

Cost Shared Effort HRMS Cost Sharing Form



January 2015

Agenda

Committed Effort

Proposed Cost Sharing Commitment (Form 150)

HRMS Process Changes

Committed Effort

- Effort indicated in the proposal necessary to complete the goals of the sponsored award
 - Direct Effort reimbursed by the sponsor
 - Sponsor limited reimbursement
 - HHS Salary Cap
 - Other sponsor Salary Cap
 - Percentage limitation
 - No effort reimbursement
 - Cost Shared or Matched effort
 - Sponsor required commitment from University
 - Effort in the no cost extension period

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Proposed Cost Sharing Commitment

- When to Complete a Form 150
 - Effort Commitment greater than sponsor reimbursement, when award received
 - Sponsor Salary Limit (Non-HHS)
 - Modifications to original form
 - Different employee
 - Different percentage
 - No Cost Extension
 - Unreimbursed effort
 - Effort reduction

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HRMS Cost Sharing Form

- Creates a link between cost shared effort and the sponsored award
- Allows for decimal place processing for other sponsor salary limitations

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HRMS Cost Sharing – Example 1

- The PI has committed 8% effort to the sponsored award
- The sponsor will only reimburse 5% effort on the award
 - 3% effort is cost shared
- Complete Form 150 to cost share 3%
- Process using HRMS Cost Sharing Form
 - Sponsor reimbursed percentage
 - Cost shared percentage

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HRMS Cost Sharing – Example 2

- The PI has committed 4% effort to the sponsored award
- The sponsor does not allow for direct salary reimbursement
 - 4% effort is cost shared
- Complete Form 150 to cost share 4%
- Process using HRMS Cost Sharing Form
 - Cost shared percentage

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HRMS Cost Sharing – Example 3

- The PI has committed 10% effort to the sponsored award
- The PI has an annualized salary of \$225,000 and the non-HHS sponsor has a salary limitation of \$200,000 for direct salary reimbursement

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HRMS Cost Sharing – Example 3 (con't)

- Calculate the sponsor reimbursed and cost share commitment percentages
 - $200,000/225,000 = .889 \times 10\% = 8.89\%$
 - $10\% - 8.89\% = 1.11\%$ cost shared
- Complete Form 150 to cost share 1.11%
- Process using HRMS Cost Sharing Form
 - Sponsor reimbursed percentage
 - Cost shared percentage

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HRMS Cost Sharing – Example 4

- The PI has committed 15% effort to the HHS sponsored award
- The PI has an annualized salary of \$225,000, above the \$181,500 HHS Cap for the period

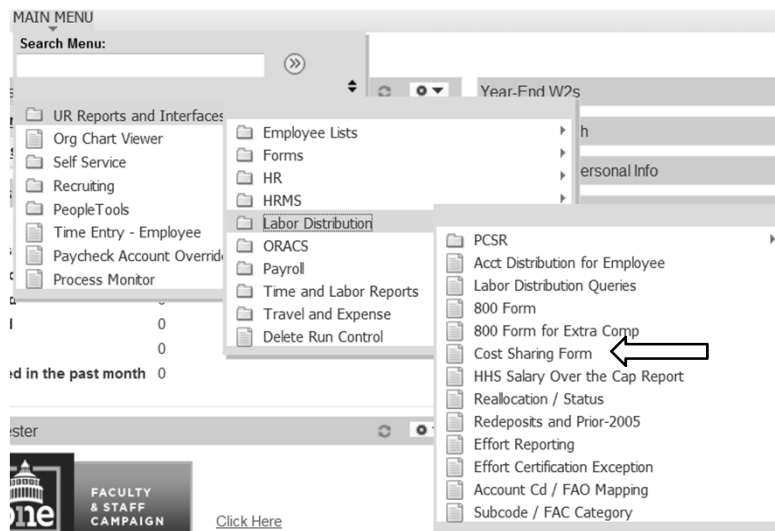
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HRMS Cost Sharing – Example 4 (con't)

- HRMS will calculate the direct charged and cost shared effort percentages
 - $181,500/225,000 = .807 \times 15\% = 12.10\%$
 - $15\% - 12.10\% = 2.90\%$ cost shared
- DO NOT complete Form 150
- Process using HRMS Cost Sharing Form
 - Sponsor reimbursed percentage
 - HHS Salary Cap cost shared percentage

