

RAMS SPOT Get Started – Cost Share Budget

General Budget Information: Use the “Financials” tab to view cost share totals. Salary over cap is not included in Financials totals.

#	Question	Possible Answers	Help Text
1	Budget Title	N/A	Pre-populates from Funding Proposal-Smart Form.
2	Principal Investigator for this Budget:	N/A	Pre-populates from Funding Proposal-Smart Form.
3	Budget Type:	N/A	Pre-populates as “cost share” budget.
4	Funding Source:	N/A	Pre-populates based on how sponsor type coded in system.
5	Project Sponsor:	N/A	Pre-populates based on sponsor selection in Funding Proposal-Smart Form.
6	Sponsor Budget Detail Level:	N/A	Pre-populates default type of “full details.”
7	* Is Modular Budget:	- Yes - No	Select “no.” No cost share budget will ever be prepared to conform to NIH modular budget format.

Budget Characteristics – Cost Sharing

#	Question	Possible Answers	Help Text
1	* Will patient care costs be cost shared:	- Yes - No	Select “yes” if VCU will be providing money to fund some or all patient care costs and a patient care cost share budget grid will be presented for completion. Otherwise, select “no.” Patient care costs are those expenses of routine and ancillary services provided by hospitals to individuals participating in research programs.
2	* Will trainee costs be cost shared:	- Yes - No	Select “yes” if VCU will be providing money to fund some or all trainee-related expenses and a trainee cost share budget grid will be presented for completion. Otherwise, select “no.” Trainee-related expenses are those that support pre- and post-doctoral applicants in their pursuit of career-related skills through a training grant.

Personnel Costs – Cost Sharing: Personnel entries made on the Primary Budget will pre-populate this Cost Share grid. If figures are not reporting correctly here, make adjustments in the Primary Budget Personnel grid.

#	Question	Possible Answers	Help Text
	Personnel Costs		<p>Personnel entries made on the Primary Budget will pre-populate this cost share grid. Calculations are based on the annualized base salary multiplied by % effort. Cost share results from a difference between % effort and % salary requested from the sponsor.</p> <p>Example, \$100,000 base salary x 50% effort=\$50,000 budget line item. If % salary request equal 50%, there is no cost share. If % salary request equals 40%, then cost share of 10% effort would be calculated and report in the Cost Share grid.</p> <p>All non-salary cap, cost shared personnel costs multiplied by indirect cost</p>

			rate will report on SF424 (Grants.gov) as an institutional cost. Cost share which is the result of salary over cap will be reported on this grid but will not report on Financial tab or on the SF424 as an institutional cost.
	Person	Select	Pre-populates based on Personnel view in Primary Budget grid.
	Appointment Type	- 12 - 9 - 3	Pre-populates based on Personnel view in Primary Budget grid.
	Role	- PD/PI - Co – PD/PI - Faculty - Post Doctoral Scholar – Fellow - Other Professional - Graduate Student - Undergraduate Student - Technician - Consultant - Co-Investigator - Other (Specify)	Pre-populates based on Personnel view in Primary Budget grid.
	Key	N/A	Pre-populates based on Personnel view in Primary Budget grid.
	F&A Type	N/A	Pre-populates based on Personnel view in Primary Budget grid.
	Allowable CS Department:	Select	Select the department responsible for the allowable cost share.
	Allowable CS Type:	- Mandatory - Voluntary Committed	Select type of cost share. “Mandatory” means it is required in writing by the sponsor. “Voluntary committed” means it is provided at the university’s discretion. Technically “salary over cap” is not allowed to be charged to the sponsor; because salary over cap is at the institution’s discretion, it should be identified as “voluntary committed” cost share.
	Salary Over Cap CS Department:	Select	Select the department responsible for paying the salary over cap; typically this is the individual’s home department. Any other arrangement should be explicitly documented and endorsed by all vested parties.

Patient Care – Cost Sharing: These questions will appear only if “yes” was selected for the “Patient Care” question in the Budget Characteristics view in the Cost Share Budget.

