

JOB AID

Summer Cost Share – 9 Month Appointments

Why doesn't the summer cost share for faculty with 9 month appointments print on the FEC?

- eFECs Cost Share Module (CSM) assumes that faculty with 9 month appointments do not have source funding for cost sharing in the summer. It therefore does not allow entry of summer cost share pledges.
- When eFECs creates the FEC, the system uses the pledges in the Cost Share Module to populate the FEC.
- Since there is no summer cost share entered on the detail line for the quarter, no pledge is placed on the FEC.

How can I tell that GCA has entered a pledge for summer?

- GCA sets up both a dollar based pledge and a separate percent based pledge.
 - The dollar based pledge will show a date range and a dollar amount, but no percent.
 - The % based pledge, will show the date range, without either percent or dollars in the detail line. The commitment appears in the column "Percent Overall." This record is a place holder to remind departments that there is a summer commitment and specifies the % committed.

What do I do if the spring (or any other) pledge is wrong?

- Enter a request into Grant Tracker to have GCA review and revise the pledge if appropriate. If you don't see the correct entry as described above for summer, request that it be added.

How do I document summer cost share on the FEC?

- Check the predefined comment "Faculty with 9 month appointment – summer cost share is committed."
- Add the appropriate percent cost share for summer to the spring pledge, using the "Adjust Cost Share" feature in eFECs.
- *Example:*
 - Spring commitment is 5% and summer is 2.5%. Confirm actual are the same as the commitment.
 - Add %s for the two quarters and divide by 2 for the average $((5+2.5)/2)=3.75$ rounded to 3.8%.
 - The averaged commitment for spring will display as 2.5% on the FEC (5% averaged over the cycle).
 - Add 1.3% (2.5% averaged over the cycle) into the spring quarter using the "Adjust Cost Share" screen.

How will this look in the Cost Share Module?

- The Cost Share Module (CSM) will multiply 3.8% by 2 (restoring the averaged % to the commitment) and upload 7.6% into the spring quarter of the CSM.

What if the budget starts in summer and the budget does not appear on the FEC?

- Use the predefined comment, "Faculty with 9 month appointment - summer cost share is committed."
- Put a note into the "Additional Comments" section that documents the added cost share and the adjustments on the totals and subtotal rows resulting from the addition of the summer cost share. MAA will manually enter the cost share.

NOTE: The Additional Comments section is restricted to 250 characters.

- Example Template: 61-1234, Start Date: xx/xx/xxxx
 - % summer cost share __%
 - Adjusted % in budget's cost share column __%
 - % cost share on budget's total line ___%
 - Adjusted % on subtotal Sponsored Programs ___%
 - Adjusted % on subtotal Other Salary Source ___%