



## Cost Share Grants

With the launch of Workday, there are changes to the way Cost Share is tracked at VUMC. A cost share grant is a worktag used to track cost share commitments in Workday. This guide defines cost share types and addresses some frequently asked questions about cost share processes within Workday.

### Types of Cost Sharing

#### Mandatory Cost Sharing

- Required by the sponsor
- Quantified in the award proposal
- Condition of receiving the award
- Represents a binding commitment that must be captured and documented

Note: If cost share is not required as a condition of receiving an award, it does not constitute mandatory cost sharing.

#### Voluntary Committed Cost Sharing

- Not required by the sponsor
- Quantified in the award proposal
- Represents a binding commitment that must be captured and documented.

Note: Voluntary committed cost share includes proposals that contain quantifiable commitments from the department or faculty

### FAQs

#### When do I need a cost share grant?

Cost share grants are required when you have a mandatory cost share commitment OR a voluntary cost share commitment.

#### Should I request a cost share grant to track expenses I am incurring if I spend more than my awarded amount (voluntary uncommitted cost share)?

No. Cost share grants are only established when commitments are required be reported or tracked (i.e. mandatory cost sharing or voluntary committed cost sharing). Expenses generated more than the awarded amount should simply be charged to another source of funding.

#### How do I obtain a cost share grant?

Submit a request for a cost share grant via the PEER action request form. Click [here](#) for instructions on how to do so.



### FAQs (cont'd)

#### How do I fund the expenses on my cost share grants?

Cost share grants are not funding sources for cost share commitments. Cost share grants are a means to track mandatory, or committed cost share that must be tracked for reporting and/or audit purposes.

A new spend category is created to be used to record cost share commitments. To fund the expenses, journal entries should be processed to record expense on the funding source, and offset the expense on the cost share grant.

Submit Journals with an Accounting Journal Request. Click [here](#) for instructions on how to do so.

Use the information in the table when completing an Accounting Journal Request for cost share expenses.

	Ledger Account	Revenue Category	Worktag
Debit	6400	SC457	Funding source
Credit	6400	SC457	Cost Share Grant

SC457 = Mandatory Cost Share Commitment

Journal Entry Lines 2 items

Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Spend Category	Revenue Category	Gift
Vanderbilt University Medical Center	<a href="#">6400:Other Services and Expense</a> ...	5,000.00				SC457 Mandatory Cost Share Commitment		
Vanderbilt University Medical Center	6400:Other Services and Expense		5,000.00					

Completed journals that have been processed to fund cost share expenses

### FAQs (cont'd)

#### How frequently should I process transfers to fund cost share expense?

Your cost share commitments (both mandatory and voluntary) are known amounts. A journal can be processed at the time the award line for the cost share grant is established. Subsequent journals can be processed if there were a change that would impact the committed cost share dollars. Using another sponsored grant or contract is not an allowable source of funding to use for this purpose.

**Note:** If your cost share commitment is effort, multiply the base pay of the employee's monthly salary by the effort on the cost share award line. The division/department can manually complete these cost share journals (revenue transfers) monthly, quarterly, or yearly.