

Cost Shared Effort HRMS Processing Effort Certification



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Agenda

Committed Effort

Proposed Cost Sharing Commitment (Form 150)

HRMS Processing

Cost Share Effort Certification

Committed Effort

- Effort indicated in the proposal necessary to complete the goals of the sponsored award
 - Direct Effort reimbursed by the sponsor
 - Sponsor limited reimbursement
 - HHS Salary Cap
 - Other sponsor Salary Cap
 - Percentage limitation
 - No effort reimbursement
 - Cost Shared or Matched Effort
 - Sponsor required or commitment from University
 - Effort in the no cost extension period

Cost Sharing

Cost sharing is the portion of project or program cost not borne by the sponsor. It is the University's share of the cost of research. Cost sharing occurs when either a sponsor requires or the University commits funds beyond those awarded by the sponsoring agency to support a particular grant or contract. Expenses such as salary, benefits, travel, equipment, supplies and tuition can be cost shared.

§ CFR 200.306 Cost sharing or matching

Types Of Cost Sharing

- Mandatory
- Committed (Voluntary Committed)
- Salary Cap
 - NIH
 - PCORI
 - Some NYS awards (at NIH cap)
- Voluntary Uncommitted Cost Sharing

Mandatory Cost Sharing

Mandatory cost sharing is cost sharing the sponsor requires as a condition of the award (typically detailed in the funding opportunity announcement as required matching). Mandatory cost sharing is the commitment to participate in the cost of the project, required either by statute or by administrative regulation.

- Must be tracked and generally reported to the sponsor, included in the University's MTDC base calculation

Committed Cost Sharing

Committed (Voluntary Committed) cost sharing is when the PI promises/commits to share costs of the project as part of the proposal budget or the budget justification when it is not required by the sponsor.

- Must be tracked and included in the University's MTDC base calculation, may require reporting to the sponsor

Other Cost Sharing

Salary over the cap - a legislatively mandated or sponsor capped provision limiting the direct salary that an individual may receive under an award.

- Examples
 - NIH \$189,600 (1/07/2018)
 - PCORI \$200,000
- Must be tracked and included in the University's MTDC base calculation

Voluntary uncommitted cost sharing (VUCS)

- No tracking and no reporting necessary

Proposed Cost Sharing Commitment

- Sponsor limited reimbursed effort
- Sponsor does not allow salary recovery
- Non- NIH Sponsor reimburses at NIH Cap or sponsor has its own salary cap
- K Award effort requirement with salary limitation
- Effort commitment greater than effort charged to/reimbursed by sponsor

Proposed Cost Sharing Commitment

- When to Complete a Form 150
 - When award is received
 - Mandatory or voluntary committed effort is greater than sponsor reimbursement, Sponsor Salary Limit (Non-HHS)
 - **Career awards** – when salary reimbursement is less than actual salary - 75% committed effort, recovering 64%
 - Modifications to submitted form
 - Change in personnel
 - Change in effort percentage
 - No Cost Extension
 - Unreimbursed effort
 - Effort reduction

Completing the Form 150

- Use the employee's actual salary and cost shared percentage – not salary cap limit or total committed effort
- Use current benefit rate
- Include the indirect rate allowed by sponsor, if applicable
- Obtain signatures

HRMS Cost Sharing Form

- Creates a link between cost shared effort and the sponsored award
 - UR Financials -Grant Statement of Activities (NCL) URF0391
 - Display By Option: Fund
 - Worktags – just GR FAO (remove Fund Hierarchy: Sponsor Funded)
 - HRMS – Lbr by pay Period for empl
 - UR Reports and Interfaces>Labor Distribution>Labor Distribution Queries>Lbr by pay Period for empl
- Allows for decimal place processing only for salary cap limitations
 - Committed cost shared effort must be in full percentages

HRMS Cost Sharing – Example 1

- The PI has committed 8% effort to the sponsored award
- The sponsor will only reimburse 5% effort on the award
 - 3% effort is cost shared
- Complete Form 150 to cost share 3%
- Process using HRMS Cost Sharing Form
 - Sponsor reimbursed percentage
 - Cost shared percentage

Ex 1: 150 Form Partial Reimb. effort

SECTION I: UNIVERSITY COST SHARING						
Salary: Voluntary <input checked="" type="radio"/> Mandatory <input type="radio"/>	Company # Cost Center # FAO #	Year 01	Year 02	Year 03	Year 04	Year 05
		12/01/2018 TO 11/30/2019	TO	TO	TO	TO
Personnel / % Effort:						
B. Wells/3% (for example purposes only based on \$225,000)	040 CC11536 OP211536	6,750.00				
Total Salary		6,750.00	0.00	0.00	0.00	0.00

