



Cost Share Entry in RAMP

Generally, the university's policy is to minimize institutional and third-party cost sharing on sponsored projects. Cost sharing may be allowed when it is mandated by the sponsoring agency or when it is necessary to reflect accurately the resources that must be expended to accomplish the project objectives. It must be noted as well that most cost-sharing resources are supplied by the department, school, or college. In some instances, a school or college may create requirements in addition to this policy regarding cost sharing. *Approval of voluntary committed cost sharing rests with the dean's and director's office.*

See the Cost Share policy [UW-4012](#)

Cost share definitions:

Committed cost sharing: Includes mandatory cost sharing and voluntary committed cost sharing, as established on a project-by-project basis for sponsored awards.

Mandatory cost sharing: Cost sharing that is required by the sponsor as a condition for proposal submission and award acceptance.

Voluntary committed cost sharing: Cost sharing that is offered in a proposal's budget but not required by the sponsor as a condition of proposal submission. Once offered by the institution and agreed to by the sponsor, it becomes an obligation the university must fulfill.

Voluntary uncommitted cost sharing: Cost sharing that is over and above what is committed and budgeted for in a sponsored research agreement. It is neither pledged explicitly in the proposal nor stated in the award documents, but it occurs in the course of executing a project, primarily when an individual expends more effort on the project than their commitment requires. This type of cost sharing, or "extra effort," is above the level agreed to as part of the award and is not required to be documented, tracked, or reported. It is not included in the organized research base for the university's facilities and administrative rate, nor is it subject to effort reporting requirements.

NOTE: The creation of Cost Share Grant worktag starts in RAMP- see instructions below for RAMP entry.



Financial transactions – including cost shared salary – are processed within Workday. See these related KB articles on using Cost Share Grant worktags:

- [Enter Cost Share on Financial Transactions](#)
 - [Cost Share Touchpoints](#)
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How to enter cost share in RAMP

1. *On the Financial Setup tab in RAMP:*
 - a. Create an award line. Only one cost sharing grant/award line is needed for the entirety of an award. The grant/award line title and the allocation name should begin with "Cost Sharing."
 - b. Line Type – **Fixed Amount** – This option is only for cost share financial accounts
 - c. Fund Code – enter the fund code **FD0750 Cost Share Fund**
2. *On the Budget Allocation tab in RAMP:*
 - a. *for **mandatory** cost share:* Set to "Authorized by Sponsor" and the budget entered will be the direct and indirect amounts will be UW-Madison portion of the mandatory cost share budget, along with the correct IDC % for the mandatory cost share budget.
 - b. *for **voluntary committed** cost share:* Set to "Authorized by Sponsor" and include the direct and indirect costs as \$0 on the budget allocation, along with the correct IDC % for the voluntary committed cost share budget.
3. *On the Budget Reconciliation tab in RAMP:*
 - a. *for **mandatory** cost share:* The UW-Madison portion of the mandatory cost share budget should be categorized into the corresponding budget categories on the Budget Reconciliation page.
 - b. *for **voluntary committed** cost share:* The UW-Madison portion of the voluntary committed cost share budget should be entered as \$0 in each budget category.
4. On the Effort tab in RAMP, the unit is responsible for ensuring that cost sharing effort is documented if Mandatory or Voluntary Committed salary cost sharing exists.
5. The unit is responsible for ensuring the UW-Madison mandatory or voluntary committed cost share budget is attached to the award documents.