

## Overview

The GMAS Cost Sharing form is used to document cost sharing over the life of an award for which Cost Sharing is proposed or committed. The Cost Sharing Form is generated in GMAS when the response to the question “Does this request include any Cost Sharing?” is set to “Yes” as part of the proposal process. A “Yes” response to this question also generates the GMAS Cost Sharing Approval. Once the proposal has been locked and routed, cost sharing is approved as part of the overall proposal review and approval process. If changes need to be made to cost sharing after lock & route, a new cost sharing form is generated via the GMAS Cost Sharing Request, and the cost sharing approval status is reset. During the award lifecycle certain actions will generate a request to the department administrator to review the cost sharing form and determine if updates are needed or not.

This job aid focuses on the review of the cost share commitment by the Department/Local Level Managing Unit upon receipt of a request generated by GMAS or by the Central Administrator.

## Roles & Responsibilities

**Department/Local Level Managing Unit** – Responsible for reviewing the cost sharing form upon request, and determining if the current cost sharing form is up to date and accurate, or if the form should be updated. If any changes are needed, the Department/local level managing unit will complete a cost sharing request. For purposes of this document, “Department Administrator” will be used to describe this role.

## GMAS Instructions

### Initiating the Cost Sharing Review

The initiation of a review of the cost sharing form can be triggered by any of three events, which set the Cost sharing approval status to “**Needs Review**”:

1. First Notice of related Initial or Competing Renewal is logged in GMAS
2. Central Administrator flagged the cost sharing form for review
3. Cost Sharing question on a Continuation or Supplement request is answered “Yes”

When any of these occur, GMAS sends an email notification to the Department Administrator with a link to the cost sharing approval, requesting that cost sharing be reviewed.

It is important to understand the three cost sharing approval statuses, and how they move from status to status:

Table 1

Status	Definition	Generated by	Updates To	Updated By
Needed	The cost sharing form needs to be completed and approved	<ul style="list-style-type: none"> <li>Responding “Yes” to the cost sharing question on the segment for the first time in an Initial/Renewal proposal, continuation, supplement, or segment revision</li> <li>Cost Sharing request is created</li> </ul>	Done	Proposal or request is authorized or submitted to sponsor
Done	The cost sharing form has been completed & approved	<ul style="list-style-type: none"> <li>Associated request to the form moves to authorized or submitted to sponsor</li> <li>Current version of form is marked as “confirmed” by the department administrator</li> </ul>	Needed	Cost Sharing request is created
			Needs Review	<ul style="list-style-type: none"> <li>First notice associated to Initial/Renewal is logged</li> <li>Cost Sharing question on continuation or supplement is answered “Yes”</li> <li>Central Administrator flags the approval for review</li> </ul>
Needs Review	The cost sharing form needs to be reviewed by the Department Administrator to	<ul style="list-style-type: none"> <li>First notice associated to Initial/Renewal is logged</li> <li>Cost Sharing question on continuation or</li> </ul>	Done	<ul style="list-style-type: none"> <li>Current version of form is marked as “confirmed” by the department administrator</li> </ul>

Status	Definition	Generated by	Updates To	Updated By
	confirm it is up to date or to update it	supplement is answered "Yes" • Central Administrator flags the approval for review	Needed	• Cost Sharing request is created

### Responding to a Request to Review Cost Sharing

Upon receipt of the GMAS generated email notification requesting that the Cost Sharing form be reviewed, the Department Administrator will click on the link in the email. The Cost Sharing Approval screen is opened, displaying the current cost sharing information.

### Reviewing the Cost Sharing Approval

The following fields are displayed on the cost sharing approval with links to details as described below to support the Department Administrator's review of the current Cost Sharing commitment.

1. **Status:** Displays the current status of the cost sharing approval. In this instance, the status will be "**Needs Review**" (unless another Department Administrator on the project has completed the review already)
2. **Status updated on:** Identifies the date the approval was set to its current status
3. **Status updated by:** Identifies that action that set the status, for example: "Notice Logged"
4. All **budget periods** are displayed based on those created in the proposal. If more than five budget periods are included on the proposal, click on the right arrow to view additional budget periods.

