RAMP GRANTS: HOW TO CREATE A PROPOSAL COST SHARE BUDGET

If a funding proposal's primary budget includes salaries exceeding the sponsor salary cap OR the salary to be paid by the sponsor is less than the projected effort percentages (unfunded effort), the budget workspace alerts you that it has automatically created a cost share budget.

If cost share is to be committed to the sponsor, the budget for these funds can be added to any budget RAMP has automatically generated or a new cost share budget can be created. If one cost share budget is used, any difference in what is tracked internally and what is committed to the sponsor will be reconciled on the Cost Share Commitment form and can also be adjusted on the SF424 if the proposal is being submitted system-to-system.

To add a new cost share budget

If there are no salaries exceeding the salary cap or unfunded effort, a new cost share budget must be added to detail funds committed to the sponsor as cost share.

1. From the Budgets tab on the Funding Proposal workspace, click the name of the primary budget that will include cost share.

2. On the Project Budget workspace, click **Create Cost Share**.

3. Enter the cost share type and funding sources (both internal and external) on the Cost Share Information form and click **Continue** or **Save**. Grants creates a cost sharing budget and lists it on the Budgets tab of the Funding Proposal workspace.
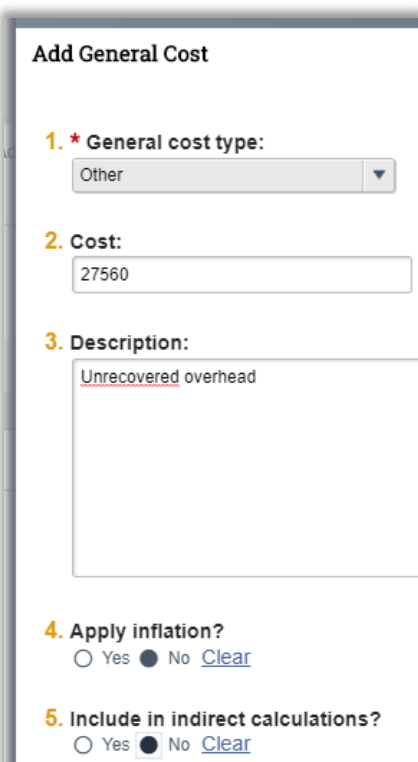
4. Fill out the other pages of the cost sharing budget as you would a primary budget.

> **Note**: The **Personnel Costs – Cost Share** form pulls in the automatically tracked salary over the cap and unfunded effort. Additional personnel cost share can be added under the "General Cost Definition" form using the cost type "Personnel Cost Share Only."
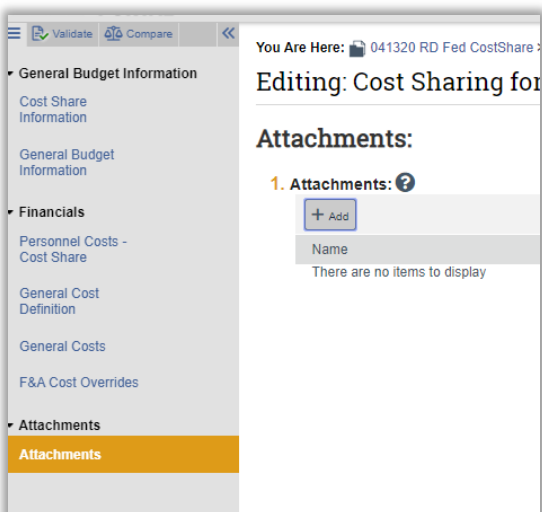
5. If unrecovered overhead is being used to meet cost share requirements, select the "Other" cost type and specify "unrecovered overhead."

6. On the Attachments form upload the Cost Share Commitment form.

7. To export the cost share budget to Excel, click the cost share budget within the Funding Proposal, and then click Export Budget within the cost share budget workspace. The budget will then be available in Excel format under the History tab within the cost share budget workspace.


To add a second cost share budget

RAMP can accommodate one cost share budget per sponsor budget. Sometimes it will be useful to differentiate between cost share that's being only internally tracked, such as salary over the cap and unfunded effort, and cost share that's being committed to the sponsor.

To create additional cost share budgets, simply create a second sponsor budget that does not contain any funds.

1. From the Funding Proposal workspace, click **Create Additional Budget** from the actions on the left**.**
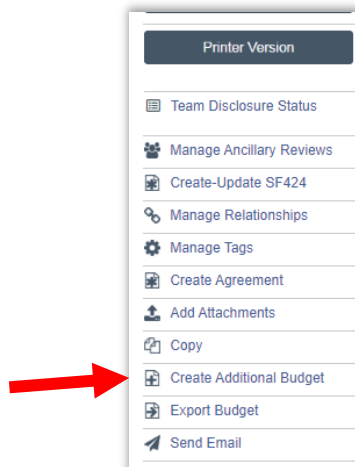
2. Title the budget in a way that will identify it as being used to create a cost share budget. Go through the Smartform, filling in required fields, but not adding any additional funds and click **Finish**.

3. Once you finish creating your new sponsor budget, RAMP will take you to the Budget workspace for the newly created budget. From the new Budget workspace, click **Create Cost Share Budget** and repeat the steps above for the separate cost share budget.