Princeton ERA: Cost Sharing

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Table of Contents

1 Cost Sharing Overview .................................................................................................................................................... 3

2 Proposal Stage ................................................................................................................................................................. 3

   2.1 Proposal Stage Princeton ERA Screenshots: Cost Share Budget............................................................................. 3

      2.1.1 Creating the Cost Share Budget for non-personnel items only ...................................................................... 3

      2.1.2 Filling out the Cost Share Information Page ................................................................................................... 4

      2.1.3 Filling out the General Budget information Page ........................................................................................... 5

      2.1.4 Filling out the General Costs Definition Page .................................................................................................. 6

      2.1.5 Filling out the General Costs Page .................................................................................................................. 6

      2.1.6 Filling out the F&A Override Page ................................................................................................................... 6

      2.1.7 Filling out the Attachments Page .................................................................................................................... 6

      2.1.8 Reviewing the Cost Share Budget ................................................................................................................... 6

      2.1.9 Editing the Cost Share Budget ......................................................................................................................... 9

   2.2 Proposal Stage Princeton ERA Screenshots: Cost Commitments ......................................................................... 11

      2.2.1 Creating the Cost Share Commitment ........................................................................................................... 11

      2.2.2 Adding the Cost Share Commitments............................................................................................................. 12

   2.3 Proposal Stage Princeton ERA Screenshots: Ancillary Reviews ............................................................................ 15

      2.3.1 Adding the Ancillary Reviews ........................................................................................................................ 15

   2.4 Proposal Stage Responsibilities ............................................................................................................................. 17

3 Award Stage .................................................................................................................................................................. 18

   3.1.1 Cost Sharing Rules ............................................................................................................................................ 18

   3.1.2 Award Cost Sharing Process ........................................................................................................................... 18
1 Cost Sharing Overview

2 Proposal Stage

At the proposal stage, the department:

For personnel cost sharing: On the Princeton ERA proposal Budget “Personnel Costs” Smart Form, enter a percentage of “Sal Req” that is less than the percentage for “Effort”.

For non-personnel cost sharing, enter the cost sharing costs on the “General Cost Definition” and “General Costs screen on Cost Sharing budget.

Note: If F&A is not allowed on Cost Share expenses, on the Cost Sharing Budget’s “General Budget Information” SmartForm Question 3 “Does this budget use the standard F&A cost base and rates?” , select No and enter in 0 for all periods in the new table that appears for F&A rates.

Distributes the cost sharing in the Princeton ERA Create-Update Cost Share Commitments screen

By Fiscal Year, Amount, Fund, Type and Source Dept for the cost sharing (see chart at the end of this document for guidance on depts)

2.1 Proposal Stage Princeton ERA Screenshots: Cost Share Budget

This section will detail step by step how to enter in your Cost Share Budget in Princeton ERA.

2.1.1 Creating the Cost Share Budget for non-personnel items only

1. In the sponsor budget listed in the Workspace in Princeton ERA click on the Create Cost Share button. This will create your cost sharing budget.
2.1.2 Filling out the Cost Share Information Page

1. Field 1: Cost Share Type: Select the cost share type of either Mandatory, or Voluntary Committed. Mandatory should be selected only if the Sponsor explicitly states that Cost Share is required. All other cost share (even if strongly suggested/recommended by the Sponsor) should be designated as Voluntary Committed, which will require approval. An Ancillary Review will need to be added and routed to the ORPA Director. Third Party In Kind should not be selected, as it is included in either Mandatory or Voluntary Committed.

2. Field 2: Cost Share Entity: Choose the Proposal Submitting Department
2.1.3 **Filling out the General Budget information Page**

1. **Field 1: Budget title**: Update the budget title if desired
2. **Field 2: Principal Investigator for this budget**: Make sure the Principal Investigator for the cost share budget matches that of the Project PI
3. **Field 3: Does this budget use the standard F&A cost base and rates?**: Choose whether or not the standard F&A rate and base should apply to this Cost Share budget (the answer is yes only if the sponsor allows F&A on cost shared items to apply to the University’s cost share commitment).
   - If no is selected, then fill out the F&A rate and base that should be used in the Non-Standard F&A cost base. Since FA on cost share is not allowed, enter 0% in the rates section and select appropriate base (MTDC or TDC).
4. **Field 4: Include in consolidated budgets?**: Always leave this field as no for Cost Share budgets.
5. **Field 5: Enter inflation rates**: Choose the inflation rate that you wish to apply to the future periods. If you would like the inflation rate to be applied to your first budget period, please check off the Inflate Period 1 checkbox.

