

Cost Sharing in Proposals

Cost sharing/matching funds should only be included in proposals in accordance with LSU FASOP: AS-06.

This user guide describes how to add cost sharing to your proposal. See [Creating a Budget user guide](#) for instructions on building your budget.

LSU Questionnaire

- If cost sharing/matching will be proposed, answer “yes” on #19 of the LSU Questionnaire.

* 19) Cost sharing/matching?
 Yes No
 * Select Type:
 [Dropdown menu with options: Sponsor Mandated, Voluntary Committed]
 * Do you want your proposal include subawards?
 OSP Review Information:

- Select cost sharing type. If you are requesting to provide voluntary committed cost sharing, then approval from ORED is required. The proposal will route to ORED for approval. You will need to fill out the Request for Approval of Cost Sharing by uploading. For more information see https://lsu.edu/research/compliance/forms/ored_ic_waiver_cost_share_approval_form_8_1_1_7.pdf

* 19) Cost sharing/matching?
 Yes No
 * Select Type:
 [Dropdown menu with option: Voluntary Committed]
 * Upload Justification [Link to Voluntary Cost Sharing Request form](#)
 The uploaded file name must be less than 50 characters.

Link to the form (yellow callout box pointing to the link)

Upload here (yellow callout box pointing to the upload icon)

Budget – Cost Sharing

- First enter your requested budget on the Budget tab.
- Go to Cost Sharing tab, click Detail button by each personnel and/or cost category to enter the cost sharing amount. This will open a new window.

Personnel Costs		PERIOD 1	PERIOD 2	TOTAL
Detail	Tiger, (L14) Mike			
	Sponsor	28,800	29,376	58,176
	Institution	0	0	0
	Above the Cap	0	0	0
Detail	TBH,			
	Sponsor	40,000	40,000	80,000
	Institution	0	0	0
	Above the Cap	0	0	0
	Subtotal Personnel:	\$ 68,800	\$ 69,376	\$ 138,176
Non-Personnel Costs		PERIOD 1	PERIOD 2	TOTAL
Detail	Materials and Supplies			
	Sponsor	10,000	10,000	20,000
	Institution	0	0	0
	Above the Cap	0	0	0

Update Source(s) of Cost Sharing

- There are two default sources of cost sharing: Institution and Above the Cap (related to NIH salary cap which LSU does not use). The Charge To sources default to the PI's department.
- Under the Charge To column, change to the department/college providing cost sharing. In the Short Name column, add an acronym for the unit.
- To include additional sources, type at the bottom of the chart. Field is progressive text. Choose from name that appears. Click Add New Source.
- For institutional cost sharing that will be documented via a journal entry, type Charge to as Louisiana State University and Short Name of LSU.

Budget Detail for: Test (L17) Mike the Tiger

Detail | Appointments | Justifications | **Cost Sharing** | Effort Periods

Save and Close | Save | Close

COST SHARING BY BREAKDOWN | COST SHARING BY BUILD UP | **+ ADD SOURCE**

SOURCE	CHARGE TO	SHORT NAME	ACTUAL %	AMOUNT	ACCOUNT NUMBER	DELETE
SRC 1	National Institutes of Health (NIH)	Sponsor	100.000	47,690		
SRC 2	LSUAM Sch of VETM Pathobiological	Vet School Dean	0.000	0		
SRC 3	LSUAM Sch of VETM Pathobiological	Vet school Dean	0.000	0		
	Alber					
	University of Alberta					
		Total	100.000%	\$ 47,690		

Type additional source here

Cost Sharing by Build Up (Recommended)

- After you enter sources, click Cost Sharing by Build Up to manually enter cost sharing dollar amounts
- Sponsor column shows amount you originally entered in budget. Add dollar amount per line in each cost sharing column. For salary, you will need to manually calculate fringe benefit and tuition remission for cost sharing.
- Example below shows the split of equipment between Sponsor, ORED, and Dean's Office.
- Hit Save and Close to close this window.
- Repeat steps for each line item of the budget which includes cost sharing.

	PERIOD 1	PERIOD 2
SPONSOR [Hide]		
Percent	51.397	100.000
Salary	12,000	12,000
Fringe Benefits	4,920	4,920
Type		
Category		
INST [Hide]		
Percent	24.301	0.000
Salary	8,000	0
Fringe Benefits	0	0
Type		
Category		
ABOVE THE CAP [Hide]		
Percent	24.301	0.000
Salary	8,000	0
Fringe Benefits	0	0
Type		
Category		
Percent	100.00%	100.00%
Salary	\$ 28,000	\$ 12,000
Fringe	\$ 4,920	\$ 4,920
Total	\$ 32,920	\$ 16,920

Cost Sharing by Breakdown

- After you enter sources, click Cost Sharing by Breakdown to divide cost sharing by % of budget.
- Used for cost sharing a percent of budget. Percent must equal 100%. If using this method, it is recommended that you build your sponsor budget for total project costs. You will then adjust the % charged to sponsor and % charged as cost sharing.

- Example below shows 50% requested funds from the Sponsor, 25% cost share by ORED, and 25% cost share by the College for the personnel salary & fringe benefits in both budget periods.
- Enter % and then click Save and Close to close this window.
- Repeat steps for each line item of the budget which includes cost sharing.

Budget Detail for: Test (L17) Mike the Tiger

Detail | Appointments | Justifications | **Cost Sharing** | Effort Periods

Save and Close | Save | Close

COST SHARING BY BREAKDOWN | COST SHARING BY BUILD UP | + ADD SOURCE

	PERIOD 1	PERIOD 2
SPONSOR [Hide]		
Percent	50.000	50.000
Salary	14,000	6,000
Fringe Benefits	2,460	2,460
Type		
Category		
PATHO [Hide]		
Percent	25.000	25.000
Salary	7,000	3,000
Fringe Benefits	1,230	1,230
Type		
Category		
[Hide]		
Percent	25.000	25.000
Salary	7,000.00	3,000.00
Fringe Benefits	1,230.00	1,230.00
Type		
Category		
Percent	100.00%	100.00%
Salary	\$ 28,000	\$ 12,000
Fringe	\$ 4,920	\$ 4,920
Total	\$ 32,920	\$ 16,920