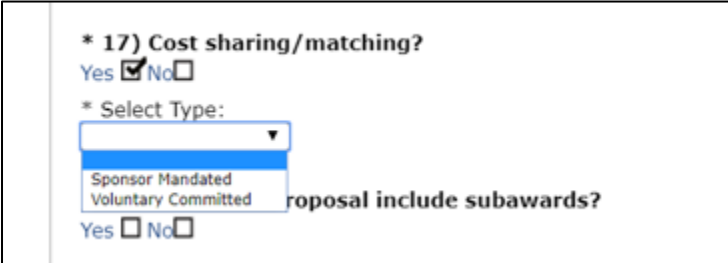## Cost Sharing in Proposals

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 #17 of the LSU Questionnaire.
- 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 also need to separately submit a request for Voluntary Cost Sharing to ORED via InfoReady. For more information see https://www.lsu.edu/research/resources_for_faculty/forms.php.

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.

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.

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.

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: (L14) Mike the Tiger

| Detail | Appointments | Justifications | **Cost Sharing** |

Effort Periods

Committed Effort   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	10,000	10,200
Fringe Benefits	4,400	4,488
Type		
Category		
ORED [Hide]		
Percent	25.000	25.000
Salary	5,000	5,100
Fringe Benefits	2,200	2,244
Type		
Category		
ALBEMARLE CO... [Hide]		
Percent	0.000	0.000
Salary	0	0
Fringe Benefits	0	0
Type		
Category		
VET SCHOOL DEAN [Hide]		
Percent	25.000	25.000
Salary	5,000.00	5,100.00
Fringe Benefits	2,200.00	2,244.00
Type		
Category		
Percent	100.00%	100.00%
Salary	$ 20,000	$ 20,400
Fringe	$ 8,800	$ 8,976
Total	$ 28,800	$ 29,376

Must equal 100%   Must equal 100%