UFIRST | University of Florida
Integrated Research Support Tool

How Do I Approve Cost Share and What Am I Approving?

Cost share is any cost needed to complete the project, identified in the budget or budget justification, but the sponsor is not providing funds to cover. Approving cost share indicates that the Cost Share Approver accepts the responsibility on behalf of his or her unit for the costs associated with this commitment. This includes financial, spatial or effort commitments that are a direct result of a cost share approval.

Review the cost share information. If changes are needed to the cost share requested, you must disapprove the cost share to return the proposal to the Proposal Team. Once the cost share is acceptable, you should approve to forward the record to the submitting department for overall approval.

Steps

1. Click the link provided in the email notification sent to the Cost Share Approver.

    If you access UFIRST directly without clicking on the link, the proposal will be in **My Inbox**, the first page you land on when logging in.

2. Click on the **Cost Share Summary** tab.

On this tab, you can view a breakdown of cost share by responsible unit. Submitting Unit Cost Share Approvers must also review Third Party Cost Sharing commitments as their unit is ultimately responsible for monitoring and reporting of all cost share.

For more details, click the **Budget Workspaces** tab and click the **Edit** link next to the budget labeled Cost Sharing…to view the Cost Sharing Smartform and Budget Grids

3. Once you have finished your review, select the **Approve Cost Share** or **Disapprove Cost Share** button.

Disapproving a cost share request will return the proposal to the Proposal Team in Draft state. Details must be provided in the comment section informing the Proposal Team about changes being requested or outright disapproval.

Once this activity is completed with an *Approval* the proposal will transition to Department Review. The proposal will disappear from the Cost Share Approver's **My Inbox**. Once you've approved the proposal, you can view it in your **Proposal Worklist**

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