

**ERS Cost Share
Version 10.10**

UNIVERSITY OF CALIFORNIA

Santa Barbara

Adding Cost Share to Effort Reports

Committed Cost Share represents effort or other costs related to the sponsored award that are included in the **award budget** or narrative but are not paid for by the sponsor. These costs are usually paid by the University through unrestricted funding sources. Committed cost share **salary** (no benefits) must be reported on an effort report.

For example: In the award budget the employee's salary is listed at 30% to be paid by the Sponsor. The employee received 30% of their salary from the award, but committed 50% time to the project. 20% of the employee's time is committed cost share and must be reported on the effort report.

For all scenarios listed below, Cost Share is added manually in the "Adjusted Cost Sharing %" column on the effort report in ERS, and an explanation of what comprises the cost share including the unrestricted account fund where the cost share is charged, must be provided in the "Add a Comment" box.

Should you have questions regarding this guide, please contact the Effort Reporting System Coordinator, Rudy Moreno at rudymoreno@bfs.ucsb.edu x6127.

April 4, 2014

Scenario A. Cost Share when only a Portion of the Salary is paid by the Sponsor

Example: The employee committed 45% effort on Project A as stated in the award budget, but only 35% was paid by the Sponsor.

Effort report **before** cost share is added:

Edit Report View/History Comment Log						
Version: 1.0 (07/14/2011 03:50) Status: Open Service Period: February 1, 2011 to May 31, 2011 Pay Periods: February 1, 2011 to May 31, 2011						
Sponsored Projects	Original Effort %	Adjusted Effort %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
8-444069-21644-SNGNS1 NSF 0753597 GABLE CLSD	35%	<input type="text" value="35"/> %		<input type="text" value="0"/> %	35%	35%
ADD ADDITIONAL SPONSORED PROJECT						
Total Sponsored Projects <i>requiring certification</i>	35%	35%		0%	35%	35%
Other Sponsored Projects	0%	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%
Non-Sponsored Activities	65%	<input type="text" value="65"/> %		- <input type="text" value="0"/> %	65%	65%
Total Other Effort <i>not requiring certification</i>	65%	65%		0%	65%	65%
Grand Total	100%	100%		0%		100%
UPDATE CALCULATION						
Report options:	<input type="checkbox"/> Report requires multiple certifications. <input type="checkbox"/> Report allows for Cost Sharing Offset Against Other Sponsored Projects. <input type="checkbox"/> Report is under preliminary review					
Add a comment:	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p>Comments can be up to 255 characters long. (Total characters: 0)</p>					

We must show 45% effort on the effort report as follows (see next slide):

1. Make sure that you are in the “Edit Report” tab.
2. On the “Non-Sponsored Activities” line enter the percentage of cost shared effort in the “Adjusted Cost Sharing % “ column as a negative number.
3. Add the cost share effort as a positive on the project line that benefited from the cost share (These two numbers should net to zero).
4. Once added the total payroll and cost sharing %’s will show in the column “Adjust Total %”.
5. In the “Add a Comment” box, add an explanation and details of the **unrestricted** account/fund where the cost share is charged.
6. Save the effort report and then the report can be certified.

Effort report **after** cost share is added:

Edit Report
View History
Comment Log

Version: 1.0 (07/14/2011 03:50) | Status: Open
 Service Period: February 1, 2011 to May 31, 2011
 Pay Periods: February 1, 2011 to May 31, 2011

Sponsored Projects	Original Effort %	Adjusted Effort %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
8-444059-21644-SNGNS1 NSF 0753597 GABLE CLSD	35%	35%		10%	35%	45%
ADD ADDITIONAL SPONSORED PROJECT						
Total Sponsored Projects requiring certification	35%	35%		10%	35%	45%
<i>Other Sponsored Projects</i>	0%	0%		+ 0%	0%	0%
Non-Sponsored Activities	65%	65%		- 10%	65%	55%
Total Other Effort not requiring certification	65%	65%		-10%	65%	55%
Grand Total	100%	100%		0%		100%

[UPDATE CALCULATION](#)

Report options:

Report requires multiple certifications.

Report allows for Cost Sharing Offset Against Other Sponsored Projects.

Report is under preliminary review

Add a comment:

example: 10% adjusted Cost Share added to NSF 0753597 from original effort paid by non-sponsored activities to cover committed cost-share effort salary charged to 444XXX-19XXX.