Figure 1

**Cost sharing approval**

History | Comments (4) | Related links | Info | **Actions**

Status Needs review **1**

Status updated on Mar 29, 2020 1:35 PM **2**

Status updated by Notice logged **3**

**Current form details**

<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>	<b>Period 4</b>	<b>Period 5</b> →	<b>Total</b>
Jan 1, 2008 - Dec 31, 2008	Jan 1, 2009 - Dec 31, 2009	Jan 1, 2010 - Dec 31, 2010	Jan 1, 2011 - Dec 31, 2011	Jan 1, 2012 - Dec 31, 2012	(8 periods)
					Jan 1, 2008 - Dec 31, 2015

The following information will be displayed based on the source(s) of cost sharing identified in the cost sharing form.

### University/School Contributions

1. For **Non-companion accounts**, the components of the account string displayed are based on input of the Department Administrator in the current cost share form.
2. For **Companion accounts**, the account to which the companion account is related is displayed and is a link to the account details. The non-sponsored fund entered by the department administrator is displayed.

Figure 2

University/School contributions								
Account 31215 345678.xxxxxx.xxxx.xxxxx 1								\$1,338,200
Category	Salaries	Object	6120	\$94,678	\$8,092	\$14,190	\$92,461	\$86,480
Comment	Summer REU							
	Effort in person months			7.00	7.00	7.00	7.00	7.00
Category	Fringe Benefits	Object	6300	\$15,067	\$14,843	\$20,020	\$95,396	\$64,468
Category	Indirect Costs			\$350,670	\$25,175	\$98,139	\$32,201	\$75,718
Comment	IDC CS allowed							
Category	Equipment			\$61,602	\$15,656	\$64,185	\$24,651	\$84,508
Companion account to Main Y3 Org 31215 Fund 345678 2								\$505,695
Category	Salaries			\$94,678	\$8,092	\$14,190	\$92,461	\$86,480
Comment	Summer REU							
	Effort in person months			7.00	7.00	7.00	7.00	7.00
Category	Fringe Benefits	Object	6300	\$15,067	\$14,843	\$20,020	\$95,396	\$64,468

### Sponsored Contributions

1. The **Sponsored project Fund ID** or **Project ID** is a link to the project providing the funds for cost sharing. *Note: If the related project is in an org to which the department administrator does not have security to view, the Fund or Project ID will be displayed, but will not function as a link to the project.*
2. If the Sponsored project Fund or Project ID was unknown at proposal submission, **TBD** will be displayed.
  - a. The related Fund or Project ID should be added at award or as soon as the identity is determined

Figure 3

Sponsored contributions						
Fund 116533		\$51,675	\$65,375	\$34,468	\$95,167	\$10,715
Comment - this is a funded project with a fundid						
Project 7700926-01		\$45,930	\$1,662	\$59,346	\$75,652	\$14,875
Comment - this segment doesn't have a fund						
TBD		\$45,930	\$1,662	\$59,346	\$75,652	\$14,875
Comment - this one is TBD						
Total sponsored contributions		\$143,535	\$68,699	\$153,160	\$246,471	\$40,465

### Subrecipient Committed Cost Sharing

1. The **subagreement #** displayed is a link to that subagreement.

Figure 4

Subrecipient cost sharing							
<a href="#">5116120 - Beth Israel Hospital</a> Required flow down of terms	\$18,419	\$17,095	\$84,596	\$607	\$25,036	\$266,063	
<a href="#">5104172 - General Biologics</a> Test second Line	\$92,007	\$10,061	\$41,316	\$35,477	\$53,819	\$466,157	
<b>Total subrecipient cost sharing</b>	<b>\$110,426</b>	<b>\$27,156</b>	<b>\$125,912</b>	<b>\$36,084</b>	<b>\$78,855</b>	<b>\$732,220</b>	

### In-kind Cost Sharing

1. The source of the in-kind contributions and the description of the goods or services provided should be listed here.
2. Dollar values entered must represent the fair market value of the goods or services provided.