#	Question	Possible Answers	Help Text
	Patient Care Costs	N/A	Add a row for each allowable cost procedure the university will be paying for and enter the relevant information across all of the time periods of the funding proposal. Cost shared patient care costs will report on the SF424 (Grants.gov) as an institutional cost. Patient care is excluded from indirect cost calculation for MTDC budgets.
	Inflation Rate	N/A	Grid allows for an annual inflation rate to be defined.
	Apply Per 1 Inflation:	N/A	Grid allows for defined annual inflation rate to be applied to period 1. If not

			checked, inflation would apply to outlying years.
Cost Share Department:	Select		Select the department responsible for the allowable cost share.
Procedure Description:	N/A		Identify type of procedure.
Purpose:	- Research - Routine Care		Identify if procedure is considered "research-related" or "routine care" (formerly called "standard of care.")
Cost Share Type:	- Mandatory - Voluntary Committed		Select type of cost share. "Mandatory" means it is required in writing by the sponsor. "Voluntary committed" means it is provided at the university's discretion.
Status:	- Outpatient - Inpatient		Select whether the procedure will be provided on an "outpatient" (no hospital stay) or "inpatient" (hospital stay) basis.
Unit Cost:	N/A		Enter a base or unit cost for each expense item. Consider using the "fixed unit cost" paid on a per patient basis.
F&A Type:	N/A		Pre-populates from Recovery Rate Details view on Primary Budget. Patient care is excluded from indirect cost calculation for MTDC budgets.

Travel Costs – Cost Sharing

#	Question	Possible Answers	Help Text
	Travel Costs	N/A	Add a row for each allowable travel expense the university will be paying for and enter the relevant information across all of the time periods of the funding proposal. Cost shared travel costs multiplied by indirect cost rate will report on SF424 (Grants.gov) as an institutional cost.
	Inflation Rate	N/A	Grid allows for an annual inflation rate to be defined.
	Inflate Period 1	N/A	Grid allows for defined annual inflation rate to be applied to period 1. If not checked, inflation would apply to outlying years
	Description:	N/A	Provide brief description of travel expense to be cost shared.
	Foreign:	N/A	Check box if cost shared travel line item will involve international travel. Box should remain unchecked if travel is domestic (within U.S.).
	F&A Type:	N/A	Pre-populates from Recovery Rate Details view on Primary Budget.
	Base Cost:	N/A	A base or unit cost for each expense item will need to be established and entered prior to entering the # trips/period and the # people/trip. The base cost is an estimated common denominator that can be used across each of the time periods of the funding proposal. The base cost can differ for each line item.
	Cost Share Department:	Select	Select the department responsible for the allowable cost share.
	Cost Share Type:	- Mandatory - Voluntary Committed	Select type of cost share. "Mandatory" means it is required in writing by the sponsor. "Voluntary committed" means it is provided at the university's discretion.

Trainee Costs – Cost Sharing: These questions will appear only if "yes" was selected for the "Trainee" question in the Budget

Characteristics view in the Cost Share Budget.

#	Question	Possible Answers	Help Text
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Trainee Costs	N/A	Add a row for each allowable Trainee Cost the university will be paying for and enter the relevant information across all of the time periods of the funding proposal. Cost shared trainee costs multiplied by the indirect cost rate (as applicable) will report on SF424 (Grants.gov) as an institutional cost.
Inflation Rate:	N/A	Grid allows for an annual inflation rate to be defined.
Inflate Period 1:	N/A	Grid allows for defined annual inflation rate to be applied to period 1. If not checked, inflation would apply to outlying years.
Role:	<ul style="list-style-type: none"> - Pre Doc - Post Doc - Post Doc 1 Year - Post Doc 2 Year - Post Doc 3 Year - Post Doc 4 Year - Post Doc 5 Year - Post Doc 6 Year - Post Doc 7+ Year 	Select best answer to categorize level of training for the trainee. Some sponsors award stipend amounts based on level of training.
Tuition / Fees / Ins:	N/A	Enter allowable cost shared amount for tuition remission, fees and health insurance, as applicable. Indirect costs will not calculate on MTDC budget.
Stipends:	N/A	Enter allowable cost shared amount for stipend, as applicable. Indirect costs will calculate on MTDC budget.
Subsistence:	N/A	Enter allowable cost shared amount for subsistence (living expenses), as applicable. Indirect costs will calculate on MTDC budget.
Travel	N/A	Enter allowable cost shared amount for travel expenses, as applicable. Indirect costs will calculate on MTDC budget.
Other:	N/A	Enter any other allowable expenses to be cost shared, as applicable. Indirect costs will calculate on MTDC budget.
Total:	N/A	Automatically calculated based on line item expense entries made.
F&A Type:	N/A	Pre-populates from Recovery Rate Details view on Primary Budget. Tuition is excluded from indirect cost calculation for MTDC budgets.
Cost Share Department:	Select	Select the department responsible for the allowable cost share.
Cost Share Type:	<ul style="list-style-type: none"> - Mandatory - Voluntary Committed 	Select type of cost share. "Mandatory" means it is required in writing by the sponsor. "Voluntary committed" means it is provided at the university's discretion.

