

Cost Share In SAP

Presented by

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Research Financial Services



Cost Share in IRIS

- Define Cost Share
- When and How to use Cost Share
- Display postings
- How to fund the Cost share expenses
- Report on Cost Share balances

Definition

Cost share is defined as project costs not borne by the sponsor. Cost sharing is also known as matching or in-kind contribution.



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Types of Cost Share

Mandatory Committed Cost Share: Cost sharing that is required by law, statute, regulation, written in the application guidelines for a specific program or included in the award document. Mandatory committed cost share is recorded in the University's accounting system and must be reported to the sponsor.

Voluntary Committed Cost Sharing: Cost sharing that is not required by law, statute or regulation, nor written in the application guidelines, but was quantified by the investigator in the proposal. Voluntary committed cost sharing is recorded in the University's accounting system and must be reported internally.

Voluntary Uncommitted Cost Sharing: Cost sharing that is not offered in the proposal and is not quantified in the award document. Voluntary Uncommitted Cost Sharing is not recorded in the University's accounting system and is not reported internally or externally.

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University Policy

- The University will only provide cost sharing when required by the sponsor or in exceptional situations when the institution determines that such a contribution is necessary to ensure the success of a competitive proposal.
- Cost share committed only to the extent necessary to meet the specific requirements of the agreement.
- In order for cost share to be considered committed it must be included on the Internal Approval Form (eIAF) and in the proposal budget.
- The responsible University officials must approve the cost share commitment on the IAF.
- The University is required to document and have on file the amount contributed to sponsored agreements.

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University Policy

- University of Kentucky Cost Sharing Guidelines
 - <https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-50-2.pdf>
- Faculty Research Support Guide for Cost Sharing/Grant Matching
 - <https://www.research.uky.edu/office-sponsored-projects-administration/cost-sharinggrant-matching>

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eIAF

Enter the total Personnel costs to be requested from the Sponsor. Press tab and the cursor will move to the University column. This column is for any cost shared costs – those not paid by the sponsor. Enter a figure as appropriate.

If any amount appears in the University column for "Personnel," "Travel," "Equipment," or "Other Direct Costs," you must provide a narrative explanation of the reason for the cost share in the field below the Budget Summary section and attach a copy of the sponsor's policy stating a cost share requirement.

Please note the next field also asks that you provide a specific source of the University funds to cover this cost share commitment. You should provide a departmental cost center or a department account number in this space. If you are unsure of the correct number, you should contact your Business Officer.

7. Proposal Budget Summary *

	Sponsor	University	Total
Personnel	\$ 100,000	\$ 5,000	\$ 105,000
Travel	\$ 0	\$ 0	\$ 0
Equipment	\$ 0	\$ 0	\$ 0
Other Direct Costs	\$ 0	\$ 0	\$ 0
Facilities & Administrative	\$ 0	\$ 0	\$ 0
TOTAL	\$ 100,000	\$ 5,000	\$ 105,000

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If any amounts appear in the "University" column, explain why you are not requesting the sponsor to cover the full cost of the project. Attach commitment letters if applicable. If the sponsor will not pay full Facilities & Administrative costs attach a copy of their written policy.

Indicate the specific source of any University funds to be used to conduct this project.

If the **only** field in the University column with an entry is "Facilities and Administrative," then you must provide an explanation of the reason for this in the field below the Budget Summary section and attach a copy of the sponsor's policy limiting F&A to an amount less than what is allowed per the University's federally-negotiated indirect cost rate agreement. Please then enter "N/A" in the next field asking for the specific source of the University funds to cover this cost share commitment.

<https://www.research.uky.edu/office-sponsored-projects-administration/electronic-resources>

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Commitment



- When mandatory or voluntary cost sharing is specifically identified and described in the proposal budget and made a condition of the resulting award, the costs are considered “committed” so the university has an obligation to record the costs in the accounting system.
- Negative consequences of cost sharing include, but are not limited to, the following:
 1. Tracking and documenting cost sharing is an administrative burden.
 2. Unfulfilled cost sharing commitments or lack of documentation may result in expenditures not being reimbursed by the sponsor.
 3. Cost sharing dollars in the aggregate have a negative impact on the University's Facilities and Administrative (F&A) cost rate: the higher the amount of cost sharing, the lower the resulting F&A rate.
- If you have questions concerning the detail of the cost you agreed to contribute in your proposal, contact your Research Administrator in the Office of Sponsored Projects Administration at 7-9420.