### General Budget Information

1. **Budget title:**
   - Cost Sharing for a.i. Solutions, Inc.

2. **Principal Investigator for this budget:**
   - Zachary Davis

3. **Does this budget use the standard F&A cost base and rates?**
   - Yes

#### Standard F&A cost base and rates

<table>
<thead>
<tr>
<th>Period</th>
<th>Start</th>
<th>End</th>
<th>Start</th>
<th>End</th>
<th>Start</th>
<th>End</th>
<th>Start</th>
<th>End</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7/31/2020</td>
<td>7/31/2021</td>
<td>7/31/2022</td>
<td>7/31/2023</td>
<td>7/31/2024</td>
<td>7/31/2025</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>7/30/2021</td>
<td>7/30/2022</td>
<td>7/30/2023</td>
<td>7/30/2024</td>
<td>7/30/2025</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>7/30/2021</td>
<td>7/30/2022</td>
<td>7/30/2023</td>
<td>7/30/2024</td>
<td>7/30/2025</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>7/30/2021</td>
<td>7/30/2022</td>
<td>7/30/2023</td>
<td>7/30/2024</td>
<td>7/30/2025</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>7/30/2021</td>
<td>7/30/2022</td>
<td>7/30/2023</td>
<td>7/30/2024</td>
<td>7/30/2025</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Non-standard F&A cost base and rates

<table>
<thead>
<tr>
<th>F&amp;A Cost Base</th>
<th>Period</th>
<th>Start</th>
<th>End</th>
<th>Start</th>
<th>End</th>
<th>Start</th>
<th>End</th>
<th>Start</th>
<th>End</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTDC</td>
<td>1</td>
<td>7/31/2020</td>
<td>7/31/2021</td>
<td>7/31/2022</td>
<td>7/31/2023</td>
<td>7/31/2024</td>
<td>7/31/2025</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rate</td>
<td>62%</td>
<td>62%</td>
<td>62%</td>
<td>62%</td>
<td>62%</td>
<td>62%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. **Include in consolidated budgets?**
   - No

5. **Enter inflation rates**
   - General Cost: 4%
2.1.4 Filling out the General Costs Definition Page
   1. Follow the same steps you would for entering in a Sponsor Budget.

2.1.5 Filling out the General Costs Page
   1. Follow the same steps you would for entering in a Sponsor Budget.

2.1.6 Filling out the F&A Override Page
   1. Follow the same steps you would for entering in a Sponsor Budget.

2.1.7 Filling out the Attachments Page
   1. Click the +Add button and upload your Cost Share Budget form here.

2.1.8 Reviewing the Cost Share Budget
   1. On the Funding Proposal page, click the name of the cost share budget in the Working Budgets section. This will give you a full overview of the budget.
2. Or to view a PDF version of the budget, on the Funding Proposal dashboard, click the Generate Budget PDF hyperlink. Then click the OK button on the pop up window.
3. Then click on the History tab and then click on the PDF hyperlink. This will then show a summarized budget for both the sponsor and the cost share portions of the Funding Proposal.
2.1.9 Editing the Cost Share Budget

1. On the Funding Proposal page, you can click on the edit button, which will then pop up a window that you can select which section of the budget you wish to edit. Or you can click on the budget name as if you were going to review the budget and then click the edit budget button on that page.
2.1.10 Removing the Cost Share Budget

1. If you find that Cost Sharing is no longer required, go to the Cost Share Budget screen and click the withdraw hyperlink.
2. In the pop-up window, add any comments or documents you would like to add as to why the Cost Share is being withdrawn and then click the OK button. NOTE: When you withdraw this, it will clear out the Cost Share Commitments as well.

### 2.2 Proposal Stage Princeton ERA Screenshots: Cost Commitments

This section will detail how to enter in your Cost Share Commitments into Princeton ERA.