General Costs – Cost Sharing

#	Question	Possible Answers	Help Text
	General Costs	N/A	<p>Add a row for each allowable General Cost the university will be paying for and enter the relevant information across all of the time periods of the funding proposal.</p> <p>Cost shared general costs multiplied by indirect cost rate (as applicable) will report on SF424 (Grants.gov) as an institutional cost. When adding General Costs for an MTDC budget, items will be excluded from indirect costs per</p>

		the current federally negotiated agreement. Current costs excluded from indirect cost calculation are equipment, capital expenditures, charges for patient care, student tuition remission, rental costs of off-site facilities, scholarships and fellowships as well as the portion of each subgrant in excess of \$25,000.
Inflation Rate:	N/A	Grid allows for an annual inflation rate to be defined.
Inflate Period 1:	N/A	Grid allows for defined annual inflation rate to be applied to period 1. If not checked, inflation would apply to outlying years.
Cost Type:	<ul style="list-style-type: none"> - ADP / Computer Services - Alterations and Renovations - Clinical Services & Providers - Consultant Services - Equipment - Equipment or Facility Rental / User Fees - Licenses - Maintenance & Repairs - Materials and Supplies - Other, no indirects or inflation - Other, with indirects and inflation - Pharmacy - Publication Costs - Rent - Research Drug Administration - Shipping / Communications - Tuition Remission 	Select the cost type from this list. Remember to include core service expenses. Remember to include administrative fees such as "start up" or "annual maintenance."
Description:	N/A	Provide brief description of cost item the university will be paying for. It can be identical to the cost type description.
Unit Cost:	N/A	<p>A base or unit cost for each expense item will need to be established and entered prior to entering the #units in each budget period. The base cost can be an estimated total cost or an estimated common denominator that can be used in each budget period. For example, one could enter supplies as unit cost=\$500, and then enter units=4 in Y1 for \$2000, units=6 in Y2 for \$3000, etc.</p> <p>The unit cost can also differ for each line item. When the expenses across all of the years do not have a common denominator, a separate line item can be created for each budget period. For example, one line item for supplies Y1=\$1391 and another line item for supplies Y2=\$23,457, etc.</p>
Apply Inflation:	N/A	When box is checked, inflation rate defined at top of grid will apply to the line

			item. If box is unchecked, inflation rate defined at top of page will not apply to the line item.
	Apply Indirects (MTDC):	N/A	Pre-populates from Recovery Rate Details view on Primary Budget.
	F&A Type:	N/A	Pre-populates from Recovery Rate Details view on Primary Budget.
	Cost Share Dept:	Select	Select the department responsible for the allowable cost share.
	Cost Share Type:	- Mandatory - Voluntary Committed	Select type of cost share. "Mandatory" means it is required in writing by the sponsor. "Voluntary committed" means it is provided at the university's discretion.

Cost Sharing Details: No information provided here reports to Financials tab summary or SF424 (Grants.gov) as institutional cost.

#	Question	Possible Answers	Help Text
1	* At least one Cost Sharing Allocation response is required:	N/A	Add a line for each department providing cost share for the funding proposal. There must be at least one entry.
	Enter Department / Unit Cost Sharing Allocation:	Select	Add a line for each department that will be providing cost share for the funding proposal.
	* Total Dollars:	N/A	Enter total direct plus any allowable, associated indirect costs for each department providing cost share on the funding proposal. Total should equal amounts reported on Cost Share Financials tab plus any salary over cap.
	Enter Third Party Cost Sharing Allocation:	Select	Add a line if any organization external to VCU will be providing cost share for the funding proposal.
	* Entity:	N/A	Provide the name of each external organization providing cost share.
	* Total Dollars:	N/A	Enter by line the total cost share/matching commitment from the external organization. Plan to upload documentation from the external organization that details their cost share/match; the document should be signed by a person authorized to make a commitment for the organization.
2	* Enter Total Cost Sharing F&A Dollars:	N/A	Question will be removed (because the information is available via Cost Share Financials tab.) Enter \$0 for now.
3	* Enter Total Unrecovered F&A Dollars:	N/A	Enter unrecovered indirect cost dollars due to approved academic merit (F&A waiver exemption #2) or approved required match (F&A waiver exemption #3.) Enter \$0 if not applicable.

Attachments for Internal Purposes

#	Question	Possible Answers	Help Text
1	Attachments	N/A	Upload any documentation that supports the cost share commitments detailed in the cost shared grids.