Cost Shared Effort HRMS Processing Effort Certification



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Agenda

Committed Effort

Types of Cost Sharing/ Definitions

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

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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.



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Types Of Cost Sharing

- Mandatory
- Committed (Voluntary Committed)
 - Includes self-imposed salary limit
- Salary Cap
 - NIH
 - PCORI
 - Some NYS awards (at NIH cap)
- Voluntary Uncommitted Cost Sharing

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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

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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 \$197,300 (1/05/2020)
 - 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

Examples of Salary Cost Sharing

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

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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 < 75%
- Modifications to previously 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

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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 <u>only</u> for salary cap limitations
- Committed cost shared effort must be in full percentages

HRMS Cost Sharing – Example 1

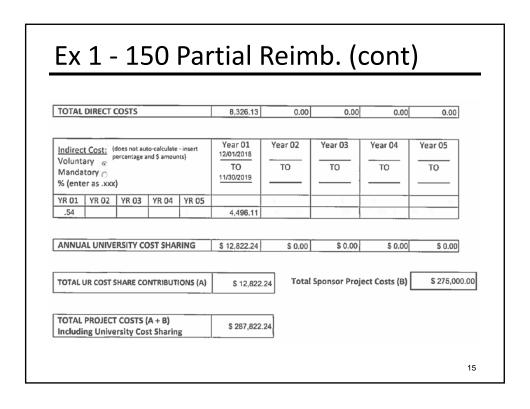
- The PI has committed 8% effort to the sponsored award
- The sponsor will only reimburse 5% effort on the award
 - 3% effort is cost shared
- Complete Form 150 to cost share 3%
- Process using HRMS Cost Sharing Form
 - Sponsor reimbursed percentage
 - Cost shared percentage

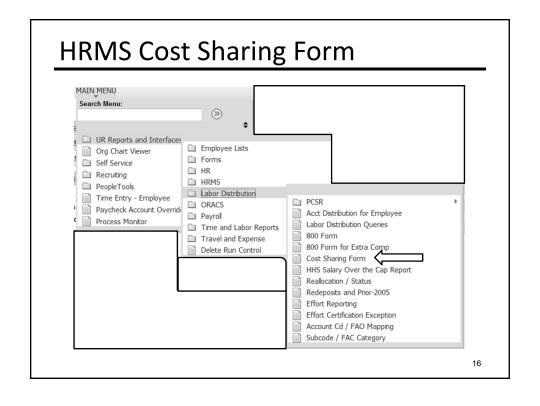
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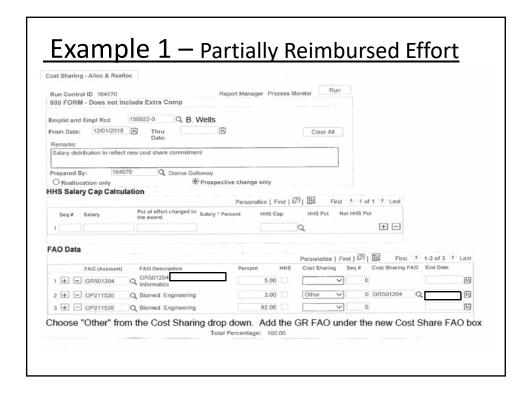
Ex 1: 150 Form Partial Reimb. effort

Salary: Voluntary © Mandatory (Company # Cost Center # FAO #	Year 01 12/01/2018 TO 11/30/2019	Year 02 TO	Year 03 TO	Year 04 TO	Year 05
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 © Mandatory	% (enter as .xxxx) Year:		Year 01 12/01/2018 TO 11/30/2019	Year 02 TO	Year 03	Year 04 TO	Year 05			
Personnel:	01	02	03	04	05					
B Wells	.2335					1,576.13	0.00	0.00	0.00	0.00







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

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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 <u>non-HHS sponsor</u> (PCORI) has a salary limitation of \$200,000 for direct salary reimbursement

Note: If salary limitation is <u>not PCORI or not HHS</u>, **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