#### 2.2.1 Creating the Cost Share Commitment

1. On the Funding Proposal page, click on the Create-Update Cost Share Commitments activity towards the bottom left navigation bar.
2.2.2 Adding the Cost Share Commitments

1. Note that the total Cost Share Budget and Cost Share Commitment are seen on this page. If they do not match, you will see the warning message “The total sum of Cost Share budgets does not equal the total sum of Cost Share Commitments.”

2. Click the Add Button
3. Field 1: Choose the Cost Share type
4. Field 2: Enter in the Fiscal Year the commitment is expected to be received/met
5. Field 3: Choose the Department that will be funding the commitment
6. Field 4: Choose the Fund that will be funding the commitment
7. Field 5: Enter in the amount of the commitment
8. Click either the “Ok” button or “Ok and Add Another’ button when you have filled out the fields.

<table>
<thead>
<tr>
<th>Source</th>
<th>Dept</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty AY Salary &amp; Benefits</td>
<td>Contributing Dept’s Main Dept</td>
<td>A0000</td>
</tr>
<tr>
<td>AR Tuition</td>
<td>DGS-Central Admin Grad Fllwshp</td>
<td>A0000</td>
</tr>
<tr>
<td>Provost Science Funds</td>
<td>PRV-Faculty &amp; Infrastructure</td>
<td>A0003</td>
</tr>
<tr>
<td>SEAS Science Funds</td>
<td>SEA-Sch of Eng &amp; Appl Sci</td>
<td>A0003</td>
</tr>
<tr>
<td>DFR</td>
<td>DFR-Ofc Dean for Research</td>
<td>As provided by DFR</td>
</tr>
<tr>
<td>Subrecipient</td>
<td>Blank</td>
<td>Blank</td>
</tr>
<tr>
<td>Third Party In-Kind Support</td>
<td>Dept name or subdept name as provided by the Contributing Dept. (Starts with 3 letter code for the dept or subdept name)</td>
<td>As provided by Contributing Dept.</td>
</tr>
<tr>
<td>F&amp;A</td>
<td>Blank</td>
<td>Blank</td>
</tr>
<tr>
<td>Unrecovered F&amp;A</td>
<td>Blank</td>
<td>Blank</td>
</tr>
<tr>
<td>Department Funds</td>
<td>Dept name or subdept name as provided by the Contributing Dept. (Starts with 3 letter code for the dept or subdept name)</td>
<td>As provided by Contributing Dept.</td>
</tr>
</tbody>
</table>
9. Review the commitments, and then click the Ok button if everything looks good. Note that once the Cost Share budget and commitment equal each other, the warning message will disappear.
2.2.3 Editing and Removing the Cost Share Commitments

1. If you need to edit the Cost Share Commitments, click on the Update Button which will allow you edit the previously entered information.
2. If you need to remove the Cost Share Commitment, click on the “x” button on the right-hand side. Then click ok to remove the commitment.

2.3 Proposal Stage Princeton ERA Screenshots: Ancillary Reviews

This section will detail how to enter in your Ancillary Reviews for Cost Share into Princeton ERA.

2.3.1 Adding the Ancillary Reviews

1. You will need to add an ancillary review to obtain approval for Cost Sharing. On the Funding Proposal Page, click the Manage Ancillary Reviews hyperlink.
2. Click the add button to add an Ancillary Review.

3. Field 1: Assign to the Organization who needs to provide the ancillary review for the Cost Sharing. This should be assigned based on the department who will be providing the funding for the cost sharing (e.g. departments listed on the Cost Share Commitments page). If multiple departments are funding cost sharing, an ancillary review will need to be routed to each department for approval. Please see below for who should be assigned the ancillary review for each department. Please note the exceptions below:
- Provost Science Fund– Assign an Ancillary Review to yourself, and then upload the approvals you obtained offline for this Cost Share.

- Graduate School– No Ancillary Review is required if tuition remission is granted when there is full overhead allowed on sponsored awards. This tuition remission can be used as cost sharing, unless the sponsor specifically disallows it. If the award does not bear full overhead and cost sharing is required, approvals will be obtained offline.

- All departmental Cost Sharing needs to be approved by the Department Managers of each department committing cost share. This approval must be accompanied by an attachment obtained offline (e.g.-email approval from the Chair) or by a document showing delegated authority by the Department Chair.

