PAM | Create a Cost Share Budget



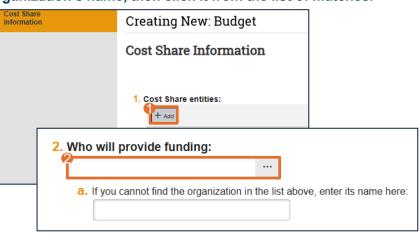
1. From the Budgets tab on the proposal workspace, click the name of the sponsor budget that will include cost-sharing.



2. On the budget workspace, click Create Cost Share.



3. On the Cost Share Information page, enter the cost sharing organization's name, then click it from the list of matches.



4. Enter the Cost Share Information:

Note: Select if the cost share is funded by Caltech or a Third Party and enter the funding source. Select the cost share type: • Mandatory: required by the sponsor • Voluntary Committed: a voluntary but binding commitment Enter the cost share amount. Click OK.	Cost Share Information 1. * Is this cost share funded by Caltech or a third party?
OK OK and Add Another Cancel	

5. Click Continue or Save.

Note: The system creates a cost share budget and lists it on the budgets tab of the proposal workspace. If the salaries exceed the salary cap, or any effort percentages exceed the corresponding salary percentages, the system automatically populates the cost share budget you've created with the difference.



6. Complete the other pages of the cost share budget as you would for a primary budget.