## Cost Sharing Reference Guide

**Cost Sharing Type:**
A portion of total sponsored project/program costs that are not funded by the sponsor. Cost sharing includes all contributions, including cash and in-kind, that the University makes to an award.

**Cost Sharing Type:**
Mandatory committed cost sharing is required by the sponsor and quantified in the proposal or statement of work. Mandatory cost sharing is a condition of receiving the award and is a binding commitment of the University. This type of cost sharing is not allowed as a mandatory commitment.

**Cost Sharing Type:**
Voluntary committed cost sharing is not required by the sponsor; however, it is identified or quantified in the proposal statement of work and/or budget. Voluntary cost sharing becomes a binding commitment of the University when proposal is funded.

**Cost Sharing Type:**
Any cost associated with a sponsored project/program that was not identified in the proposal statement of work, budget, or in any other communication to the sponsor. Voluntary uncommitted cost sharing is a nonbinding commitment that is not required to be documented.

### Cost Center is Funding Source

<table>
<thead>
<tr>
<th>Cost Sharing Type</th>
<th>Mandatory Committed</th>
<th>Voluntary Committed</th>
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<th>Cost Sharing Type</th>
<th>Mandatory Committed</th>
<th>Voluntary Committed</th>
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<tbody>
<tr>
<td>Grant</td>
<td>Required</td>
<td>Required</td>
<td>Salary Costs in Excess of Sponsored Imposed Cap</td>
<td>Not Allowed</td>
<td>Voluntary Uncommitted</td>
<td>N/A</td>
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<tr>
<td>Cost Center</td>
<td>Required Funding CC</td>
<td>Required Funding CC</td>
<td>Required Funding CC</td>
<td>Required Funding CC</td>
<td>Optional worktags</td>
<td>Optional worktags</td>
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<tr>
<td>Fund</td>
<td>Required FD120</td>
<td>Required FD120</td>
<td>Required FD120</td>
<td>Required FD120</td>
<td>Optional worktags</td>
<td>Optional worktags</td>
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<tr>
<td>Expense Purpose</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Optional worktags</td>
<td>Optional worktags</td>
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</tbody>
</table>

### Data Entry Tips -- Workday

- Enter grant as driver, enter spendable gift, enter grant as driver, enter spendable gift, change expense purpose to grant expense purpose, enter optional worktags as needed.
- Enter grant, change fund to FD120, enter optional worktags as needed.
- Enter grant, enter funding cost center, change fund to FD120, change expense purpose back to grant expense purpose, enter optional worktags as needed.
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### Data Entry Tips -- Salesforce Journal Entry Application

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### Helpful Hint!
To validate the related worktags for any driver, please utilize the WD report "Related Worktags by Driver" and enter the driver into the prompt to return the accurate related worktags for that driver. For example; if the reference says "use related expense purpose from CC, enter the CC into the prompt.

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