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Example 3 — Non-HHS PCORI 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: 1201/2018 Thru Personalize | Find | State | First | 1 of 1 | Last Personalize | Find | State | First | 1 of 1 | Last FAO Data Personalize | Find | State | First | 1 of 1 | Last FAO Data Personalize | Find | State | First | 1 of 1 | Last FAO Data Personalize | Find | State | First | 1 of 1 | Last FAO Data Personalize | Find | State | First | 1 of 1 | Last FAO Data Personalize | Find | State | First | 1 of 1 | Last FAO Data Personalize | Find | State | First | 1 of 1 | Last FAO Data Personalize | Find | State | First | 1 of 1 | Last FAO Data Personalize | Find | State | First | 1 of 3 | Last FAO (Account) | FAO Description | Percent | HIS | Cost Sharing | Seq # | End Date | In the State | I

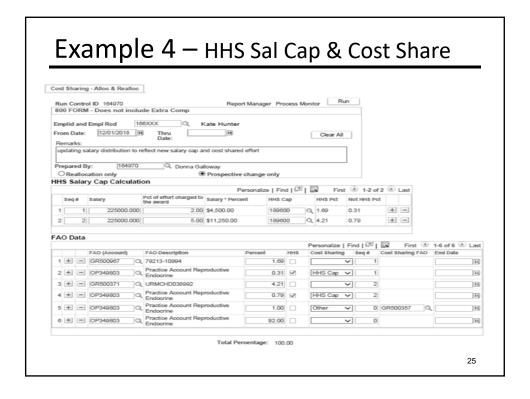
HRMS Cost Sharing - Example 4

- 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

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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



- 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

- 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

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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

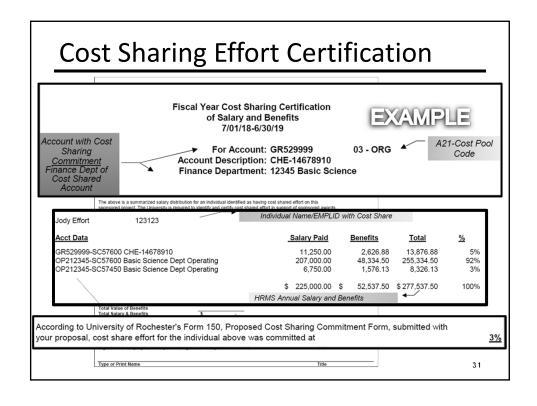
- Complete certification section (continued)
 - Calculate the cost shared salary and benefits
 - Recommended support documentation:
 - HRMS: UR Reports and Interfaces>Labor
 Distribution>Labor Distribution Queries>Lbr by pay
 Period for empl
 - Cumsal report from Cognos
 - Review with employee
 - Obtain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

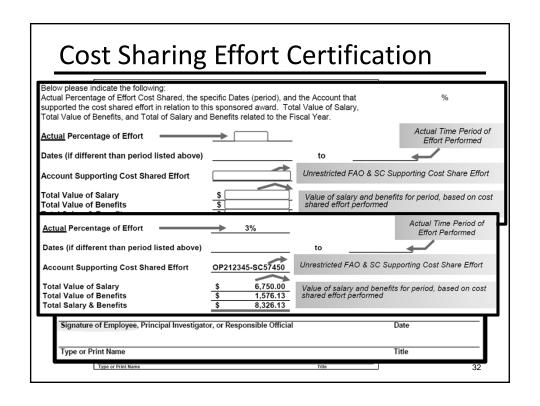
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Cost Sharing Effort Certification

