



## Cost Share Grants in Workday

**Purpose:** To provide guidance for setting up Cost Share Grants in Workday.

### Definitions:

- Cost Share - a portion of the project or program costs not borne by the sponsor, and therefore covered by some other source
- Release - time Principal Investigator's (PI) spend working on an award but not proposed or charged to the sponsor. With the onset of Workday, PI effort must be included in the proposal as either sponsor or university funded. If university funded, it will now be called Cost Share. The term Release will be phased out.
- Unit – College, Institute or Research Center responsible for requesting Cost Share Grants
- Worktag – a Workday field used to track and report financial information

### Background:

On occasion, a Principal Investigators (PI) may submit a proposal where the university must share in the cost of the research project. If the proposal is awarded, a Grant is setup to track the expenses borne by the sponsor and another Grant is setup to track the expenses borne by some other source ("Cost Share"). Cost Share and Release Grants on Active Awards in PeopleSoft were converted into Workday. No new Release Grants may be setup and existing ones will be phased out. Moving forward, only one Cost Share Grant may be setup per Award, which includes all costs paid for by the university, unless there is a sponsor restriction (carryforward, etc.) that necessitates the additional breakout.

Below are the procedures for new Cost Share Grants, Converted Cost Share Grants, and Converted Release Grants in Workday.

**Note:** Cost Share Grants will be setup with required worktags for the Award Principal Investigator noted in Huron Research Suites (HRS) (responsible Unit). Worktags for Cost Share from other contributors on the Award will not be reflected in HRS or the Workday Award. Cost Share Grant default worktags on transactions (i.e. Costing Allocations, Payroll Accounting Adjustments, Accounting Journals, Expense Reports, Requisitions, etc.) must be updated to the worktags for each Award contributor and their funding source(s), as needed. *Company and Program, however, must stay the same and should be consistent with all grants on the Award.* Sources funded by Sponsor and *FD515 Sponsored Programs - Non-sponsored Sponsored* may not be used to support Converted Release Grants or new Cost Share Grants. Converted Cost Share Grants may only use FD515 along with their other default worktags.

## Cost Share Grants in Workday - continued

### New Cost Share Grants in Workday:

1. At Proposal or Revision Proposal, if a Cost Share Grant is needed, the Unit will submit the HRS proposal record with a separate internal budget named "Cost Share Budget" which is entered into the HRS Funding Proposal Budgets Tab and an Internal Budget document is uploaded to the Attachments tab which contains a separate column for Cost Share.
2. For new Awards, the Office of Research/Research Foundation (OR/RF) Post Award will confirm a Cost Share Grant is required and will request the Unit complete the Cost Share Source Analysis form. When specified by the sponsor, the following types of awards do not require a minimum level of effort:
  - a. Equipment/Instrumentation
  - b. Mentor/Fellowship/Scholarship
  - c. Internship
  - d. Training
  - e. Travel/Outreach/Workshop/Conference Support
  - f. Gifts/Donations directly to the RF or transferred from UCF Foundation
  - g. FHTCC Matching Grants Research Program awards
  - h. WUCF-TV and WUCF-FM award with no PI time requirement
  - i. Any others specifically proposed as not having PI time requirement
3. The Unit submits the completed Cost Share Source Analysis form to the OR/RF Post Award.
4. The OR/RF Post Award will create a separate HRS Award under the company UCF and then create the Cost Share Grant based on the Cost Share Analysis form that is uploaded to the Attachments tab of HRS Award record by OR/RF Post Award.
5. For existing Awards, the Unit submits an Award Modification Request (AMR) in Huron Research Suites and provides a Cost Share Source Analysis form for a new Cost Share Grant ID to be created.
6. The OR/RF Post Award creates the Grant ID in HRS. **Only one (1) Cost Share Grant will be created per Award.** Cost Share Grant will have budget in HRS and Workday Grants for the total amount required from all internal sources with the required FDM worktags for Cost Center of Award PI and the period of performance will align with the Award start and end dates as authorized by sponsor, which are referred to as Award Line Start and End dates in Workday. Cost Share Grant will be created in Workday with default Company and Program worktags. New Cost Share Grants and Legacy Conversion Release Grants (as noted above) may change their worktags (Cost Center, Fund and Financial Site) to allow for multiple funding sources. The Converted Cost Share Grant must use the default worktags that were setup for one specified funding source.
7. The OR/RF Post Award notifies the Unit that the Grant ID was created, and Award activated, if applicable.
8. **OPTIONAL:** The Units may process an operating budget amendment in Workday to allocate the use of funds to a Cost Share Grant with appropriate worktags to track progress towards their sponsor commitment . Note: *The operating budget amendment may be entered online or with an Enterprise Interface Builder (EIB).* **Reminder:** The

