for information regarding the [University Cost Sharing Policy](#). There you will find definitions to the different cost share types which may help you in filling out this SmartForm.



Select the appropriate cost share type required by the sponsor. Over-the-cap salary commitments no longer require a cost share budget and will be managed with a tag.

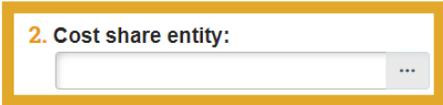
Select the primary department that will serve as the source of the cost share. Refer to **Step 6** for additional guidance if multiple cost-share entities exist.

STEP 4: Enter Budget Information

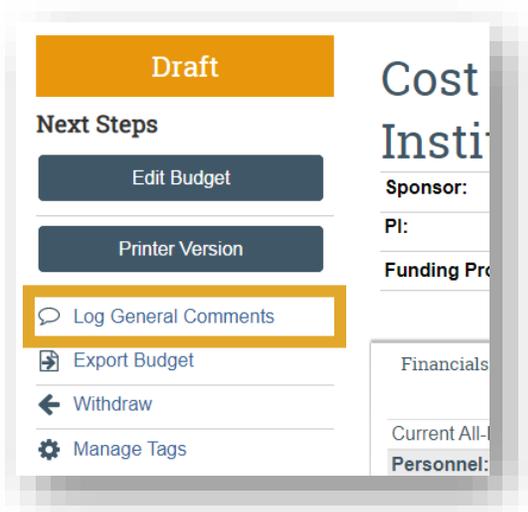
- The remaining steps should mirror the process for entry of a sponsor budget. Please visit the **Complete a Budget Guide** which outlines these remaining SmartForms.
- If the sponsor allows for unrecovered F&A as part of the cost share budget, select “Other” under General cost type in the General Cost Definition section, note what this cost share is for in the Description section, and select “No” for question #5 to exclude from indirect calculations.
- If a sponsor allows for F&A on a cost share budget, be sure to select the corresponding rate that is selected in the proposal budget. If the sponsor does not allow for F&A on the cost share budget, select “No” for question #3 under General Budget Information and then select “None” under the F&A Cost Base pick-list.

STEP 5: Additional Considerations

- In the case where multiple internal cost-share orgs will be used or there is a 3rd party cost-share, follow the business process below.
 - **Multiple Cost-share Orgs:** You will select one Department in the **Cost share entity** field and then provide all internal cost-share sources in the **Log General Comments** section of the cost share budget. Different internal orgs are captured as part of the Ancillary Review.
 1. Select a Department in the cost-share entity field found on the cost-share information SmartForm.



2. Within your cost-share budget workspace, select Log General Comments and enter cost-share details.



3. Specify cost-share source details and add any relevant attachments to support this statement.

A screenshot of the 'Log General Comments' form. The title 'Log General Comments' is at the top. Below it, there is a section '1. * Comments:' with a large text area for entering comments. Below that is a section '2. Attachments:' with a '+ Add' button and a table with a 'Name' header. The table is currently empty, with the text 'There are no items to display' below it.