Benefits: Voluntary <input checked="" type="radio"/> Mandatory <input type="radio"/>	% (enter as .xxxx)					Year 01	Year 02	Year 03	Year 04	Year 05
	Year:					12/01/2018 TO 11/30/2019	TO	TO	TO	TO
Personnel:	01	02	03	04	05					
B Wells	.2335					1,576.13	0.00	0.00	0.00	0.00

Ex 1 - 150 Partial Reimb. (cont)

TOTAL DIRECT COSTS	8,326.13	0.00	0.00	0.00	0.00
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Indirect Cost: {does not auto-calculate - insert percentage and \$ amounts}					Year 01 12/01/2018	Year 02	Year 03	Year 04	Year 05
Voluntary <input checked="" type="radio"/>					TO	TO	TO	TO	TO
Mandatory <input type="radio"/>					11/30/2019				
% (enter as .xxx)									
YR 01	YR 02	YR 03	YR 04	YR 05					
.54					4,496.11				

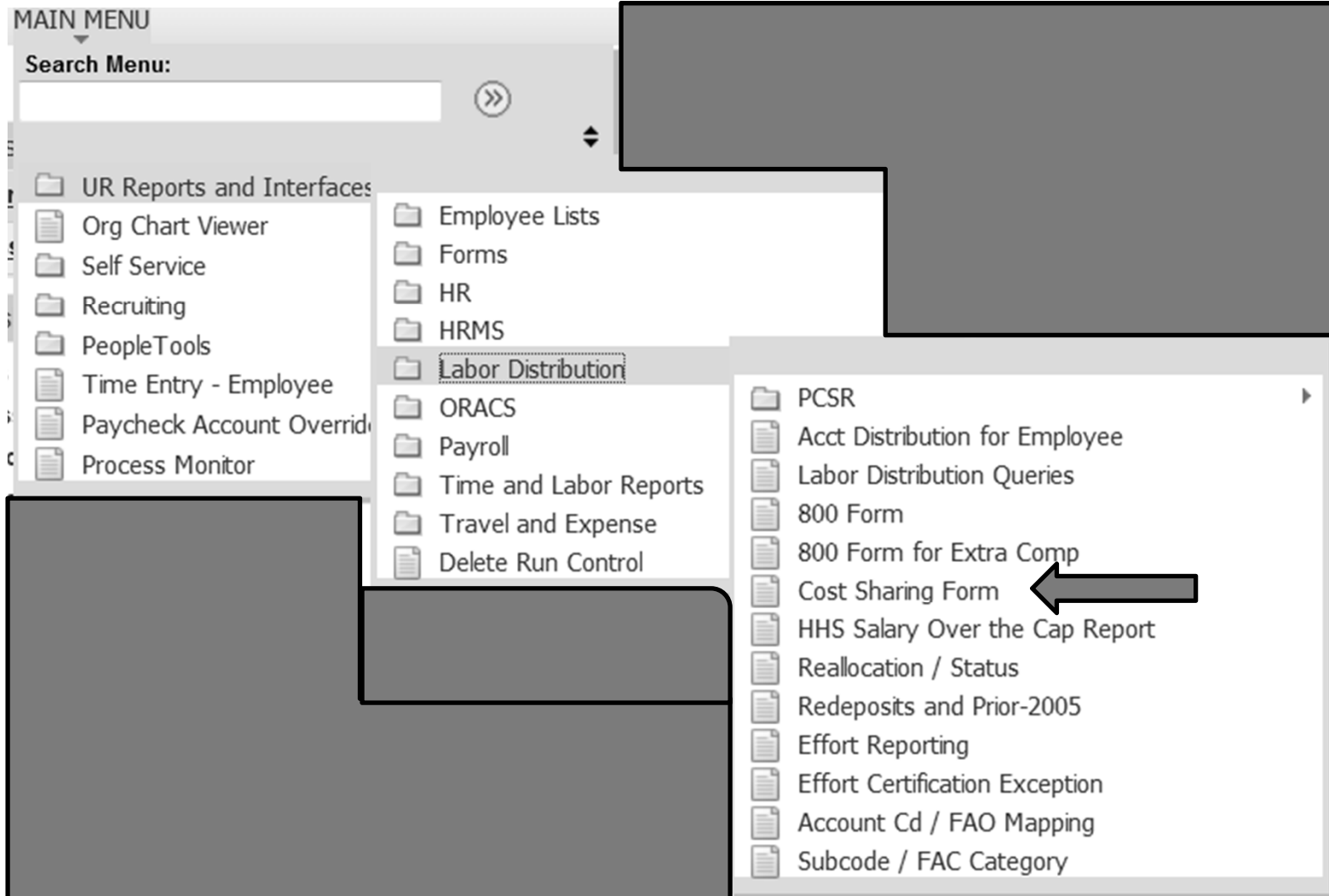
ANNUAL UNIVERSITY COST SHARING	\$ 12,822.24	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
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TOTAL UR COST SHARE CONTRIBUTIONS (A)	\$ 12,822.24
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Total Sponsor Project Costs (B)	\$ 275,000.00
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TOTAL PROJECT COSTS (A + B) Including University Cost Sharing	\$ 287,822.24
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HRMS Cost Sharing Form