<https://www.research.uky.edu/office-sponsored-projects-administration>

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Cost Sharing Information Form

PADR 1

Date: February 25, 2019	PI: [REDACTED]	Fund:
Account:	UKRF/MIS #: [REDACTED]	
Title: FlexPower [REDACTED]		
Sponsor: Flex Power [REDACTED]		

The above referenced account has a cost sharing obligation which must be documented in accordance with University of Kentucky Cost Sharing Guidelines. Cost sharing was either committed in the proposed budget or is a result of the actual award totaling less than the proposed budget. Details are outlined below.

- This sponsored project includes a requirement to report cost sharing directly to the sponsor.
- Faculty effort is committed as cost sharing and must be documented through the Faculty Effort System.

Sponsored Project Accounting Reporting Details
 F & A Rate: 53 % Base: 4 Func. Area: 0220 Is Off Campus: N Budget Rule: 9

PROPOSED COST SHARING COMMITMENT Completed by Office of Sponsored Projects Administration (OSPA)

Method	Budget Detail	Percent	Year	Amount	Matching Funds
Facilities & Administration	Unrecovered F&A	53.00		\$5,255.00	
Faculty Effort System	Co-I [REDACTED]	2.00		\$3,153.00	
Faculty Effort System	PI [REDACTED]	3.00		\$6,762.00	

Direct: \$9,915.00 Total: \$15,170.00

OSPA Research Administrator: Sara [REDACTED] Phone: 257-[REDACTED]
 Email: sara.[REDACTED]

Remarks: Cost share is mandatory and is PI and Co-I salary and unrecovered F&A
 cost share report is coded as special as report is due with each invoice, end of Q1 and end of budget period.

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Methods of Cost Share

- Faculty Effort System
- Departmental Cost Sharing
- Unrecovered or Waived F&A
 - If we receive less than UK's fully negotiated F&A rate on an award, the difference in rates should be used to fulfill a cost sharing obligation, unless prohibited by sponsor guidelines.
- Third Party Contributions
 - **In-kind** – must be documented on company letterhead with an original signature
 - **Cash** – create a separate grant or gift Cost Center, which will be determined on a case by case basis
 - **Subrecipient cost share** – must be recorded on each invoice; department should insure appropriate level of cost share before paying invoice; copy of invoice must be provided to Research Financial Services; department will be responsible for making up any shortage of cost share from the subrecipient
- Combination of any and all above

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Salary Cap

- Rate of pay limitation
- Restricts the base pay on direct salary
- Cost share is the method used to demonstrate compliance with salary cap limitations, not a cost share expense

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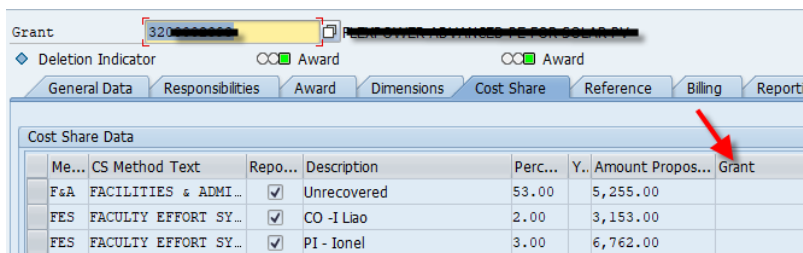
Cost Share Process in SAP

- A combination of the WBS element and Cost Share Fund are used to charge cost share expenses.
- This relationship is required to allow reporting by grant that shows both sponsor and cost share charges.
- When a new Grant with a cost share obligation is created, the Cost Share Fund will be added to the master data in SAP.
- Although no budget is established in SAP, expenses posted should follow the budget rule for the corresponding grant.

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Cost Share Process in SAP

- Cost Share information can be found under the Cost Share tab in the GMGRANTD transaction code
- If there is grant to grant Cost Share, the grant associated will be in the grant column on the Cost Share tab



The screenshot shows the SAP GMGRANTD transaction code with the 'Cost Share' tab selected. The 'Cost Share Data' table is displayed with the following columns: Me..., CS Method Text, Repo..., Description, Perc..., Y., Amount Propos..., and Grant. A red arrow points to the 'Grant' column.