Comments can be up to 255 characters long. (Total characters: 175)

Scenario B. Cost Share on Multiple Sponsored Projects

Example: The employee committed 47% effort on Project A and 26% on Project B and cost share of 4% on Project A and 5% on Project B – total cost share 9%. After adding cost share, the total sponsored project effort should increase from 73% to 82%.

Effort report **before** the cost share is added:

Edit Report View History Comment Log Version: 1.1 (12/05/2011 01:24) Status: Open Service Period: June 1, 2011 to September 30, 2011 Pay Period: June 1, 2011 to September 30, 2011						
Sponsored Projects	Original Effort %	Adjusted Effort %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
8-442490-22660-CWARD1 ARMY W911NF1110232 WALLE 12/12	47%	<input type="text" value="47"/> %		<input type="text" value="0"/> %	47%	47%
8-442490-22660 ARMY W911NF1110232 WALLE 12/12	26%	<input type="text" value="26"/> %		<input type="text" value="0"/> %	26%	26%
<input type="button" value="ADD ADDITIONAL SPONSORED PROJECT"/>						
Total Sponsored Projects requiring certification	73%	73%		0%	73%	73%
Other Sponsored Projects	0%	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%
Non-Sponsored Activities	27%	<input type="text" value="27"/> %		- <input type="text" value="0"/> %	27%	27%
Total Other Effort not requiring certification	27%	27%		0%	27%	27%
Grand Total	100%	100%		0%		100%
<input type="button" value="UPDATE CALCULATION"/>						
Report options:	<input type="checkbox"/> Report requires multiple certifications. <input type="checkbox"/> Report allows for Cost Sharing Offset Against Other Sponsored Projects. <input type="checkbox"/> Report is under preliminary review					
Add a comment:	<input type="text" value=""/> <small>Comments can be up to 255 characters long. (Total characters: 0)</small>					

We must show 82% on the Effort Report as follows (see next slide on Page 5):

1. Make sure that you are in the “Edit Report” tab.
2. On the “Non-Sponsored Activities” line enter the **total percentage** of cost shared effort for all sponsored projects in the “Adjusted Cost Sharing %” column as a negative number.

3. In the “Sponsored Projects” section add the cost share effort as a positive on the project line that benefited from the cost share. The grand total for sponsored and non-sponsored projects should net to zero.
4. Once added the total payroll and cost sharing %’s will show in the column “Adjust Total %” (See next slide).
5. In the “Add a Comment” box, add an explanation and details of the account/fund where the cost share is charged. (See example comment in slide on page 3)
6. Save the effort report and then the report can be certified.

Effort report **after** cost share is added:

Edit Report
View/History
Comment Log

Version: 1.1 (12/06/2011 01:24) | Status: Open
 Service Period: June 1, 2011 to September 30, 2011
 Pay Periods: June 1, 2011 to September 30, 2011

Sponsored Projects	Original Effort %	Adjusted Effort %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
8-442490-22660-CVAR01 ARMY W911NF1110232 WALLE 12/12	47%	<input type="text" value="47"/> %		<input type="text" value="4"/> %	47%	51%
8-442490-22660 ARMY W911NF1110232 WALLE 12/12	26%	<input type="text" value="26"/> %		<input type="text" value="5"/> %	26%	31%
ADD ADDITIONAL SPONSORED PROJECT						
Total Sponsored Projects <i>requiring certification</i>	73%	73%		9%	73%	82%
<i>Other Sponsored Projects</i>	0%	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%
<i>Non-Sponsored Activities</i>	27%	<input type="text" value="27"/> %		- <input type="text" value="9"/> %	27%	18%
Total Other Effort <i>not requiring certification</i>	27%	27%		-9%	27%	18%
Grand Total	100%	100%		0%		100%

[UPDATE CALCULATION](#)

Report options:

Report requires multiple certifications.

Report allows for Cost Sharing Offset Against Other Sponsored Projects.

Report is under preliminary review

Add a comment:

Comments can be up to 255 characters long. (Total characters: 11)

Scenario C. Effort Report with no Salary Received from an Award

Example: Employee was paid on a Federal award but also worked 15% on a sponsored project that was not paid from the award.