## Cost Share Grants in Workday - continued

Award Budget is *Cumulative* whereas the Operating Budget is *Annual*. Adding year-over-year Operating Budget allocated to your Grant may not tie to your Cumulative Award Budget in HRS and Workday Grants. *The Award Budget represents our sponsored contractual commitment and will be used to monitor commitment against.*

9. If incremental funding is received, the Unit submits an AMR in HRS and attaches a revised Cost Share Source Analysis form to add funding to existing Grant. The Conversion Release Grant should also be listed with \$0 budget to extend the end date, as needed. Additional considerations may be necessary if the Award contains carryforward restrictions that require a new Cost Share Grant for reporting. Units must ensure State of Florida/University funding regulations (Carryforward, Auxiliary, etc.) are adhered to. Units should seek additional guidance from Financial Affairs Budget Office on State of Florida/University funding regulations, if needed.
10. The OR/RF Post Award creates a new Grant and/or adds new funds/budget in HRS and Workday for incremental funding as required by the sponsor agreement.
11. **OPTIONAL:** The Units may process an operating budget amendment for incremental funding to allocate the use of funds to the Cost Share Grants in Workday with appropriate worktags to track progress towards their sponsor commitment. *The operating budget amendment may be entered online or with an EIB.*
12. The closeout of Cost Share Grants will follow the same closeout process as all other Grants.

### Converted Cost Share Grants in Workday:

1. Converted Cost Share Grants may be used in Workday.
2. Default Worktags must be used for Converted Cost Share Grants.
3. A new hierarchy will be established in Workday to separate the Conversion Cost Share Grants from the New Cost Share Grants for data integrations between HRS and Workday. No new Cost Share Grants will be added to the legacy Cost Share Grant hierarchy.
4. If expenses are greater than revenue, the deficit must be funded during FY23 by transferring funds into FD515. **This is a one-time exception for FY23 only.** If Cost Share Grant extends past 6/30/23, then a new grant must be created before 6/30/23 to begin spending directly from the funding source(s) used to support the Cost Share Grant.
5. If revenue is greater than expenses, continue spending from the grant until funding is depleted. If Cost Share Grant extends past the fiscal year end in which the funding is depleted, then a new grant must be created to begin spending directly from the funding source(s) used to support the Cost Share Grant.
6. If incremental funding is received from the sponsor, a new Cost Share Grant should be created. Any excess funds should be spent from the Converted Cost Share Grant prior to spending from the new Cost Share Grant. Once excess funds are depleted and/or deficits are funded in the Converted Cost Share Grant, the Converted Cost Share Grant should be closed and all spending should occur in the new Cost Share Grant.

## Cost Share Grants in Workday - continued

7. *See document “Guidance for Cost Share and Other Internal Funding for Research Grants” for additional funding, spending and closeout information including the new no funds transfer rule.*

### **Converting Release Grant for use in Workday:**

1. The Office of Research/Research Foundation (OR/RF) Post Award teams will distribute a spreadsheet to the Units listing all Active Release Grants.
2. The Units will mark which Release Grants can be closed and send back to OR/RF Post Award teams to closeout.
3. While the list is under review by the Units, OR Post Award will update the worktags in Workday for existing Release Grants to remove Division, Cost Center, Fund and Financial Site keeping only the Company and Program as default worktags. See #6 below for RF existing Release Grants. Release Grants will have zero budget in HRS, and the period of performance will be aligned with the sponsor’s award start and end dates. These will be referred to as “Conversion Release Grants”.
4. A new hierarchy will be established in Workday to separate the Conversion Release Grants from the New Cost Share Grants for data integrations between HRS and Workday. No new Release Grants will be added to the legacy Release Grant hierarchy.
5. Once the conversion process is completed for the Conversion Release Grants, the Unit will use the “New Cost Share Grant” process outlined below for the remainder of the award lifecycle.
6. Due to the rules prohibiting funds being transferred from UCF Company to a DSO, the RF Post Award team will close all existing Release Grants, use the existing worktags to establish new Release Grants according to the business process outlined below, and add the new Release Grants to the legacy Release Grant hierarchy.

*Business Process Jointly Issued by Office of Research, Financial Affairs and Research Foundation on 12/12/2022.*