4. Field 2: Select Cost Sharing
5. Field 3: Select Yes
6. Field 4: Add any comments that would be beneficial to the reviewer
7. Field 5: Add any attachments that are required and that also would be beneficial to the reviewer

2.4 Proposal Stage Responsibilities
3 Award Stage

3.1.1 Cost Sharing Rules

1. A separate project is not created for cost sharing because the sponsor budget and cost sharing budget can be included in one PS project budget.

2. The commitment and budget reflects all years of cost sharing, regardless of when the funds are transferred via an assignment journal or how sponsored funds are awarded.
   - Cost sharing commitment includes cost sharing types by Fiscal Year, source Dept, Fund, and amount.
   - Cost sharing budget includes PS budget items by Dept, Fund, and amount. The cost sharing budget is not by year.

3. The Fund is the same for the commitment and the budget.

4. Commitment dept is the source of the cost sharing. See chart at the end of this document for guidance on Dept #s.

5. Budget dept is the project owning dept, and cost sharing dollars always are moved by assignment journal to the project owning dept, project # and activity except:
   - Faculty AY salary & benefits are not moved. Dept # is the Contributing Dept’s Main # (Fund A0000).
   - AR Tuition is not moved. Dept # is the project owning dept (Fund A0000).

6. If approved by the sponsor, Subrecipient, Third Party In-Kind Support, F&A and Unrecovered F&A should be included in the Princeton ERA commitment and cost sharing budget, and on the cost sharing budget form. The commitment will be included in the PS cost sharing commitment but not in the PS budget (tracked offline). This is because there is no Dept nor Fund for these types of cost sharing sources, so a Chartstring cannot be created for them.

3.1.2 Award Cost Sharing Process

1. If the cost sharing commitment changed between proposal and award, the Dept must update the cost sharing commitment in the “create-update cost sharing commitment” activity and the cost sharing budget in Princeton ERA, and revise the cost sharing budget form while the proposal is in the “JIT Changes Requested” state, then submits the proposal to their ORPA Specialist.

2. ORPA Award Specialist enters the commitment and budget into PS Grants.

3. NOA is sent to Dept, PI, and SRA.

4. Assignment journals are created by the department to move the funding except for Faculty AY S&B and Tuition. See Assignment Journals section.

5. Cost sharing is charged to the Cost Sharing Chartstring on the NOA. (Note process difference for AR Tuition in section 5.3 below.)

6. IW Reports can be used to view cost sharing commitments, budgets, and expenses. See the Reports section.
3.1.3 Cost Sharing Budget Form Example

<table>
<thead>
<tr>
<th>Budget Item Code/Description</th>
<th>Dept.</th>
<th>Source Fund</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIARTU: Assistantship AI/AR Tuition</td>
<td>23307</td>
<td>A0000</td>
<td>$46,000.00</td>
<td></td>
</tr>
<tr>
<td>SALRF: Salary Faculty</td>
<td>23300</td>
<td>A0000</td>
<td>$30,000.00</td>
<td></td>
</tr>
<tr>
<td>FRINGE: Fringe Benefits</td>
<td>23300</td>
<td>A0000</td>
<td>$10,000.00</td>
<td></td>
</tr>
<tr>
<td>Third Party In-Kind Support</td>
<td></td>
<td></td>
<td>$70,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Example: Awarding dept is 23307, and cost sharing included tuition, faculty salary and benefits, and third party in-kind support. See chart at the end of this document for guidance on Dept and Fund #s.

4 Assignment Journals

Upon receiving the NOA, Departments that have committed cost share funds need to initiate assignment journals to transfer cost sharing dollars from the cost sharing source to the project owning department. Exceptions:

- If the cost sharing source is Provost or DFR funding, ORPA will initiate assignment journals.
- Faculty AY Salary & Benefits and AR Tuition are not moved by assignment journals.
- Some departments may assign the entire cost share amount up front; otherwise the department providing the cost share will assign cost sharing incrementally. If the sponsor awards all funding up front, but the Dept moves funding year by year (or on some other incremental basis), then the Dept will need to track and create the assignment journals when funding needs to be moved in those cases. For example, ORPA initiates the Assignment Journal process at the start of each FY for Provost funding regardless of how the sponsor funds the award.