Because salary was not charged to the award, it will not appear on the initial effort report. Therefore you will have to manually add the award to the “Sponsored Project” section as follows:

1. To **Add the Award** click on “Add Additional Sponsored Project” button on the right-hand side of the effort report screen.

Effort report **before** the cost share is added:

Edit Report View/History Comment Log						
Version: 1.0 (1/09/2012 12:02) Status: Open Service Period: June 1, 2012 to September 30, 2012 Pay Periods: June 1, 2012 to September 30, 2012						
Sponsored Projects	Original Effort %	Adjusted Effort %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
8-447800-22690 DOD W911NF-11-1-0228 12/12	27%	<input type="text" value="27"/> %		<input type="text" value="0"/> %	27%	27%
ADD ADDITIONAL SPONSORED PROJECT						
Total Sponsored Projects <i>requiring certification</i>	27%	27%		0%	27%	27%
Other Sponsored Projects	0%	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%
Non-Sponsored Activities	73%	<input type="text" value="73"/> %		- <input type="text" value="0"/> %	73%	73%
Total Other Effort <i>not requiring certification</i>	73%	73%		0%	73%	73%
Grand Total	100%	100%		0%		100%
UPDATE CALCULATION						
Report options:	<input type="checkbox"/> Report requires multiple certifications. <input type="checkbox"/> Report allows for Cost Sharing Offset Against Other Sponsored Projects. <input type="checkbox"/> Report is under preliminary review					
Add a comment:	<input type="text"/>					

2. Type in the fund number for the award to be added (See below).

ERS :: Add Additional Project

Display projects where any field contains or equals: 25504 [Filter] [Reset]

Project ID	Project Title	PI	
8-487851-25504	ARMY W911NF09D0001 DOYLE 01/13	MORSE,DANIEL E	[Select]
8-487851-25504-BGL.1	ARMY W911NF09D0001 DOYLE 11/13	DOYLE,FRANCIS JOSEPH	[Select]
8-487851-25504-PGL.2	ARMY W911NF09D0001 DOYLE 11/13	DOYLE,FRANCIS JOSEPH	[Select]
8-487851-25504-KTL.16	ARMY W911NF09D0001 DOYLE 11/13	DOYLE,FRANCIS JOSEPH	[Select]
8-487851-25504-MCL.12	ARMY W911NF09D0001 DOYLE 11/13	DOYLE,FRANCIS JOSEPH	[Select]
8-487851-25504-PKL.13	ARMY W911NF09D0001 DOYLE 11/13	DOYLE,FRANCIS JOSEPH	[Select]
8-487851-25504-PKL.16	ARMY W911NF09D0001 DOYLE 11/13	DOYLE,FRANCIS JOSEPH	[Select]
8-487851-25504-PKL.4	ARMY W911NF09D0001 DOYLE 11/13	DOYLE,FRANCIS JOSEPH	[Select]
8-487851-25504-P31.7	ARMY W911NF09D0001 DOYLE 11/13	DOYLE,FRANCIS JOSEPH	[Select]
8-487851-25504-STL.16	ARMY W911NF09D0001 DOYLE 11/13	DOYLE,FRANCIS JOSEPH	[Select]
8-487851-25504-TKL.6	ARMY W911NF09D0001 DOYLE 11/13	DOYLE,FRANCIS JOSEPH	[Select]
8-487851-25504-T31.8	ARMY W911NF09D0001 DOYLE 11/13	DOYLE,FRANCIS JOSEPH	[Select]
8-487853-25504	ARMY W911NF09D0001 DOYLE 11/13	DOYLE,FRANCIS JOSEPH	[Select]
8-487853-25504-BF3.12	ARMY W911NF09D0001 DOYLE 11/13	DOYLE,FRANCIS JOSEPH	[Select]
8-487853-25504-BF3.6	ARMY W911NF09D0001 DOYLE 11/13	DOYLE,FRANCIS JOSEPH	[Select]

Display 20 projects per page

displaying 1 to 20 (99)

3. Click the “Filter” button

4. Click the “Select” button for the award project you want to add to the effort report.

[Edit Report](#) | [View/History](#) | [Comment Log](#)

Version: 1.0 (11/09/2012 12:02) | Status: Open
 Service Period: June 1, 2012 to September 30, 2012
 Pay Period: June 1, 2012 to September 30, 2012

