

# Award Cost Share Tracking

Selecting the Cost Share Tracking in an award will display the Cost Share Compliance screen if cost share is included on the project. Users will be able to view the mandatory cost share amount, responsible unit, and cost type or object code associated with the cost share. Any cost share included in an awarded proposal will automatically load into the cost share tracking module. However, cost share budget lines can be manually entered and/or modified after the award has been created. The actual cost share commitment will be completed by the user.

1. Login to your SmartGrant PRODUCTION account and open the GAID record. To access your available list of awards, select the menu path of **Award Functions**→**Award Functions**→**Update Awards**→**List Awards**. Click the List tab or click the List button for Funded Research to locate the award.

2. To access the cost share tracking, select the menu path of **Accounting**→**Cost Share Tracking**.

Select	Period	Org. Unit	Description	Qual	Am't to Share	Actual Shared	Compliant On
<input checked="" type="checkbox"/>	1	BIOL	Graduate/Master Student	BIOL	1,500		
<input checked="" type="checkbox"/>	1	BIOL	Instructional Supplies		3,000		
<input checked="" type="checkbox"/>	1	BIOL	General Domestic Travel		250		

3. Select the cost share line to review and/or edit the details of the cost share information. Or, click “Add” to include a new cost share line.

**Cost Share Tracking**

GAID #: 8 Log#: Agency Award #: ID-34  
 Title: UVU Proposal for Award Training  
 PI (1): Researcher, Test Sponsor: UHC Program: GEN2

**Award Cost Share Compliance**

Cost-Type: OP - Patient Costs, Outpatient  
 Description: Graduate/Master Student  
 Org. Unit: Biology Period: Period-1  
 CS/CM: Cash Match Amount to Share: 1,500  
 Qualifier: Mandatory/sponsor specific Actual Shared: Verification Date: Verification By:

Note: All voluntary cost share indicated in a proposal becomes mandatory when project is awarded by sponsor.

Reference:

GL Accounts and Object Codes for the Cost Share Line for Total of: 1,500

Account	Object-Code	Amount

Processing Notes:

4. Confirm details and/or edit specifics of the cost share line item. If the site needs to track by a cost share account or project number, then close the cost share tracking screen and add a new cost share account number following menu path of **Accounting**→**Add New Account**. Make sure the “Account Type” is set to Cost Share Account. Other required fields completed as normal. Update to save the new account. *NOTE: Cost share accounts will only be available in the cost share tracking screen; these accounts will be unavailable during regular award budgeting.*

**New Index Creation**

Index - Nbr: CS-8 Exist in FAS?   
 Budget Period: 1 Account Status: Active  
 Account Type: Cost-Share Acct Revenue Account Prelim Funding:   
 Description: UVU Proposal for Award Training  
 Department: Biology (BIOL) Start Date: 07/01/2019  
 Research Admin: End Date: 06/30/2022  
 Resp PI: Researcher, Test Fiscal Manager:  
 Prior Yr Acct: On/Off Campus: On  
 F&A Rates: Actual 0.00 Allowed 38.00 Negotiated 38.00  
 Take F&A on Cost Share Use Rate 38.00  
 Fringe Rate:  
 F&A Basis: Modified Total Direct Cost Budget Method: ABR Rule 1  
 Indirect Method:  By Cost Basis  By ABR Rule

5. Navigate back into **Accounting**→**Cost Share Tracking**. Select cost share line for account assignment and budget entry. Administrator can capture actual and budgeted shared amounts along with account and object code under which the cost share will be tracked.

**Cost Share Tracking**

GAID #: 8 Log#: Agency Award #: ID-34  
 Title: UVU Proposal for Award Training  
 PI (1): Researcher, Test Sponsor: UHC Program: GEN2

**Award Cost Share Compliance**

Cost-Type: MA - Materials and Supplies  
 Description: Instructional Supplies  
 Org. Unit: Biology Period: Period-1  
 CS/CM: Cash Match Amount to Share: 3,000  
 Qualifier: Mandatory/sponsor specific Actual Shared: 2,278  
 Verification Date: 04/08/2019  
 Reference: Verification By: JLK

Note: All voluntary cost share indicated in a proposal becomes mandatory when project is awarded by sponsor.

GL Accounts and Object Codes for the Cost Share Line for Total of: 3,000

Account	Object-Code	Amount
CS-8	61000	2,250

Processing Notes:

Update Cancel

# Award Cost Share Tracking

6. Capture of the cost share tracking details will provide the user a complete view of the cost share budget in conjunction with the sponsored activity budget as available under **Accounting** → **Account Summary**.

Account Summary					
GAID #: 8	Log#:	Agency Award #: ID-34			
Title: UVU Proposal for Award Training					
PI (1): <a href="#">Researcher, Test</a>		Sponsor: <a href="#">UHC</a>		Program: <a href="#">GEN2</a>	
View: <a href="#">By Index</a>		Budget Period: <a href="#">Project-to-Date</a>			
	Index	Budgeted	Encumbrd	Expended	Balance
<a href="#">▶</a> M-8	UVU Proposal for Award Training	85,474.00	0.00	0.00	85,4
<a href="#">▶</a> CS-8	UVU Proposal for Award Training	2,250.00			2,2
Accumulated Totals		85,474.00	0.00	0.00	85,4