4.1.1 Assignment Journal Notes

1. Assignment journals keep the same Fund.
2. Project owning departments will see the funds from the assignment journals appear as revenue on the Spendable Balance and Ledger Detail reports

4.1.2 Assignment Journal Initiator Chart

<table>
<thead>
<tr>
<th>Source to Project Owning Dept</th>
<th>Initiates Assignment Journal</th>
</tr>
</thead>
<tbody>
<tr>
<td>From One Dept to Another Dept</td>
<td>Source Dept.</td>
</tr>
<tr>
<td>• From Physics to Chemistry</td>
<td></td>
</tr>
<tr>
<td>From main Dept # to subdept # in the same hierarchy</td>
<td>Authorized Dept. Personnel</td>
</tr>
<tr>
<td>• From 24400 PNI-Princeton Neuro Inst. to 24415 PNI-Real-Time Imaging</td>
<td></td>
</tr>
<tr>
<td>From one subdept to another subdept in the same Dept hierarchy</td>
<td>Authorized Dept. Personnel</td>
</tr>
<tr>
<td>• From 24407 PNI-Scully Center to 24415 PNI-Real-Time Imaging</td>
<td></td>
</tr>
<tr>
<td>SEAS Science Funds</td>
<td>Source Dept.</td>
</tr>
<tr>
<td>Provost Science Funds</td>
<td>ORPA</td>
</tr>
<tr>
<td>DFR</td>
<td>ORPA</td>
</tr>
<tr>
<td>AR Tuition</td>
<td>Not Required</td>
</tr>
</tbody>
</table>
4.1.3 Assignment Journal Initiation
1. If you have rights to create assignment journal:
   - Navigate to the Prime Portal and click on Journals
   - Select Assignment Journals and press Create Journal

4.1.4 Assignment Journal Examples
Cost share commitment to be assigned from Department: Civil and Environmental Engineering (25200) to Project Owning Department: Chemistry (23500)

<table>
<thead>
<tr>
<th>Department</th>
<th>Fund</th>
<th>Account</th>
<th>Program</th>
<th>Project</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit:</td>
<td>25200</td>
<td>E0003</td>
<td>4803 (Assignment Out)</td>
<td>Optional</td>
<td>Leave Blank</td>
</tr>
<tr>
<td>Credit:</td>
<td>23500</td>
<td>E0003</td>
<td>4802 (Assignment In)</td>
<td>Leave Blank</td>
<td>XXXXXXXX</td>
</tr>
</tbody>
</table>

Example: Assigning cost sharing from one dept to another dept’s project (the source row may or may not have a Program).
Example: Assigning cost sharing from one dept to project owning dept in the same dept hierarchy (the source row may or may not have a Program).

## 4.1.5 Assignment Journal Initiation
If you have access to create assignment journals, you can see all assignment journals that have been created for your project.

1. Navigate to the Prime Portal and click on Journals.
3. Remove your user ID from the User ID box, enter the Project ID and click search. The bottom of the screen will show the assignment journals that have been made so far. Click on a row to view the details.

## 5 Charging Cost Sharing

### 5.1.1 Charging items (Non-Personnel)
1. An item is charged as cost sharing when the Project # is used, and the Fund is not a G fund
2. The NOA provides the cost share Chartstring(s) against which all cost share expenses should be charged
3. Cost Share Chartstring for items except Faculty AY S&B and AR Tuition:
   - Department = Project Owning Dept.
   - Fund = Fund of the cost sharing source
   - Account = expense code for the item
   - Program = N/A
   - Project = PS Project ID
   - Activity = 101

### 5.1.2 Charging items (Faculty AY Salary)
1. Departments should charge Faculty Academic Year Salary & Benefits against their own A0000 general funds budget at the main dept level (ends in 00) since it is linked to the A0000 teaching budget, which cannot be reallocated to a sub-dept.
2. Cost Share Chartstring for Faculty AY S&B:
   - Department = Main unit (ends in 00), regardless of Project Owning Dept
   - Fund = A0000
   - Default Account = one of the Salary – Faculty codes
   - Program = N/A
   - Project = PS Project ID
   - Activity = 101
3. Faculty AY Salary and Benefits example from LA