Me...	CS Method Text	Repo...	Description	Perc...	Y.	Amount Propos...	Grant
F&A	FACILITIES & ADMI...	<input checked="" type="checkbox"/>	Unrecovered	53.00		5,255.00	
FES	FACULTY EFFORT SY...	<input checked="" type="checkbox"/>	CO -I Liao	2.00		3,153.00	
FES	FACULTY EFFORT SY...	<input checked="" type="checkbox"/>	PI - Ionel	3.00		6,762.00	

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Cost Share Postings



- Any charges for cost share through payroll, PRD, JV, travel voucher, purchasing, service/recharge centers, etc., must include the Cost Share Fund.
- The external fund for a grant will always be the default. The user will need to override the fund to charge cost share.

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Fund

- The cost share relationship is defined by a Cost Share Fund that is created for the grant.
- This Fund has a direct relationship to the campus area that is funding the cost share (i.e. Provost area, Research area, etc).
- The range of Cost Share Funds
 - 0011890000 – FISC AFF/IT COST SHARE
 - 0011890100 – RESEARCH COST SHARE
 - 0011890200 – MED CTR COST SHARE
 - 0011890300 – PROVOST COST SHARE
 - 0011890400 – Placeholder Only; Not Valid
 - 0011890500 – ADMIN COST SHARE
 - 0011890600 – WUKY COST SHARE

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Fund, Cont.

The Cost Share Fund is found in t-code GMGRANTD under the Dimensions tab for any grant with cost share obligations as shown below. The Cost Share Fund will be identified in the description.

The screenshot shows the SAP GMGRANTD Dimensions tab. The 'Financing Sources' table is visible with the following data:

Fund	IDC Recovery	Cost Sharing	Prog Income	GM Fund Type	Description
0011092100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Internal	RES UKRF
0011890300	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Internal	PROVOST COST SHARE
0226000040	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	External	Industry/Other-UKRF

Red arrows point to the '32' in the Grant field and the '0011890300' row in the table.

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PRD Cost Share Example

When entering PRD to charge a cost share expense, the Cost Share Fund should be used. Also, the Cost Share Fund should be noted on the internal note section when creating the PRD entry.

Account Assignment – Line Item Details

If needed additional details can be added to the Account Assignment by line item.

The screenshot shows the 'Account Assignment - Line Item Details' screen. A callout box points to the 'Details' button with the text: '11. Click Details within Account Assignment to expand section'. Another callout box points to the 'Fund' field with the text: 'If applicable enter other Account Assignment data as needed, e.g., statistical internal order, assignment number, or cost-sharing fund.' The 'Fund' field is highlighted with a red arrow and contains the value '18118-2140'.

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Faculty Effort System

In order to charge a Cost Share expense in FES Client, the Fund designated as the Cost Share Fund will need to be selected in the cost share column of the DOE.

FES Client
Payroll Tab

Payroll Distribution Entry

25 Cost Object: WBS 5210001002 SUPPLEMENT: IMPLEMENTATION OF AN ENTERR

Responsible Person: KERN PHILIP Dept: 10610 CENTER FOR CLINICAL AND TRANSL

Valid From: 09/01/2018 to 05/31/2019 Matrix From: 09/01/2018 to 05/31/2019 Mon From: 3 11

Charged and Shared Effort:

Seq No	FundType	Fund	Fundname	Effort %	Statistical Order:
25	EXTERN	0226000000	Federal Sponsor	2.30	Charged
26	CSTSHR	0011890100	RESEARCH COST SHARE	2.26	Shared
				Total Effort:	4.56

