

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.

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This is an automated notification email. Please do not reply to this email.

From Allie Gator
Link [PRO0000025](#)
Proposal Title The Effect of Facebook on Social Skills
Principal Investigator Abram Lise
Sponsor Psychology Beyond Borders

ACTION REQUIRED

The above proposal has cost share committed from your unit and is ready for your review and approval. Click the link above to access the proposal workspace. Review the Proposal and Budget information. Complete your review by executing the *Approve Cost Share* or *Disapprove Cost Share* activity.

Note: if there are multiple authorized approvers in your unit, only one approver is required to respond.

Click the link above to access the proposal workspace.

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

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Proposals | Agreements | Help

Proposals > The Effect of Facebook on Social Skills

The Effect of Facebook on Social Skills

Proposal Workspace: PRO0000025

Cost Share Review

View Proposal SmartForm

Access Budget Workspaces

Summary | Budget Summary | **Cost Share Summary** | Budget Workspaces | Approvals | Attachments | History | Related It

Proposal Information | **Budget Information** | **Primary Unit Contact**

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.

Monitoring and tracking all third party cost sharing is ultimately the responsibility of the submitting department.

AG-ENVIRONMENTAL HORTICULTURE	Period 1	Period 2	Period 3	Cumulative
SUBAWARD COST				
Voluntary	\$8,000	\$8,000	\$8,000	\$24,000
Mandatory	\$15,000	\$15,000	\$15,000	\$45,000
INDIRECT COST				
Voluntary	\$4,000	\$4,000	\$4,000	\$12,000
Mandatory	\$7,500	\$5,000	\$0	\$12,500
OTC	\$0	\$0	\$0	\$0
TOTAL				
Voluntary	\$12,000	\$12,000	\$12,000	\$36,000
Mandatory	\$22,500	\$20,000	\$15,000	\$57,500
OTC	\$0	\$0	\$0	\$0
GRAND TOTAL AG-ENVIRONMENTAL HORTICULTURE	\$34,500	\$32,000	\$27,000	\$93,500

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

Working Budgets

No data to display.

page 1 no results 10

Submitted Budgets

Name	SmartForm	Date Modified	Total	IDC Rate Type	Responsible Person	Included in
Cost Sharing for Psychology Beyond Borders	[Edit]	2/4/2015 9:45 AM	\$1,337,923	Research On	Abram Lise	yes
Psychology Beyond Borders	[Edit]	2/4/2015 9:44 AM	\$650,011	Research On	Abram Lise	yes

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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**

Contact Information:

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