- Keep a 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

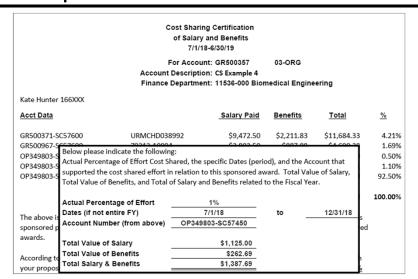


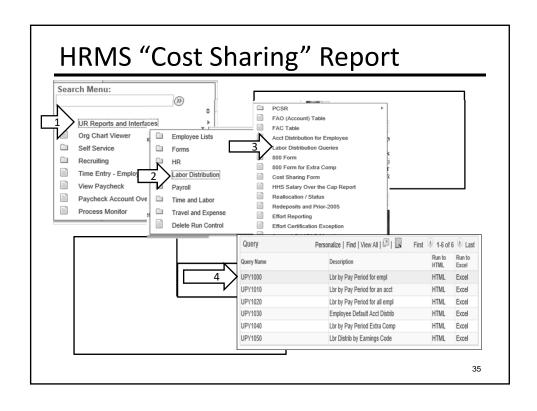


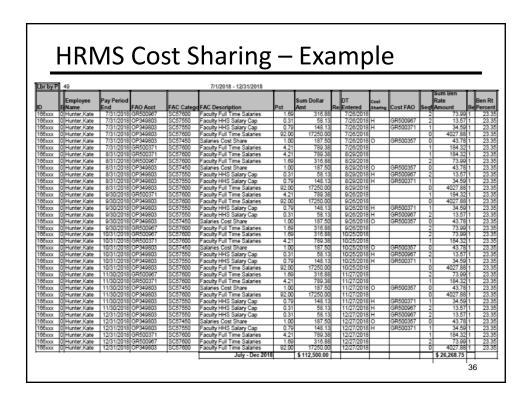
- Who can certify
- The signature line on the certification indicates: "Signature of Employee, Principal Investigator, or Responsible Official"
- Employee with cost shared effort **should** sign
 - Refer to the Effort Reporting Policy section "Who Can Certify Effort", if the actual individual is unable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

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Example CS Effort Certification







HRMS Cost Sharing – Example

 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	F 49 7/1/2018 - 12/31/2018														
	Employee E Name	Pay Period End		FAC Catego	FAC Description		Sum Dollar Amt	Re	DT Entered	Cost Sharing	Cost FAO		Sum Ben Rate Amount E	- 12	en Rt ercent
166xxx	0 Hunter,Kate	7/31/2018	OP349803	SC57450	Salaries Cost Share	1.00	187.50		7/26/2018	0	GR500357	0	43.78 1	\perp	23.35
166xxx	0 Hunter,Kate	8/31/2018	OP349803	SC57450	Salaries Cost Share	1.00	187.50		8/29/2018	0	GR500357	0	43.78 1	T	23.35
166xxx	0 Hunter,Kate	9/30/2018	OP349803	SC57450	Salaries Cost Share	1.00	187.50		9/26/2018	0	GR500357	0	43.78 1	Т	23.35
166xxx	0 Hunter,Kate	10/31/2018	OP349803	SC57450	Salaries Cost Share	1.00	187.50		10/25/2018	0	GR500357	0	43.78 1	T	23.35
166xxx	0 Hunter,Kate	11/30/2018	OP349803	SC57450	Salaries Cost Share	1.00	187.50		11/27/2018	0	GR500357	0	43.78 1	Т	23.35
166xxx	0 Hunter,Kate	12/31/2018	OP349803	SC57450	Salaries Cost Share	1.00	187.50		12/27/2018	0	GR500357	0	43.78 1	Т	23.35
							1125.00	Г					262.69		

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Cost Shared Effort Scenarios

	150 form required	HRMS cost share 800 form
NIH salary cap on NIH grant (or PCORI)	NO	YES
Non-NIH Sponsor reimburses at the NIH salary cap		
or sponsor has own cap	YES	YES
Faculty self-imposed salary cap or limits recovery	YES	YES
Effort committed greater than effort charged		
to/reimbursed by Sponsor	YES	YES
Sponsor limits or prohibits salary reimbursement	YES	YES
K-award effort requirement with salary limitation	YES	YES

Resources

Proposed Cost Sharing Commitment Form (ORPA Form 150)

 http://www.rochester.edu/orpa/ assets/pdf/form 150for m.pdf

University of Rochester Effort Reporting Policy

 https://www.rochester.edu/orpa/ assets/pdf/policy Effort ReportingPolicy.pdf