Monthly Cost Distribution

Fiscal Year: 2019

Salary: none

HR	Fund	CO	Cost Object	Fund	CD	Open for Posting	Matrix From	Matrix To	Jul Effort	Aug Effort	Sep Effort	Oct Effort	Nov Effort	Dec Effort	Jan Effort	Feb Effort	Mar Effort	Apr Effort	May Effort	Jun Effort	Pct AnnSal FY19	Sal Dollars FY19	Committed Effort	Pct Salary Body Per
SP	WBS	3210001002	0226000000	0226000000	IM	Yes	09/01/2018	05/31/2019	0	0	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	0	1.73	6,453	2.30	2.30
CS	WBS	3210001002	0011890100	0011890100	IM	Yes	09/01/2018	05/31/2019	0	0	2.26	2.26	2.26	2.26	2.26	2.26	2.26	2.26	2.26	0	1.71	6,399	2.26	2.26
SP	WBS	300002448	0226000000	0226000000	IM	Yes	04/01/2019	03/31/2020	0	0	0	0	0	0	0	0	0	0	2.60	2.60	0.65	2,430	2.60	2.60
CS	WBS	300002448	0011890100	0011890100	IM	Yes	04/01/2019	03/31/2020	0	0	0	0	0	0	0	0	0	0	2.40	2.40	0.60	2,244	2.40	2.40
X	SP	WBS	300002218	0226000000	IM	Yes	09/19/2018	07/31/2019	0	0	0.94	2.53	2.53	2.53	2.53	2.53	2.53	2.53	2.53	1.98	7,384	2.53	2.53	
X	CS	WBS	300002218	0011890100	IM	Yes	09/19/2018	07/31/2019	0	0	0.91	2.47	2.47	2.47	2.47	2.47	2.47	2.47	2.47	1.93	7,214	2.47	2.47	

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Payroll Example

Info type 0027

Payroll charges to the cost share account will be processed through the info type 0027 screen in HR.

SAP

Create Cost Distribution (0027)

Org. Management info

Person ID: [REDACTED] Pers. Assign: [REDACTED] (Active)

Name: [REDACTED] Empl. %: 100.00

EE group: C Faculty Pers. area: 1000 Main Campus

EE subgroup: 03 Exempt Monthly Pers. subarea: 0001 Reg FT

Start: 07/01/2006 To: 06/30/2007

Distrib.: 01 Wage/salary

Master cost center: 1013 [REDACTED] CLN - FAM/COMM MED

Co...	Cost ctr	WBS elem...	Name	Pct.	BusA	Fund	Name	Functional
JK00	30468	[REDACTED]	Test Grant	100.00	0201	0011890200	MC MAND COST SHARE	0220

PA30 r3trn OVR

Trainee Tuition & Fees

SAG FORM
SCHOLARSHIP AND GRANT AUTHORIZATION
PLEASE TYPE OR PRINT CLEARLY

SFA USE ONLY DATE STAMP: _____ SFA USE ONLY PROGRAM STAMP: _____

DATE SUBMITTED: 1/15/2009

SCHOOL TERM FOR DISBURSEMENT OF AID (circle the year to only use once):
 Yr. ___ Fall Semester Yr. ___ 4-week Summer
 Yr. 200: Spring Semester Yr. ___ 8-week Summer
 Yr. ___ Fall On! (ONLY IF SCHOLARSHIP WILL NOT BE REPEATED IN SP)

CAMPUS (where student is enrolled):
 UK MEDICINE DENTISTRY

GRANT OR SCHOLARSHIP TITLE: Distance Learning Project

DEPARTMENTAL AUTHORIZING SIGNATURE: _____
 FORM PREPARED BY: _____

NAME: Marcia Bowling
 COLLEGE: Education
 DEPARTMENT NAME: Special Education & Rehab. Counseling
 DEPARTMENT NUMB: 80070
 ADDRESS & SPEED S: 229 Taylor Education Bldg, 0001
 PHONE NUMBER: 7-4713
 E-MAIL ADDRESS: mbow13@email.uk.edu

ALL DEPARTMENTS MUST NOW FILL IN THE BOX BELOW

*****WE CANNOT PAY YOUR STUDENTS UNTIL WE HAVE THIS INFORMATION*****
 Please supply this information with your submission or processing will be delayed while we request it from you. Consult your budget officer on the SAP entry transaction or call to find the information you department.

Fund: 00189300 Functional Area: 0820
 Fund Center: 101366111 VBS Element: 304613300
 Business Are: 0201 GL Account: 537030

This award is a (mark only one):
 Scholarship Grant College State Entity
 Loan Other (specify) Department Private Entity
 Federal Entity Other (specify)

STUDENT ID NO.	NAME (last, first, middle init.)	SPECIAL AMOUNT	DATE (SFA ONLY)
10101893	Doe, John	\$3,438.00	

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Graduate RA Tuition

Graduate School Database –
 The Graduate School/GSAS/Getting Started/Tuition Invoice Instructions
<http://gradschool.uky.edu/sites/gradschool.uky.edu/files/funding/ViewScreenOptions-GSAS.pdf>

EXAMPLE:

7. Click the Fetch GSAS Forms Button.

Part 2:

In the lower view screen, the RA and GA students have populated for the Fall 18 semester.