Sponsored Projects	Original Effort %	Adjusted Effort %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
8-447800-22690 DOD W9111NF-11-1-0228 12/12	27%	<input type="text" value="27"/> %		<input type="text" value="0"/> %	27%	27%
8-487851-25504-BG1.1 ARMY W9111NF09D0001 DOYLE 11/13	0%	<input type="text" value="0"/> %		<input type="text" value="0"/> %	0%	0%
ADD ADDITIONAL SPONSORED PROJECT						
Total Sponsored Projects requiring certification	27%	27%		0%	27%	27%
Other Sponsored Projects	0%	<input type="text" value="0"/> %		+ <input type="text" value="0"/> %	0%	0%
Non-Sponsored Activities	73%	<input type="text" value="73"/> %		- <input type="text" value="0"/> %	73%	73%
Total Other Effort not requiring certification	73%	73%		0%	73%	73%
Grand Total	100%	100%		0%		100%

[UPDATE CALCULATION](#)

Report options: Report requires multiple certifications.
 Report allows for Cost Sharing Offset Against Other Sponsored Projects.
 Report is under preliminary review

Add a comment:
Comments can be up to 255 characters long. (Total characters: 0)

[VIEW PAYROLL DETAILS](#) | [REVERT](#) | [SAVE](#) | [CERTIFY EFFORT REPORT](#)

Internet

The fund now appears (see above slide) on the Effort Report so you can add the appropriate amount of cost shared effort in the “Adjusted Cost Sharing % column”. (follow Steps 1 to 6 in Scenario A above for adding Cost Share %). See slide below which shows the added 15% cost share.

Effort report **after** cost share is added:

[Edit Report](#) [View/History](#) [Comment Log](#)

Version: 1.0 (11/09/2012 12:02) | Status: Open
 Service Period: June 1, 2012 to September 30, 2012
 Pay Periods: June 1, 2012 to September 30, 2012

Sponsored Projects	Original Effort %	Adjusted Effort %	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
8-447800-22690 DOD W911NF-11-1-0228 12/12	27%	27%		0%	27%	27%
8-487851-25504-BG1.1 ARMY W911NF09D0001 DOYLE 11/13	0%	0%		15%	0%	15%
ADD ADDITIONAL SPONSORED PROJECT						
Total Sponsored Projects <i>requiring certification</i>	27%	27%		15%	27%	42%
Other Sponsored Projects	0%	0%		+ 0%	0%	0%
Non-Sponsored Activities	73%	73%		- 15%	73%	58%
Total Other Effort <i>not requiring certification</i>	73%	73%		-15%	73%	58%
Grand Total	100%	100%		0%		100%

[UPDATE CALCULATION](#)

Report options: Report requires multiple certifications.
 Report allows for Cost Sharing Offset Against Other Sponsored Projects.
 Report is under preliminary review

Add a comment:

Comments can be up to 255 characters long. (Total characters: 11)

[VIEW PAYROLL DETAILS](#) [REVERT](#) [SAVE](#) [CERTIFY EFFORT REPORT](#)

In the “Add a Comment Box”, be sure to add an explanation and the unrestricted account fund where the cost share is charged.

Scenario D. Effort without Salary - No Effort Report in ERS System

If there was effort without salary on an award for staff or faculty paid entirely from non-sponsored funds, and an effort report does not exist in the Effort Reporting System for that employee, a report should be generated as follows.

1. Click on the “System Administration” link at the top of the page (See next slide).



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Effort Reporting System User: Frances Dunne | [Account Settings](#) | [System Administration](#) | [Sign-Out](#)

REPORT LIST | MANAGE SEARCHES | SEARCH REPORTS

EDITING SEARCH: <NEW SEARCH>

Display Reports for:

People | Departments | Projects | Awards | FAUs

FILTER BY:

Name/Employee ID contains or equals

Person's Home Department name or number contains or equals

Person is Principal Investigator (PI)

Multiple Employee IDs equal

*Hint: Primarily intended to facilitate cut/paste of multiple ID's from external document.
Delimiters are space, comma (no trailing space), tab (external doc only), carriage return/line feed (external doc only).*

Update Filter | Reset Filter

FILTERED RESULTS LIST: Select Page Select All

Click one or more results to add them to the collection:

OJIMA, DENNIS SHOJI (851357048) DEAN-SCHOOL OF ENV SCI & MGMT - ESMS	▶
AALBU, DANNIQUE N (832063203) MARINE SCIENCE INSTITUTE - MSII	▶

SEARCH COLLECTION: Remove All

Click an item to remove it from the collection:

0 items in collection.

