



## Create and Edit a Cost Share Budget

Overview: When project personnel salaries exceed the salary cap, a separate cost sharing budget can be created.

**Create Cost Share** is located on the main budget's workspace. Select the activity.

The screenshot shows the PERIS system interface for a budget workspace. At the top, a breadcrumb trail reads "Root > MyFunding > SF424 Tst > National Institutes of Health". On the right, there are links for "Admin View" and "Help". The main header area displays "National Institutes of Health" in large blue text, with a box containing "BU00065366" and a "Project Budget" button. Below this, a table lists key information: "Sponsor: National Institutes of Health", "Grand Total: \$117,426", "PI: Morgan McCann", "Budget Type: Federal", "Funding Proposal: SF424 Tst", and "Subaward Count: 0". On the left, a "Next Steps" sidebar contains buttons for "Edit Budget", "Printer Version", "Create Subaward", and "Create Cost Share", along with links for "Make A Copy", "Log General Comments", and "Export Budget". The main content area has tabs for "Financials", "Subaward", "Documents", "Snapshots", and "History". The "Financials" tab is active, showing a table with columns for "Current All-Period Totals", "Period 1", "Period 2", "Period 3", and "Cumulative". The table data is as follows:

Current All-Period Totals	Period 1	Period 2	Period 3	Cumulative
<b>Personnel:</b>	<b>\$1,000</b>	<b>\$1,030</b>	<b>\$1,061</b>	<b>\$3,091</b>
Salaries:	\$1,000	\$1,030	\$1,061	\$3,091
Benefits:	\$0	\$0	\$0	\$0
<b>General:</b>	<b>\$1,000</b>	<b>\$1,030</b>	<b>\$1,061</b>	<b>\$3,091</b>
Travel:	\$0	\$0	\$0	\$0

## Cost Share Information SmartForm

1. Select the cost share type and cost share entity, if applicable.

The screenshot shows the "Cost Share Information SmartForm". It begins with a red asterisk and the label "\* Cost Share Type: ?". Below this are three checkboxes: "Mandatory", "Voluntary Committed", and "Salary Cap". Further down, the label "Cost share entity:" is followed by a text input field and a button with three dots (a dropdown menu).

## General Budget Information SmartForm

Complete the General Budget Information SmartForm.

## Personnel Costs – Cost Share SmartForm

Personnel Costs cannot be edited in the cost sharing budget. Personnel costs must be edited in the main budget by modifying the effort and salary requested.



## General Cost Definition SmartForm

Add General Cost-sharing categories and amounts. Finish the budget.

The cost share budget will be located on the Budgets tab in the main funding proposal workspace.

Budgets	History	SF424 Summary	Attachments	Personnel Compliance	Financials	...	
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### Working Budgets

Name	SmartForm	Date Modified	State Funding Source	Total	In Financials?
 Cost Sharing for National Institutes of Health	[Edit]	7/23/2023 10:46 AM	Draft Institution (Internal)	\$0	no
 National Institutes of Health	[Edit]	7/22/2023 11:46 AM	Draft Federal	\$117,426	yes

2 items

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