Example 1 – Partially Reimbursed Effort

Cost Sharing - Alloc & Realloc

Run Control ID 164970

Report Manager Process Monitor

Run

800 FORM - Does not include Extra Comp

Emplid and Empl Rcd 150922-0 B. Wells

From Date: 12/01/2018 Thru Date:

Clear All

Remarks:

Salary distribution to reflect new cost share commitment

Prepared By: 164970 Donna Galloway

Reallocation only

Prospective change only

HHS Salary Cap Calculation

Personalize | Find | 1 of 1 | Last

Seq #	Salary	Pct of effort charged to the award	Salary * Percent	HHS Cap	HHS Pct	Not HHS Pct
1						

FAO Data

Personalize | Find | 1-3 of 3 | Last

	FAO (Account)	FAO Description	Percent	HHS	Cost Sharing	Seq #	Cost Sharing FAO	End Date
1	GR501204	GR501204 Informatics	5.00	<input type="checkbox"/>		0		
2	OP211536	Biomed. Engineering	3.00	<input type="checkbox"/>	Other	0	GR501204	
3	OP211536	Biomed. Engineering	92.00	<input type="checkbox"/>		0		

Choose "Other" from the Cost Sharing drop down. Add the GR FAO under the new Cost Share FAO box

Total Percentage: 100.00

HRMS – Cost Sharing Form

- Once HRMS data entry Form is complete:
 - Run Cost Sharing/800 Form
 - Print Cost Sharing/800 Form
 - Obtain required signatures
 - Scan (making sure it is readable) and send to Divisional Finance Office for approval
 - Finance Offices submit 800 Forms to Payroll for processing
 - When cost share effort ends: employee no longer providing support; award ends; match is met; or other circumstance
 - Submit PAF or HRMS Cost Sharing Form to remove the cost sharing allocation to distribute effort appropriately

HRMS Cost Sharing – Example 2

- The PI has committed 4% effort to the sponsored award
- The sponsor does not allow for direct salary reimbursement
 - 4% effort is cost shared
- Complete Form 150 to cost share 4%
- Process using HRMS Cost Sharing Form
 - Cost shared percentage: follow Example 1 for the process

Ex. 2: 150 Form- No direct effort

SECTION I: UNIVERSITY COST SHARING						
Salary: Voluntary <input checked="" type="radio"/> Mandatory <input type="radio"/>	Company # Cost Center # FAO #	Year 01 12/01/2018	Year 02	Year 03	Year 04	Year 05
		TO 11/30/2019	TO	TO	TO	TO
Personnel / % Effort:						
B. Wells/4% (for example purposes only based on \$225,000)	040 CC11536 OP211536	9,000.00				
Total Salary		9,000.00	0.00	0.00	0.00	0.00

Benefits: Voluntary <input checked="" type="radio"/> Mandatory <input type="radio"/>	% (enter as .xxxx)					Year 01 12/01/2018	Year 02	Year 03	Year 04	Year 05
	Year:					TO 11/30/2019	TO	TO	TO	TO
Personnel:	01	02	03	04	05					
B Wells	.2335					2,101.50	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00
Total Benefits						2,101.50	0.00	0.00	0.00	0.00

Ex. 2: No direct effort (cont.)

TOTAL DIRECT COSTS	11,101.50	0.00	0.00	0.00	0.00
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Indirect Cost: (does not auto-calculate - insert percentage and \$ amounts)					Year 01 12/01/2018	Year 02	Year 03	Year 04	Year 05
Voluntary <input checked="" type="radio"/>					TO	TO	TO	TO	TO
Mandatory <input type="radio"/>					11/30/2019				
% (enter as .xxx)									
YR 01	YR 02	YR 03	YR 04	YR 05					
.54					5,994.81				

ANNUAL UNIVERSITY COST SHARING	\$ 17,096.31	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
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TOTAL UR COST SHARE CONTRIBUTIONS (A)	\$ 17,096.31
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Total Sponsor Project Costs (B)	\$ 275,000.00
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TOTAL PROJECT COSTS (A + B) Including University Cost Sharing	\$ 292,096.31
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HRMS Cost Sharing – Example 3

- The PI has committed 10% effort to the sponsored award
- The PI has an annualized salary of \$225,000 and the non-HHS sponsor (PCORI) has a salary limitation of \$200,000 for direct salary reimbursement

Note: If salary limitation is not PCORI or not HHS, **complete Form 150** to cost share the capped %

HRMS Cost Sharing – Example 3 (con't)

- HRMS calculates the sponsor reimbursed direct and cost share committed percentages
- Since this example's sponsor is PCORI, no Form 150 is required
- Process using HRMS Cost Sharing Form
 - Sponsor reimbursed and HHS Cap percentages

Example 3 – Non-HHS Salary Limit

Cost Sharing - Alloc & Realloc

Run Control ID 164970

Report Manager Process Monitor

Run

800 FORM - Does not include Extra Comp

Emplid and Empl Rcd 150922-0 B. Wells

From Date: 12/01/2018 Thru Date:

Clear All

Remarks:

Updating salary distribution to reflect limitation due to sponsor salary cap of \$200,000.