- On the top right-hand side of the view table is a Tool Man button.
- Clicking on the tool man opens a view settings options screen. Please Add and Remove view field for your reporting needs. For the below example, I removed the start date, end date, status and create date. I then added the aid amount, UT account, UT % alloc, UT account 2, and UT % Alloc 2.

a. If you are going to use this view regularly, in the Tool Man settings, click the Save As Button, when the popup box displays enter a description for this view report (I used UT Account). You may also select Initial View by adding a check to the box, if this is the first report you would like to see.

b. Click OK

3. The table will populate to the view we just created with the directions above.

4. However, the next time you log in to the GSAS view screen:

- The saved layout(s), can be quickly access by going to the top left hand corner of the view table is a field: View [Description Name] a save button, and Export Button. Please note: the saved layout only affects the table portion of the view screen, not the data entered at the top.
- You may choose the standard system view or your personal created view(s). For the example below, I am going to click the UT Account layout we just created.
- Hint: if your created views do not immediately populate, toggle to the standard view, then back to your created view.

5. The Workflow table allows you to view but not edit account and allocation percentages.

6. Inside the table, to view/edit individual GSAS records click the GSAS number.

You will need to open each record to update the UT account and percentage allocation.

7. You also have the option to export to an excel spreadsheet to view change the information.

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Funding Cost Share Expenses

- Several general ledger (g/l) accounts are used to fund Cost Share:
 - 740510 Transfer from Cost Share – Salary Only
 - 750510 Transfer to Cost Share – Salary Only
 - 740515 Transfer from Cost Share – Benefits Only
 - 750515 Transfer to Cost Share – Benefits Only
 - 740520 Transfer from Cost Share – Operating Expenses
 - 750520 Transfer to Cost Share – Operating Expenses
- The debit entry will be to the Cost Center from which you are moving funds (750XXX g/l accounts). The credit will be to the Grant with the Cost Share Fund (740XXX g/l accounts).
- After typing in the Grant/WBS Element, also enter in the Fund, do not let it derive the Fund.

St.	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	WBS element	Fund
✓	750510	Tr to CS - Salary	Debit	60,000.00	1012003540		0011890100
✓	740510	Tr frm CS - Salary	Cred.	60,000.00		3046386300	0011890100

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Automatic Funding Program

- Departments have the opportunity to participate in the automatic funding program for cost share expenses charged to a sponsored project (WBS elements 304XXXXXX) on the cost share fund (0011890X00).
- Department provides a single cost center which will automatically be charged for any expenses posted to the cost share fund(s) for projects with the respective department listed as the responsible unit in SAP.
- The program is run monthly, typically the 3rd business day after calendar month end, and as needed at fiscal year end.

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Automatic Funding Program

- If/when a department begins participating in the automatic funding and has a project with cost share expenses from other areas, the program will charge only the cost center for the responsible unit. However the funding can be transferred between departments as needed. The instructions received from Accounting and Financial Reporting Services for such entries are:

The departments will need to use the 75 GL accounts on both sides of the transactions between the cost centers. Also, they need to put the grants that are involved in each of the transactions in the assignment fields.

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Automatic Funding Program

There are currently two options to prevent the need for transfer of funding:

1. The department not listed as the responsible unit but has cost share expenses can submit a manual funding JV prior to month end for their faculty/staff (Generally monthly payroll is posted 2-3 days before the actual calendar month end if actuals are required). As long as the manual funding JV is posted prior to the automatic funding program (ran the 3rd business day after calendar month end), then the program will include the entry when comparing expenses vs. funding.
2. The responsible unit for the project can request that the account be added to the exclusion table – meaning all funding entries are once again manual.

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Review Process for a JV to Fund Cost Share

- Reviewed by Accounting and Financial Reporting Services for correct transfer G/L accounts and cost center account validity.
- Once signed off, JV is reviewed to determine the following:
 - Cost Share fund is listed along with the WBS element
 - The 74XXX g/l account is associated with the WBS element
 - The 75XXX g/l account is associated with the Cost Center
 - Account is open and valid for posting
- If all information is accurate, the JV is posted

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Reviewing Cost Share

TITLE OF GRANT AND GRANT NUMBER

The purpose of this email is to notify you that the **current budget period** of the above referenced grant will expire on **06/30/XX**. All direct and cost sharing expenses incurred prior to the current budget period end date must be posted to the University financial system (SAP), for Research Financial Services (RFS) to complete and deliver the Final Financial Report (FFR) to the sponsor on time.