### 5.1.3 Charging items (AR Tuition)
1. The Graduate School provides 50% AR tuition subsidy on sponsored research awards that allow full F&A costs whether or not an award requires cost share. Fifty percent of AR tuition costs will automatically default as university commitment for eligible students when distributions are approved in Labor Accounting.
2. Two rows are automatically generated in Labor Accounting after a G fund is charged for AR Tuition:
2. The first line of the screenshot is initiated by the department and creates the distribution for AR tuition on the G fund and project
   o The LA system creates the second distribution line to cost share 50% of the AR tuition by defaulting to A0000 fund/AC390 program and is denoted by the cost share symbol
   o The LA system also creates the third line to remove 50% of the AR tuition distribution from the G fund and is also denoted by the cost share symbol

3. Cost Share Chartstring for AR Tuition:
   o Department = LA will automatically populate the cost share chartstrings with the project owning dept. used in the G fund chartstring.
   o Fund = Charged as the G fund. LA will automatically add two rows to back half of the amount out of the G Fund and into A0000.
   o Account = 5602 (Assistants in Research Tuition)
   o Program = AC390 (LA automatically defaults to this program code.)
   o Project = PS Project ID
   o Activity = 101

6 Managing Cost Sharing

6.1 Managing Cost Sharing Chartstrings (Available Balances & Expenditures)

   1. Leverage the NOA which provides all cost share chartstrings
   2. Develop internal practices for charging cost share expenditures when multiple chartstrings are involved.
   3. Run the Spendable Balance report on a monthly basis to monitor available balances on cost share funds
      a. Factors to Consider:
         i. If feasible, charge against one chartstring at a time
         ii. Spend down the converted cost share fund A0016
   4. Reminder: Cost share expenditures for AR Tuition and Faculty AY Salary are automatically processed via Labor Accounting once in effect.
7 Responsibilities at the Award Stage

**Department**
- Revises Cost Sharing Commitment and Budget in Princeton ERA, and revises CS budget form, if commitment changed between proposal and award stages
- Completes Cost Sharing Budget form prior to award setup
- After receiving NOA, initiates Assignment Journals as needed
- If Dept does not move all funding up front, moves cost sharing on periodic basis
- Charges and manages cost sharing

**ORPA**
- ORPA Specialist cost sharing commitment and budget
- Award Specialist adds cost sharing commitment and budget to PS Grants
- Administrative Assistant initiates assignment journals for Provost and DFR funds
- If Provost or DFR does not move all funding up front, Administrative Assistant moves cost sharing on periodic basis

**SRA**
- Validates cost share expenditures to ensure allowability and compliance with federal regulations, award terms and conditions and university policies.
- Ensures cost share commitment was fully met for financial reporting to awarding agencies.

8 IW Reports

1. Funds from the assignment journals appear as revenue on the Spendable Balance report and Ledger Detail report.

2. These reports in the University Financials – Prime folder in the IW include cost sharing:

<table>
<thead>
<tr>
<th>Sponsored Research Report</th>
<th>Cost Sharing By...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spendable Balance report</td>
<td>Shows beginning balance, revenue, expenses, encumbrances and ending balances by Fund</td>
</tr>
<tr>
<td>Ledger Detail</td>
<td>Expense by Dept., Fund, Account, Project</td>
</tr>
<tr>
<td>Sponsored Award Summary</td>
<td>Budget categories and expense by Award</td>
</tr>
<tr>
<td>Sponsored Project Summary</td>
<td>Budget items and expense by Project</td>
</tr>
<tr>
<td>Notice of Award</td>
<td>Commitment and budget dollars by Award</td>
</tr>
<tr>
<td>Cost Share</td>
<td>Commitment, budget, expenses and assignment journal dollars by Dept or Award</td>
</tr>
<tr>
<td>Sponsored Project Detail*</td>
<td>Expense by Award or Project</td>
</tr>
</tbody>
</table>

9 Converted Awards and Cost Sharing

1. Commitments for all converted awards were manually copied from Coeus to PS
   - Commitments are included for Accepted and Closed awards.
   - Commitments are for the entire length of the award
   - 43 awards were converted that had Fund 30 child accounts
   - 16 awards were converted that had cost sharing from Fund 20’s (pre-Fund 30 days)

2. Cost Sharing Budgets are for cost sharing converted from Fund 30’s only
   - Budgets for Fund 20’s (prior to Fund 30’s) are tracked offline like they were pre-Prime
   - Cost sharing budgets were added to Accepted awards only and were not added to Closed awards

3. Was any cost sharing money moved before 6/30/14?
   - If yes, SRA provided the budgets for money that was previously moved
If no, the GCAs reached out to depts for cost sharing budgets, or Grants Managers sent the budgets to ORPA.
ORPA Award Specialists entered the cost sharing budgets into PS Grants.