Prepared By: 164970 Donna Galloway

Reallocation only

Prospective change only

HHS Salary Cap Calculation

Personalize | Find | First 1 of 1 Last

Seq #	Salary	Pct of effort charged to the award	Salary * Percent	HHS Cap	HHS Pct	Not HHS Pct
1	225000.000	10.00	\$22,500.00	200000	8.89	1.11

FAO Data

Personalize | Find | First 1-3 of 3 Last

	FAO (Account)	FAO Description	Percent	HHS	Cost Sharing	Seq #	End Date
1	OP211538	Biomed. Engineering	90.00	<input type="checkbox"/>		0	
2	GR500611	HCV-PCORI	8.89	<input type="checkbox"/>		1	05/31/2019
3	OP211538	Biomed. Engineering	1.11	<input checked="" type="checkbox"/>	HHS Cap	1	

Total Percentage: 100.00

HRMS Cost Sharing – Example 4

- The PI has committed effort to two HHS sponsored awards
- The PI has an annualized salary of \$225,000, which is above the \$189,600 HHS Cap for the period
- In addition, PI has committed to 1% cost shared effort to a non-federal sponsor

HRMS Cost Sharing – Example 4 (con't)

- Process the salary cap distributions in HRMS - direct charged and capped effort percentages
- Complete Form 150 for non-federal award
- Complete the HRMS Cost Sharing Form using
 - Sponsor reimbursed percentages
 - HHS Salary Cap cost shared percentages
 - Cost share effort for non-federal award

Ex 4: 150 Form Sal Cap & Cost Share

SECTION I: UNIVERSITY COST SHARING						
Salary: Voluntary <input checked="" type="radio"/> Mandatory <input type="radio"/>	Company # Cost Center # FAO #	Year 01 <u>01/01/2018</u> TO <u>12/31/2018</u>	<u> </u> TO <u> </u>	<u> </u> TO <u> </u>	<u> </u> TO <u> </u>	<u> </u> TO <u> </u>
		Personnel / % Effort:				
K.Hunter / 1% effort (for example purposes only - salary is based on \$225,000)	CM 040 CC11536 OP349803	2,250.00				
Total Salary		2,250.00	0.00	0.00	0.00	0.00

Benefits: Voluntary <input checked="" type="radio"/> Mandatory <input type="radio"/>	% (enter as .xxxx)					Year 01 <u>01/01/2018</u> TO <u>12/31/2018</u>	<u> </u> TO <u> </u>	<u> </u> TO <u> </u>	<u> </u> TO <u> </u>	<u> </u> TO <u> </u>
	Year:									
Personnel:	01	02	03	04	05					
K. Hunter	.2335					525.38	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00
Total Benefits						525.38	0.00	0.00	0.00	0.00

Ex 4: Sal Cap & Cost Share (cont.)

TOTAL DIRECT COSTS	2,775.38	0.00	0.00	0.00	0.00
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Indirect Cost: (does not auto-calculate - insert percentage and \$ amounts)					Year 01 01/01/2018	Year 02	Year 03	Year 04	Year 05
Voluntary <input checked="" type="radio"/>					_____	_____	_____	_____	_____
Mandatory <input type="radio"/>					TO	TO	TO	TO	TO
% (enter as .xxx)					12/31/2018	_____	_____	_____	_____
YR 01	YR 02	YR 03	YR 04	YR 05					
.10					277.54				

ANNUAL UNIVERSITY COST SHARING	\$ 3,052.92	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
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TOTAL UR COST SHARE CONTRIBUTIONS (A)	\$ 3,052.92
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Total Sponsor Project Costs (B) \$ 50,000.00

TOTAL PROJECT COSTS (A + B) Including University Cost Sharing	\$ 53,052.92
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Example 4 – HHS Sal Cap & Cost Share

Cost Sharing - Alloc & Realloc

Run Control ID 164970 Report Manager Process Monitor

800 FORM - Does not include Extra Comp

Emplid and Empl Red Kate Hunter

From Date: Thru Date:

Remarks:

Prepared By: Donna Galloway

Reallocation only Prospective change only

HHS Salary Cap Calculation

Personalize | Find | | First 1-2 of 2 Last

Seq #	Salary	Pct of effort charged to the award	Salary * Percent	HHS Cap	HHS Pct	Not HHS Pct		
1	225000.000	2.00	\$4,500.00	189600	1.69	0.31	<input type="button" value="+"/>	<input type="button" value="-"/>
2	225000.000	5.00	\$11,250.00	189600	4.21	0.79	<input type="button" value="+"/>	<input type="button" value="-"/>