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HRMS Cost Sharing Form



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Example 1 – Partially Reimbursed Effort

Sal Cap - Alloc & Realloc

Run Control ID sshanks Report Manager Process Monitor Run

800 FORM - Does not include Extra Comp

Emplid and Empl Rcd 150922-0

From Date: 02/01/2015 Thru Date:

Justification for Payroll Cost Transfer:
Salary distribution to reflect new cost share commitment

Prepared By: 196969 Susan Shanks

Reallocation only Prospective change only

FAO Data

	FAO (Account)	FAO Description	Percent	HHS	Cost Sharing	Seq #	Cost Sharing FA
1	GR524010	GR524010 MAE STONE GOODE	5.00	<input type="checkbox"/>		1	
2	OP211536	Biomed. Engineering	3.00	<input type="checkbox"/>	Other	1	
3	OP211536	Biomed. Engineering	92.00	<input type="checkbox"/>			

Example 2 – No Reimbursed Effort

Sal Cap - Alloc & Realloc

Run Control ID sshanks Report Manager Process Monitor Run

800 FORM - Does not include Extra Comp

Emplid and Empl Rcd 150922-0

From Date: 02/01/2015 Thru Date:

Justification for Payroll Cost Transfer:
Salary distribution to reflect new cost share commitment

Prepared By: 196969 Susan Shanks

Reallocation only Prospective change only

FAO Data

	FAO (Account)	FAO Description	Percent	HHS	Cost Sharing	Seq #	Cost Sharing FA
1	OP211536	Biomed. Engineering	4.00	<input type="checkbox"/>	Other		GR527366
2	OP211536	Biomed. Engineering	96.00	<input type="checkbox"/>			

**** No sequence #, enter Cost Sharing FAO**

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Example 3 – Non-HHS Salary Limit

Sal Cap - Alloc & Realloc

Run Control ID sshanks Report Manager Process Monitor Run

800 FORM - Does not include Extra Comp

Emplid and Empl Rcd 166928-0 Allen Testperson

From Date: 02/01/2015 Thru Date: Clear All

Remarks:
Salary distribution to reflect new cost share commitments

Prepared By: 196969 Susan Shanks

Reallocation only Prospective change only

HHS Salary Cap Calculation

Seq #	Salary	Pct of effort charged to the award	Salary * Percent	HHS Cap	HHS Pct	Not HHS Pct
1	225000.000	10.00	\$22,500.00	200000	8.89	1.11

FAO Data

	FAO (Account)	FAO Description	Percent	HHS	Cost Sharing	Seq #	Cost Sharing FA
1	GR523905	GR523905 AD-1306-03104	8.89	<input type="checkbox"/>		1	
2	OP211536	Biomed. Engineering	1.11	<input type="checkbox"/>	Other	1	
3	OP211536	Biomed. Engineering	90.00	<input type="checkbox"/>			

Example 4 – HHS Salary Cap

Sal Cap - Alloc & Realloc

Run Control ID sshanks Report Manager Process Monitor Run

800 FORM - Does not include Extra Comp

Emplid and Empl Rcd 166928-0 Allen Testperson

From Date: 02/01/2015 Thru Date: Clear All

Remarks:
Salary distribution to reflect new cost share commitments

Prepared By: 196969 Susan Shanks

Reallocation only Prospective change only

HHS Salary Cap Calculation

Seq #	Salary	Pct of effort charged to the award	Salary * Percent	HHS Cap	HHS Pct	Not HHS Pct
1	225000.000	15.00	\$33,750.00	181500	12.10	2.90

FAO Data

	FAO (Account)	FAO Description	Percent	HHS	Cost Sharing	Seq #
1	GR528598	GR528598 5P01HL018208-38	12.10	<input checked="" type="checkbox"/>		1
2	OP211536	Biomed. Engineering	2.90	<input checked="" type="checkbox"/>	HHS Cap	1
3	OP211536	Biomed. Engineering	85.00	<input type="checkbox"/>		

HRMS – Cost Sharing Form

- Once data entry complete:
 - Run the 800 Form
 - Print the 800 Form
 - Obtain required signatures
 - Send to Payroll for processing

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