SAVE | SAVE AS... | VIEW

2. Click “Generate Effort for Employee” (See slide on page 11).

ADMINISTRATIVE TASKS



CENTRAL ADMINISTRATION TASKS

[View Security Administrators](#)

DEPARTMENTAL ADMINISTRATION TASKS

ORGANIZATION ADMINISTRATION

Decentralized Security Administration
not enabled

SECURITY

- [View Permissions](#)
- [View Roles](#)
- [View Users](#)

SCHEDULE DEFINITION

- [Manage Schedule Types](#)
- [Manage Report Periods](#)
- [Manage Schedule Models](#)
- [Create Reporting Periods from Model](#)

TABLE MAINTENANCE

- [View 'Additional Employees' List](#)
- [View 'Cannot Certify' List](#)
- [Update Employee PI Indicator](#)
- [Update Employee Schedule Assignment](#)
- [Update 'Not Required' Status](#)
- [Update 'Adjustment Required' Status](#)

OPERATIONS

- [View system message log](#)
- [Reload configuration](#)

REPORT GENERATION

- [Generate Effort Report for Employee](#)
- [Compliance Reports](#)



Effort Reporting System - Administration User: Frances Dunne | [Compliance Reports](#) | [Return to ERS](#) | [Sign-Out](#)

[Return to Administration](#)

INDIVIDUAL REPORT GENERATION ?

Employee ID: Generate Report for Period:

Name:	ABATE, JESSICA PORTER	Period Name:	6 Period June-Sept 2011
Employee ID:	859941026	Period ID #:	6
		Period Status:	Complete
		Period Type:	Off Quarter
		Period Start to End Dates:	Jun 01, 2011 to Sep 30, 2011
		Academic Period Start to End Dates:	Jun 01, 2011 to Sep 30, 2011
		Report Date:	Nov 12, 2011
		Certification Date:	Jan 28, 2012

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3. Type in the employee # (this number must be in ERS) and select which period you want to generate the effort report for (See slide above).
4. Click Search, and relevant information for this page will appear.
5. Click Generate,
6. Click “Return to ERS” in upper right corner.
7. Search for the Report and open it.
8. Click the “Add Additional Sponsor” button
9. Add the Award (As in Scenario C above, steps 1-4)

Created Effort Report **with** account fund added:

Edit Report
View History
Comment Log

Version: 1.0 (01/10/2013 09:13) | Status: Not Required
 Service Period: June 1, 2011 to September 30, 2011
 Pay Periods: June 1, 2011 to September 30, 2011

Sponsored Projects	Original Effort%	Adjusted Effort%	Original Cost Sharing %	Adjusted Cost Sharing %	Original Total %	Adjusted Total %
<div style="display: flex; align-items: flex-start;"> → <div> <p>8-487851-25504 <input checked="" type="checkbox"/></p> <p>ARMY W911NF0300001 DOYLE01/13</p> </div> </div>	0%	0%		0%	0%	0%
ADD ADDITIONAL SPONSORED PROJECT						
Total Sponsored Projects requiring certification	0%	0%		0%	0%	0%
Other Sponsored Projects	0%	0%		+ 0%	0%	0%
Non-Sponsored Accounts	0%	0%		- 0%	0%	0%
Total Other Effort not requiring certification	0%	0%		0%	0%	0%
Grand Total	0%	0%		0%		0%

[UPDATE CALCULATION](#)

Report options:

Report requires multiple certifications.

Report allows for Cost Sharing Offset Against Other Sponsored Projects.

Report is under preliminary review.

Add a comment:

Comments can be up to 255 characters long. (Total characters: 0)

[VIEW PAYROLL DETAILS](#)
[REVERT](#)
[SAVE](#)
[CERTIFY EFFORT REPORT](#)

Report 1 of 1

Effort report is now ready to be adjusted for the committed cost share in the “Adjusted Cost Sharing %” column as shown in Steps 1 to 6 in Scenario A above.

In the “Add a Comment Box”, be sure to add an explanation and the unrestricted account fund where the cost share is charged.