FAO Data

Personalize | Find | | First 1-6 of 6 Last

		FAO (Account)	FAO Description	Percent	HHS	Cost Sharing	Seq #	Cost Sharing FAO	End Date
1	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="text" value="GR500967"/> <input type="button" value="Q"/>	79213-10994	1.69	<input type="checkbox"/>	<input type="text" value="1"/>		<input type="text" value=""/>
2	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="text" value="OP349803"/> <input type="button" value="Q"/>	Practice Account Reproductive Endocrine	0.31	<input checked="" type="checkbox"/>	<input type="text" value="1"/>	HHS Cap	<input type="text" value=""/>
3	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="text" value="GR500371"/> <input type="button" value="Q"/>	URMCHD038992	4.21	<input type="checkbox"/>	<input type="text" value="2"/>		<input type="text" value=""/>
4	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="text" value="OP349803"/> <input type="button" value="Q"/>	Practice Account Reproductive Endocrine	0.79	<input checked="" type="checkbox"/>	<input type="text" value="2"/>	HHS Cap	<input type="text" value=""/>
5	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="text" value="OP349803"/> <input type="button" value="Q"/>	Practice Account Reproductive Endocrine	1.00	<input type="checkbox"/>	<input type="text" value="0"/>	Other	<input type="text" value="GR500357"/> <input type="button" value="Q"/>
6	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="text" value="OP349803"/> <input type="button" value="Q"/>	Practice Account Reproductive Endocrine	92.00	<input type="checkbox"/>	<input type="text" value="0"/>		<input type="text" value=""/>

Total Percentage: 100.00

Cost Sharing Effort Certification

- Periodic certifications
 - Provided to sponsor at invoicing intervals, interim reporting or final report/invoice
 - Contractual language dictates frequency
- Annual certifications
 - Fiscal year July 1 through June 30
 - External Reporting, including HERD- NSF survey
 - Added to research base, F&A proposal, etc.
- Career Awards
 - Ensure compliance with federal requirements

Cost Sharing Effort Certification

- Annual or periodic review
 - Confirm with PI whether individual(s) performed effort on award at the level of the commitment
 - Confirm cost share period
 - Determine time period of grant
 - Was employee active during entire period
 - Hired mid-year?
 - Left University or transferred responsibility before end?
 - Are you responsible for monitoring and reporting for this individual
 - If not, determine cross departmental administrator

Cost Sharing Effort Certification

- Complete certification section
 - Enter cost share percentage actually performed
 - If time period of cost sharing was not the entire period, enter dates
 - Enter the FAO and Spend Category of the unrestricted account supporting the award
 - If correctly tracked in HRMS, SC57450 - Salaries Cost Sharing

Note: Annual Cost Share certifications display an individual's fiscal year distribution of regular salary

Cost Sharing Effort Certification

- Complete certification section (cont.)
 - Calculate the salary and benefits
 - Recommended support:
 - HRMS: UR Reports and Interfaces>Labor Distribution>Labor Distribution Queries>Lbr by pay Period for empl
 - Cumsal report from Cognos
 - Review with employee
 - Obtain Employee signature

Cost Sharing Effort Certification

- Keep copy for award files
- If cross departmental:
 - Submit completed, signed certification back to originating department
 - Originating department should review, and keep necessary copies prior to returning to ORACS
- Submit to ORACS

Note: Cost sharing example is included in the annual certification packet

Cost Sharing Effort Certification

Fiscal Year Cost Sharing Certification of Salary and Benefits 7/01/18-6/30/19

EXAMPLE

Account with Cost Sharing Commitment
Finance Dept of Cost Shared Account

For Account: GR529999
Account Description: CHE-14678910
Finance Department: 12345 Basic Science

03 - ORG

A21-Cost Pool Code

The above is a summarized salary distribution for an individual identified as having cost shared effort on this sponsored project. The University is required to identify and certify cost shared effort in support of sponsored awards.

Jody Effort		123123	Individual Name/EMPLID with Cost Share		
Acct Data	Salary Paid	Benefits	Total	%	
GR529999-SC57600 CHE-14678910	11,250.00	2,626.88	13,876.88	5%	
OP212345-SC57600 Basic Science Dept Operating	207,000.00	48,334.50	255,334.50	92%	
OP212345-SC57450 Basic Science Dept Operating	6,750.00	1,576.13	8,326.13	3%	
	\$ 225,000.00	\$ 52,537.50	\$ 277,537.50	100%	
	HRMS Annual Salary and Benefits				

Total Value of Benefits
Total Salary & Benefits

According to University of Rochester's Form 150, Proposed Cost Sharing Commitment Form, submitted with your proposal, cost share effort for the individual above was committed at

3%

Type or Print Name

Title

Cost Sharing Effort Certification

Below please indicate the following:

Actual Percentage of Effort Cost Shared, the specific Dates (period), and the Account that supported the cost shared effort in relation to this sponsored award. Total Value of Salary, Total Value of Benefits, and Total of Salary and Benefits related to the Fiscal Year.