4. Fund A0016 is the Fund for converted awards that had cost sharing dollars moved before 6/30/14. This is because the true source of the cost sharing dollars cannot be traced.
5. If cost sharing dollars are moved after 6/30/14 for a converted award, Fund A0016 cannot be used. The process for moving cost sharing dollars for converted awards after 7/1/14 is the same process as moving cost sharing dollars for new awards.
6. What if some but not all of the money was moved for a converted award prior to 6/30/14?
   - Then the cost sharing budget for all award years was not included in the budget on the NOA. This was addressed during data cleanup.
   - Depts will need to move the cost sharing dollars for the remainder following the Assignment Journal process for new awards.
7. Fund A0016 cannot be used for any new awards.

10 Commitment/Budget Dept/Fund chart for Princeton ERA “create-update cost share commitment” activity and cost sharing budget form

1. **Amounts**: Commitment and budget reflect all years of cost sharing, regardless of how the sponsor funds the award.
2. **Fund and Dept** as per the chart below.
3. **Commitment Year**: Fiscal Year

<table>
<thead>
<tr>
<th>Source</th>
<th>Commitment Dept*</th>
<th>Budget Dept**</th>
<th>Commitment &amp; Budget Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provost Science Funds</td>
<td>51005: PRV-Faculty &amp; Infrastructure</td>
<td>Project Owning Dept</td>
<td>A0003</td>
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<tr>
<td>SEAS Science Funds</td>
<td>25000: SEA-Sch of Eng &amp; Appl Sci</td>
<td>Project Owning Dept</td>
<td>A0003</td>
</tr>
<tr>
<td>DFR</td>
<td>51700: DFR-Ofc Dean for Research</td>
<td>Project Owning Dept</td>
<td>Commitment and budget Fund should match</td>
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<td>AR Tuition</td>
<td>40000: DGS-Central Admin Grad Fllwshp</td>
<td>Project Owning Dept</td>
<td>A0000</td>
</tr>
<tr>
<td>Faculty AY Salary &amp; Benefits</td>
<td>Contributing Dept’s Main # (ends in 00) / Main Dept Name</td>
<td>Contributing Dept’s Main # (ends in 00)</td>
<td>A0000</td>
</tr>
<tr>
<td>Dept Funds</td>
<td>Dept name or subdept name as provided by the Contributing Dept. (Starts with 3 letter code for the dept or subdept name)</td>
<td>Project Owning Dept</td>
<td>Commitment and budget Fund should match</td>
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<tr>
<td>Subrecipient Third Party In-Kind Support</td>
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<td>Include this type on the form, but leave Fund blank on the form.</td>
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<tr>
<td>F&amp;A***</td>
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<td>Include this type on the form, but leave Fund blank on the form.</td>
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<tr>
<td>Unrecovered F&amp;A***</td>
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</table>

*Commitment in the “Create-Update Cost Share Commitment” activity in Princeton ERA, PS Award Commitment, NOA Commitment  
**Budget Form, PS Project Budget & NOA Cost Sharing Budget  
*** F&A, Unrecovered F&A, Subrecipient and Third Party In-Kind Support should be included in the Commitment in the “Create-Update Cost Share Commitment” activity in Princeton ERA and Budget Forms only if approved by the sponsor.

### 11 Need Help With:

<table>
<thead>
<tr>
<th>Need help with….</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost share commitment activity in Princeton ERA</td>
<td>ORPA GCA</td>
</tr>
<tr>
<td>Cost share budget process</td>
<td>ORPA GCA</td>
</tr>
<tr>
<td>Assignment journal process</td>
<td>Financial Services Center</td>
</tr>
<tr>
<td>Graduate student tuition cost share</td>
<td>Your department’s Graduate Administrator</td>
</tr>
<tr>
<td>Managing cost share expenses</td>
<td>SRA Analyst</td>
</tr>
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