HarvardGMAS

GMAS Revision for Cost Sharing – Central Office Operations
Last Updated: 04/21/2020
GMAS Release: Scheduled for 04/24/2020

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.
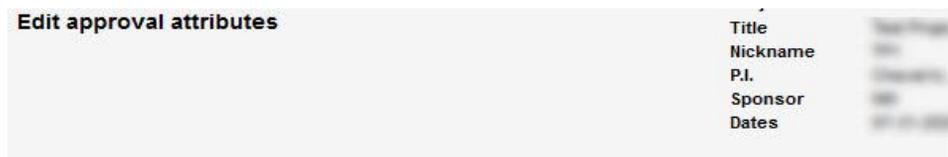
GMAS Instructions

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

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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.

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Figure 2

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