%

Actual Percentage of Effort

Actual Time Period of Effort Performed

Dates (if different than period listed above) _____ to _____

Account Supporting Cost Shared Effort

Unrestricted FAO & SC Supporting Cost Share Effort

Total Value of Salary \$

Value of salary and benefits for period, based on cost shared effort performed

Total Value of Benefits \$

Actual Percentage of Effort

Actual Time Period of Effort Performed

Dates (if different than period listed above) _____ to _____

Account Supporting Cost Shared Effort

Unrestricted FAO & SC Supporting Cost Share Effort

Total Value of Salary \$

Value of salary and benefits for period, based on cost shared effort performed

Total Value of Benefits \$

Total Salary & Benefits \$

Signature of Employee, Principal Investigator, or Responsible Official

Date

Type or Print Name

Title

Type or Print Name

Title

Cost Sharing Effort Certification

- Who can certify
- The signature line on the certification indicates: “Signature of Employee, Principal Investigator, or Responsible Official”
- Employee with cost shared effort **should** sign
 - Refer to the Effort Reporting Policy section “Who Can Certify Effort”, if the actual individual is unable to certify their effort

Example 1 Certification

**Cost Sharing Certification
of Salary and Benefits
7/1/18-6/30/19**

**For Account: GR501204 03-ORG
Account Description: Informatics
Finance Department: 11536-000 Biomedical Engineering**

B. Wells 150XXX

<u>Acct Data</u>		<u>Salary Paid</u>	<u>Benefits</u>	<u>Total</u>	<u>%</u>
GR501204-SC57600	Informatics	\$6,562.50	\$1,532.34	\$8,094.84	2.92%
OP211536-SC57600	Biomed Engineering	\$214,500.00	\$50,085.75	\$264,585.75	95.33%
					1.75%

Below please indicate the following:
Actual Percentage of Effort Cost Shared, the specific Dates (period), and the Account that supported the cost shared effort in relation to this sponsored award. Total Value of Salary, Total Value of Benefits, and Total of Salary and Benefits related to the Fiscal Year.

Actual Percentage of Effort	<u>3%</u>		
Dates (if not entire FY)	<u>12/1/2018</u>	to	<u>6/30/2019</u>
Account Number (from above)	<u>OP211536-SC57450</u>		
Total Value of Salary	<u>\$3,937.50</u>		
Total Value of Benefits	<u>\$919.41</u>		
Total Salary & Benefits	<u><u>\$4,856.91</u></u>		

100.00%

Example 2 Certification

**Cost Sharing Certification
of Salary and Benefits
7/1/18-6/30/19**

**For Account: GR509836 03-ORG
Account Description: Big Dipper Data
Finance Department: 11536-000 Biomedical Engineering**

B. Wells 150XXX

Ac Below please indicate the following:

OP Actual Percentage of Effort Cost Shared, the specific Dates (period), and the Account that
OP supported the cost shared effort in relation to this sponsored award. Total Value of Salary,
OP Total Value of Benefits, and Total of Salary and Benefits related to the Fiscal Year.

67%
33%
00%

Actual Percentage of Effort	<u>4%</u>		
Dates (if not entire FY)	<u>12/1/18</u>	to	<u>6/30/19</u>
Account Number (from above)	<u>OP211536-SC57450</u>		
Total Value of Salary	<u>\$5,250.00</u>		
Total Value of Benefits	<u>\$1,225.88</u>		
Total Salary & Benefits	<u><u>\$6,475.88</u></u>		

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Example 4 CS Effort Certification

**Cost Sharing Certification
of Salary and Benefits
7/1/18-6/30/19**

**For Account: GR500357 03-ORG
Account Description: CS Example 4
Finance Department: 11536-000 Biomedical Engineering**

Kate Hunter 166XXX

<u>Acct Data</u>	<u>Salary Paid</u>	<u>Benefits</u>	<u>Total</u>	<u>%</u>
GR500371-SC57600 URMCHD038992	\$9,472.50	\$2,211.83	\$11,684.33	4.21%
GR500967-SC57600 70312-10004	\$2,802.50	\$887.88	\$4,690.38	1.69%
OP349803-S				0.50%
OP349803-S				1.10%
OP349803-S				92.50%
				100.00%

Below please indicate the following:
Actual Percentage of Effort Cost Shared, the specific Dates (period), and the Account that supported the cost shared effort in relation to this sponsored award. Total Value of Salary, Total Value of Benefits, and Total of Salary and Benefits related to the Fiscal Year.