This account was awarded by the State of Kentucky and may have a limited reporting period after the award ends. Please perform the review procedures below as soon as possible. A separate communication will be forthcoming regarding the due date of the final invoice or report and any additional information if required.

If you are requesting an extension or you know of any problems with the grant, please respond to this email, copying your Financial Administrator (FA) in RFS and your Research Administrator (RA) in the Office of Sponsored Projects Administration (OSPA) immediately so that we do not close the grant or submit an incorrect report to the sponsor.

As Principal Investigator (PI) of this grant, it is essential for you to review the following with your department administrator to ensure a timely and accurate financial closeout.

NOTE: In accordance with the University's Costing Guidelines for Sponsored Projects, it is the responsibility of the principal investigators, department heads and unit fiscal officers for compliance with those guidelines (<https://www.uky.edu/business-procedures-manual-appendix-3-costing-guidelines-sponsored-projects/>). In addition, it is the responsibility of the principal investigators, department heads and unit fiscal officers to retain records to support the data and expenses related to this project according to University, sponsor specific or award specific guidelines. The information above is provided to assist you with your responsibilities.

QUICK REFERENCE CARDS ASSISTING WITH THE ITEMS BELOW CAN BE FOUND HERE
EXPENSE AND BUDGET VERIFICATIONS
<input type="checkbox"/> Verify that all expenses posted to the grant are allowable, allocable, reasonable, benefit the project and comply with the sponsor and university policies
<input type="checkbox"/> Review the expenses, as posted in the financial system, to identify any over-budget or unbudgeted items as well as review the total budget and total expense of the grant.
<input type="checkbox"/> Review the Business Warehouse (BW) report <i>PI Ledger - Summary</i> for the current period/fiscal year
<input type="checkbox"/> Verify all open items have been resolved and completed in SAP
SUBAWARDS/PURCHASE ORDERS
<input type="checkbox"/> Verify that all subcontract and purchase order invoices have been completed, received, and paid if appropriate
PAYROLL/PROJECT PAYROLL CONFIRMATION
<input type="checkbox"/> Review all personnel expenses posted to the grant to verify that all charges are posted correctly
<input type="checkbox"/> Review the payroll confirmation <i>CCX</i> report or labor distribution in BW to verify that all individuals that should or should not be paid on the grant or cost share fund are accurate. Compare the dollars per individual on the project statement to the project budget
<input type="checkbox"/> Verify all cost distributions associated with the grant end on or prior to the budget end date of the grant.
UNBUDGETED OR UNALLOWABLE EXPENSES
<input type="checkbox"/> Expenses posted to the grant that are not specifically budgeted in the project or any expenses deemed unallowable should be removed before the termination date. Any of these expenses remaining on the grant after this date will be moved to the Dean's Indirect Overrun Cost Center by Research Financial Services. Expenses moved to this cost center may be transferred to another non-approved cost center later.
OVERBUDGET EXPENSES
<input type="checkbox"/> Review any expenses over and above the awarded amount. Expenses over and above the total amount of the award that directly benefited the project and were incurred within the budget period will be moved to the Dean's Direct Overrun Cost Center by Research Financial Services upon closing the grant. Overruns must be accounted for specifically in the University's Full Rate calculation and therefore cannot subsequently be moved. A budget revision to this cost center must be processed to cover the expenses.
COST SHARE
<input type="checkbox"/> Please review your Cost Share Information Sheet that was included as part of your most recent PADR that was issued by OSPA. If applicable, and verify that the commitment made is fulfilled, posted correctly to the financial system and fully funded. If outside of UK's financial system (SAP), please make sure it is documented correctly and sent to Research Financial Services for verification. Any unfulfilled commitments could result in a reduction of budget and refund to the sponsor. Any refund amounts resulting from unfulfilled cost share commitments will be charged to your department.