Figure 5

In-kind cost sharing							
<a href="#">Chiquita</a> Banana's for study	\$30,113	\$63,400	\$6,334	\$25,490	\$6,300	\$213,271	
<a href="#">Test</a> Test study	\$79,331	\$3,866	\$42,718	\$42,520	\$37,933	\$375,382	
<b>Total in-kind cost sharing</b>	<b>\$109,444</b>	<b>\$67,266</b>	<b>\$49,052</b>	<b>\$68,010</b>	<b>\$44,233</b>	<b>\$588,653</b>	

### Other Cost Sharing

For any other proposed cost sharing commitments not included in the categories above, the source, dollar amount per budget period, and description of these "other" cost sharing commitments are displayed. Any amounts entered in this section should be reviewed with school or central office administrators to confirm that they are not more properly classified as one of the cost sharing sources defined above.

Figure 6

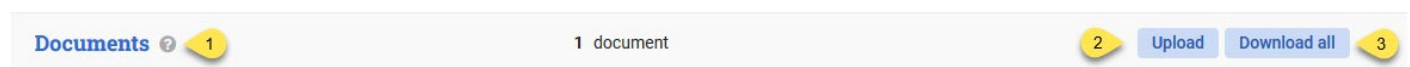
Current form details				
	Period 1 Apr 1, 2018 - Dec 31, 2018	Period 2 Jan 1, 2019 - Dec 31, 2019	Period 3 Jan 1, 2020 - Jan 31, 2020	Total Apr 1, 2018 - Jan 31, 2020
<b>Other</b>				
Some other source	\$5,000	\$2,000	\$0	\$7,000
<b>Total other cost sharing</b>	<b>\$5,000</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$7,000</b>

### Cost Sharing Document Repository

The cost sharing document repository may be accessed from the **View Cost Sharing Form** screen, the **Cost sharing approval** and the **Cost Sharing request**

1. **Documents:** Click to view all uploaded documents
2. **Upload:** Click to upload additional documents
3. **Download all:** Click to download all documents contained in the repository (Please note: this button will only appear when documents are present in the repository)

Figure 7



Refer to Appendix A in the [University Cost Sharing Procedures](#) to identify what types of documentation should be uploaded at each phase of the project life cycle in support of the cost sharing commitment.

### All Form Versions

This panel displays a listing of all prior versions of cost sharing forms associated with the segment.

1. Total number of forms associated with the segment
2. Link to the form that identifies the request to which the form is associated
3. Date the cost sharing form was generated
4. Total dollar amount of the committed cost sharing per the form

Figure 8

All form versions		2 form versions		
Number	Form request	Generation date	Cost sharing amount	
2	<a href="#">Cost sharing request 6875234</a>	Jul 27, 2019	\$11,100	<a href="#">Form download</a>
1	<a href="#">Cost sharing request 5732897</a>	May 20, 2019	\$11,100	<a href="#">Form download</a>

### Actions from the Cost Sharing Approval after Department Administrator Review

1. After reviewing committed cost sharing in the cost sharing approval, the department administrator will select **"Actions"** at the top of the Approval screen, and will choose the appropriate action from the drop-down menu.
2. If the current form is up to date, select **"Confirm current version of form"**. The status of the approval will be updated to **"Done"**
3. If updates should be made, select **"Create new version of the form"**. The status of the approval will be updated to **"Needed"** and the homepage of a new cost sharing request will be displayed. When this new cost sharing request is generated, a new version of the cost sharing form will be created with all data fields pre-populated

with values in the current cost sharing form. The department administrator may then update as needed. See [“Creating a cost sharing request”](#) job aid for instructions if needed.

Figure 9

Breadcrumb item > Breadcrumb item

### Cost sharing approval

History | Comments (4) | Related links | Info | **Actions**

**i** New header info has been successfully added.

**Status** Needs Review

**Status updated on** Mar 19, 2020 7:27 PM

**Status updated by** Notice logged

**1** Form needs departmental review

**2** Confirm current version of form

**3** Create new version of the form

## 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](#)

[Completing a Cost Sharing Request](#)

[Reviewing Cost Sharing – Central Administrator](#)