Actual Percentage of Effort	1%		
Dates (if not entire FY)	7/1/18	to	12/31/18
Account Number (from above)	OP349803-SC57450		
Total Value of Salary	\$1,125.00		
Total Value of Benefits	\$262.69		
Total Salary & Benefits	\$1,387.69		

The above is sponsored by awards.

According to your propos

HRMS Cost Sharing – Example 4

Lbr by P		49													7/1/2018 - 12/31/2018	
ID	E	Employee Name	Pay Period End	FAO Acct	FAC Category	FAC Description	Pct	Sum Dollar Amt	Re	DT Entered	Cost Sharing	Cost FAO	Seq	Sum Ben Rate Amount	Ben Rt Percent	
166xxx	0	Hunter, Kate	7/31/2018	GR500967	SC57600	Faculty Full Time Salaries	1.69	316.88		7/26/2018			2	73.99	1 23.35	
166xxx	0	Hunter, Kate	7/31/2018	OP349803	SC57550	Faculty HHS Salary Cap	0.31	58.13		7/26/2018	H	GR500967	2	13.57	1 23.35	
166xxx	0	Hunter, Kate	7/31/2018	OP349803	SC57550	Faculty HHS Salary Cap	0.79	148.13		7/26/2018	H	GR500371	1	34.59	1 23.35	
166xxx	0	Hunter, Kate	7/31/2018	OP349803	SC57600	Faculty Full Time Salaries	92.00	17250.00		7/26/2018			0	4027.88	1 23.35	
166xxx	0	Hunter, Kate	7/31/2018	OP349803	SC57450	Salaries Cost Share	1.00	187.50		7/26/2018	O	GR500357	0	43.78	1 23.35	
166xxx	0	Hunter, Kate	7/31/2018	GR500371	SC57600	Faculty Full Time Salaries	4.21	789.38		7/26/2018			1	184.32	1 23.35	
166xxx	0	Hunter, Kate	8/31/2018	GR500371	SC57600	Faculty Full Time Salaries	4.21	789.38		8/29/2018			1	184.32	1 23.35	
166xxx	0	Hunter, Kate	8/31/2018	GR500967	SC57600	Faculty Full Time Salaries	1.69	316.88		8/29/2018			2	73.99	1 23.35	
166xxx	0	Hunter, Kate	8/31/2018	OP349803	SC57450	Salaries Cost Share	1.00	187.50		8/29/2018	O	GR500357	0	43.78	1 23.35	
166xxx	0	Hunter, Kate	8/31/2018	OP349803	SC57550	Faculty HHS Salary Cap	0.31	58.13		8/29/2018	H	GR500967	2	13.57	1 23.35	
166xxx	0	Hunter, Kate	8/31/2018	OP349803	SC57550	Faculty HHS Salary Cap	0.79	148.13		8/29/2018	H	GR500371	1	34.59	1 23.35	
166xxx	0	Hunter, Kate	8/31/2018	OP349803	SC57600	Faculty Full Time Salaries	92.00	17250.00		8/29/2018			0	4027.88	1 23.35	
166xxx	0	Hunter, Kate	9/30/2018	GR500371	SC57600	Faculty Full Time Salaries	4.21	789.38		9/26/2018			1	184.32	1 23.35	
166xxx	0	Hunter, Kate	9/30/2018	OP349803	SC57600	Faculty Full Time Salaries	92.00	17250.00		9/26/2018			0	4027.88	1 23.35	
166xxx	0	Hunter, Kate	9/30/2018	OP349803	SC57550	Faculty HHS Salary Cap	0.79	148.13		9/26/2018	H	GR500371	1	34.59	1 23.35	
166xxx	0	Hunter, Kate	9/30/2018	OP349803	SC57550	Faculty HHS Salary Cap	0.31	58.13		9/26/2018	H	GR500967	2	13.57	1 23.35	
166xxx	0	Hunter, Kate	9/30/2018	OP349803	SC57450	Salaries Cost Share	1.00	187.50		9/26/2018	O	GR500357	0	43.78	1 23.35	
166xxx	0	Hunter, Kate	9/30/2018	GR500967	SC57600	Faculty Full Time Salaries	1.69	316.88		9/26/2018			2	73.99	1 23.35	
166xxx	0	Hunter, Kate	10/31/2018	GR500967	SC57600	Faculty Full Time Salaries	1.69	316.88		10/25/2018			2	73.99	1 23.35	
166xxx	0	Hunter, Kate	10/31/2018	GR500371	SC57600	Faculty Full Time Salaries	4.21	789.38		10/25/2018			1	184.32	1 23.35	
166xxx	0	Hunter, Kate	10/31/2018	OP349803	SC57450	Salaries Cost Share	1.00	187.50		10/25/2018	O	GR500357	0	43.78	1 23.35	
166xxx	0	Hunter, Kate	10/31/2018	OP349803	SC57550	Faculty HHS Salary Cap	0.31	58.13		10/25/2018	H	GR500967	2	13.57	1 23.35	
166xxx	0	Hunter, Kate	10/31/2018	OP349803	SC57550	Faculty HHS Salary Cap	0.79	148.13		10/25/2018	H	GR500371	1	34.59	1 23.35	
166xxx	0	Hunter, Kate	10/31/2018	OP349803	SC57600	Faculty Full Time Salaries	92.00	17250.00		10/25/2018			0	4027.88	1 23.35	
166xxx	0	Hunter, Kate	11/30/2018	GR500967	SC57600	Faculty Full Time Salaries	1.69	316.88		11/27/2018			2	73.99	1 23.35	
166xxx	0	Hunter, Kate	11/30/2018	GR500371	SC57600	Faculty Full Time Salaries	4.21	789.38		11/27/2018			1	184.32	1 23.35	
166xxx	0	Hunter, Kate	11/30/2018	OP349803	SC57450	Salaries Cost Share	1.00	187.50		11/27/2018	O	GR500357	0	43.78	1 23.35	
166xxx	0	Hunter, Kate	11/30/2018	OP349803	SC57600	Faculty Full Time Salaries	92.00	17250.00		11/27/2018			0	4027.88	1 23.35	
166xxx	0	Hunter, Kate	11/30/2018	OP349803	SC57550	Faculty HHS Salary Cap	0.79	148.13		11/27/2018	H	GR500371	1	34.59	1 23.35	
166xxx	0	Hunter, Kate	11/30/2018	OP349803	SC57550	Faculty HHS Salary Cap	0.31	58.13		11/27/2018	H	GR500967	2	13.57	1 23.35	
166xxx	0	Hunter, Kate	12/31/2018	OP349803	SC57550	Faculty HHS Salary Cap	0.31	58.13		12/27/2018	H	GR500967	2	13.57	1 23.35	
166xxx	0	Hunter, Kate	12/31/2018	OP349803	SC57450	Salaries Cost Share	1.00	187.50		12/27/2018	O	GR500357	0	43.78	1 23.35	
166xxx	0	Hunter, Kate	12/31/2018	OP349803	SC57550	Faculty HHS Salary Cap	0.79	148.13		12/27/2018	H	GR500371	1	34.59	1 23.35	
166xxx	0	Hunter, Kate	12/31/2018	GR500371	SC57600	Faculty Full Time Salaries	4.21	789.38		12/27/2018			1	184.32	1 23.35	
166xxx	0	Hunter, Kate	12/31/2018	GR500967	SC57600	Faculty Full Time Salaries	1.69	316.88		12/27/2018			2	73.99	1 23.35	
166xxx	0	Hunter, Kate	12/31/2018	OP349803	SC57600	Faculty Full Time Salaries	92.00	17250.00		12/27/2018			0	4027.88	1 23.35	
July - Dec 2018								\$ 112,500.00						\$ 26,268.75		