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Reviewing Cost Share

- If grant is ending and Cost Share Obligation has not been met.
 - If time allows, contact RA to get written approval from sponsor to reduce cost share in proposal. If sponsor agrees, Research Financial Services will need updated CSIF.
 - If financial report is due, grant expenses will be moved to Cost Share fund to meet Cost Share obligation.



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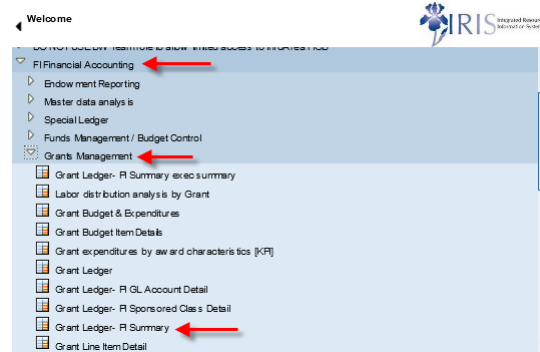
Cost Share Set up in IRIS

- Since July, 2007, any cost share created will use WBS element and cost share fund to both post charges and fund the account.
- The BW report grants ledger can be used to restrict your grant and cost share fund to view both expenditures and funding.
- The S_ALN_01000003 can also be used with the CS BALANCE (both expenditures and funding) or CS EXP ONLY (expenditures only) variants to view cost share information.

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Reviewing Cost Share Transactions in BW Grant Ledger (for grants starting 7/1/07 and beyond)


- Go to BW Web Reporting on the IRIS Launch Pad  BW Web Reporting
- Click on FI Financial Accounting  Grants Management, then select Grant Ledger – PI Summary (or version of choice)



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Reviewing Cost Share Transactions in BW Grant Ledger, Cont.



- Enter the fiscal year and period (i.e. 009/2009)
- Enter the Grant
- Delete the E999999 from Sponsored Class and change the drop-down from <= to =
- Enter 001189* in the Fund selection and change the drop-down from = to *
- Click on  to run the report

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Reviewing Cost Share Transactions in BW Grant Ledger, Cont.

Variables for Ad Hoc Report

Statistical Indicator (*) R Real Posting
 Fiscal Year
 Fiscal Period/Year (Required) (*) 003/2009 SEP 2009
 Company Code (Required) (*) UK00 University of Kentucky
 G/L Account # UK00/Not assigned To 0000999999 UK00/0000999999
 Business Area Include
 Functional Area Include
 Fund Department Include
 Prime Grant Include
 Grant 3048103613 OFFICE OF TECHNOLOGY
 Grant Responsibility type Include
 Grant Sponsor Include
 Sponsored Program Include
 Sponsored Class Include
 Funds Center Include
 Fund 001189* Include
 Discipline Include

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Reviewing Cost Share Transactions in BW Grant Ledger, Cont.

- The report shows you the breakdown of expenses by salaries and benefits.
- The funding totals are listed at the bottom of the report.
- The report can be exported to excel for easier manipulation and subtotaling.

GM project from date	GM project to date	Sponsored Class	G/L Account	Fund	Current Expense	Fiscal YTD Expense	Cumulative PTD Expense	Available Balance (Released)
07/01/2007	06/30/2008	E512011	Execr/Mgr/Admin Sala	0000512011 Executive - Regular	0011890300	\$ (143.16)	\$ 34,137.29	\$ (34,137.29)
				0000512012 Executive-Nproductv	0011890300	\$ 143.16	\$ 858.96	\$ (858.96)
				0000512021 Prof Salaries - Mont	0011890300		\$ 4,020.40	\$ (4,020.40)
				0000512022 Admini-Nproductive	0011890300		\$ 1,706.04	\$ (1,706.04)
				Result		\$ 0.00	\$ 40,722.69	\$ (40,722.69)
		E522000	Staff Benefits	0000520720 HFB - Staff	0011890300		\$ 1,506.72	\$ (1,506.72)
		E522011	Execr/Mgr/Admin Bene	0000520103 EHC-Exec/Managerial	0011890300		\$ 1,603.50	\$ (1,603.50)
				0000520104 EHC-Prof Admin	0011890300		\$ 365.00	\$ (365.00)
				0000520203 ELI-Exec/Managerial	0011890300		\$ 32.49	\$ (32.49)
				0000520204 ELI-Prof Admin	0011890300		\$ 6.59	\$ (6.59)
				0000520303 FS-Exec/Managerial	0011890300		\$ 12.84	\$ (12.84)
				0000520304 FS-Prof Admin	0011890300		\$ 2.74	\$ (2.74)
				0000520403 FICA-Exec/Managerial	0011890300		\$ 2,550.87	\$ (2,550.87)
				0000520404 FICA-Prof Admin	0011890300		\$ 411.93	\$ (411.93)
				0000520503 Retmt-Exec/Manageria	0011890300		\$ 3,631.62	\$ (3,631.62)
				0000520504 Retmt-Prof Admin	0011890300		\$ 702.64	\$ (702.64)
				Result			\$ 9,320.22	\$ (9,320.22)
		R619999	Mand CS - Personnel	0000740510 Tr fm CS - Salary	0011890300		\$ (45,715.81)	\$ 45,715.81
				0000740515 Tr fm CS-Benefit	0011890300		\$ (5,833.82)	\$ 5,833.82
				Result			\$ (51,549.63)	\$ 51,549.63
		Result				\$ 0.00	\$ 0.00	\$ 0.00

