C1: Sponsored Research Accounting and Compliance (SPAC)
C2: ALL SPAC
C3: Sponsored Projects/Cost Share Financial System
Approval Date: 11/11/20
Approver: Laura Scarantino, AVP SPAC
Link:

PURPOSE

 To document the process for SPAC inputting Committed Cost Share (CCS) and Over the Cap (OTC) cost share designation into the UMB Financial System.

APPLICABILITY

This applies to all departments that require that CCS and OTC be tracked in the UMB financial system. SPAC is required to obtain this information when an award is routed from Sponsored Programs Administration (SPA) or received directly from the federal government for setup in the UMB financial system.

INSTRUCTION

The requirement to have the designation of CCS and OTC for an award must be included in the Kuali Research record that is associated with the award. This information is captured under the Institutional Proposal number in Kuali Research under the "distribution" tab - "cost sharing"

For all federal awards issued through DHHS, SPAC will automatically add the OTC designation during award set up. For all other sponsors SPAC will not capture the OTC cost share unless the information appears in the distribution tab of Kuali Research.

For Committed Cost Share, SPAC will not enter during award set up if the information does not appear in Kuali Research.

Committed Cost Share (CCS) designation is only meant to be used for awards where the commitment is included and approved in the budget and is required to be reported to the sponsor.   If the department wants to set up voluntary cost share, they should track it through their activity or purpose fields of the SOAPF.   No voluntary cost share will receive the designation of CCS.

If the department did not fill in the required data in Kuali Research for CCS or OTC cost share, they will be required to contact the team designated on their set-up email and request that this designation be put into the system. If the information is not communicated, the cost share will only be reflected in the system for OTC DHHS awards.

Related Procedures

Related Support