HRMS Cost Sharing – Example 4

- Filter the Lbr by Pay Period for Empl, using the Cost FAO column, to assist in completing the Cost Share Certification form. In his example, the cost sharing ended 12/31/2018

Lbr by P		49														7/1/2018 - 12/31/2018	
ID	Employee Name	Pay Period End	FAO Acct	FAC Category	FAC Description	Pct	Sum Dollar Amt	Re	DT Entered	Cost sharing	Cost FAO	Seq	Sum Ben Rate Amount	Be	Ben Rt Percent		
166xxx	0 Hunter, Kate	7/31/2018	OP349803	SC57450	Salaries Cost Share	1.00	187.50		7/28/2018	O	GR500357	0	43.78	1	23.35		
166xxx	0 Hunter, Kate	8/31/2018	OP349803	SC57450	Salaries Cost Share	1.00	187.50		8/29/2018	O	GR500357	0	43.78	1	23.35		
166xxx	0 Hunter, Kate	9/30/2018	OP349803	SC57450	Salaries Cost Share	1.00	187.50		9/26/2018	O	GR500357	0	43.78	1	23.35		
166xxx	0 Hunter, Kate	10/31/2018	OP349803	SC57450	Salaries Cost Share	1.00	187.50		10/25/2018	O	GR500357	0	43.78	1	23.35		
166xxx	0 Hunter, Kate	11/30/2018	OP349803	SC57450	Salaries Cost Share	1.00	187.50		11/27/2018	O	GR500357	0	43.78	1	23.35		
166xxx	0 Hunter, Kate	12/31/2018	OP349803	SC57450	Salaries Cost Share	1.00	187.50		12/27/2018	O	GR500357	0	43.78	1	23.35		
							1125.00						262.69				

Resources

Proposed Cost Sharing Commitment Form (ORPA Form 150)

- http://www.rochester.edu/orpa/assets/pdf/form_150form.pdf

University of Rochester Effort Reporting Policy

- https://www.rochester.edu/orpa/assets/pdf/policy_EffortReportingPolicy.pdf