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Reviewing Cost Share Transactions in BW Grant Ledger, Cont.

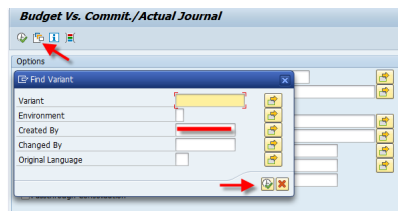
- If you choose to adjust the Free Characteristics and/or properties on the report, you can save your view for future reports.
- Click on **Save View** at the top left of the screen and follow the naming convention below using your username and description of choice.

- Click the **Save** button to save your view.
- Each time you run the report in the future, click on **Open View** at the top left of the screen, then select the saved view of choice.
- In order to update the report, click on **Variable Screen** which will take you back to change Grant or any additional information required.
- Enhancements available since 2/23/09 enabling drilldown to Payroll/Labor Distribution.

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Reviewing Cost Share Transactions in ALN

- SAP transaction code S_ALN_01000003
- Select Get Variant
- Delete the user name in Created By and Execute
- Choose “CS BALANCE”



Variant name	Short Description	Environment	Protected	Created By	Created On
CS BALANCE	Cost Share Expense/Funding/Bud	A	X	PPBROW2	08/13/2013
CS EXP ONLY	Cost Share Expense and Budget	A	X	PPBROW2	08/28/2013
CS EXP ONLY1	Cost Share Expense and Budget	A		KSHALL2	07/14/2014
CS REV	CS Fund and Revenue	A	X	PPBROW2	03/08/2011

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Reviewing Cost Share Transactions in ALN, cont.

- Enter Grant Number
- Select "By Grant" for Report Extraction
- Execute

Budget Vs. Commit./Actual Journal

Options

Company Code: 0900

Grant: 0048109320

Sponsored Program: [blank]

Sponsored Class: 00000000 to 04199999

Fund: 0011800000 to 0011804000

Posting Date: [blank]

Budget

Budget Version: [blank]

Report Extraction

By Grant

By Grant/Fund/Prog

By Grant/Fund/Prog/Class

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Reviewing Cost Share Transactions in ALN, cont.

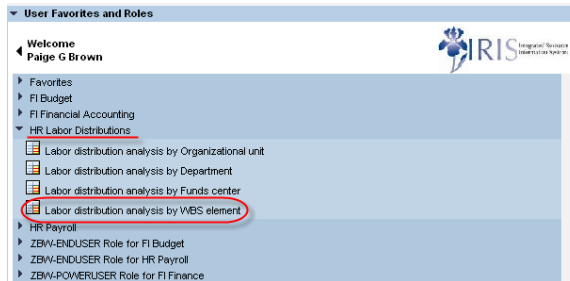
- View totals in the invoice column at the bottom of report.

Budget Vs. Commit./Actual Journal

Grant	Posting Date	Entered on	So. Class	Class Description	GL Acct	Ref/Account	Budget Amt	Invoice	Open Items	Available	Fund	Tot
0048109320	11/05/2012	11/05/2012	ES2000	Staff Benefits	520720	2052451202	0.00	0.00	41.01	10,216.46	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2000	Staff Benefits	520720	2052451202	0.00	0.00	318.20	15,848.46	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2041	Technical/Personel Re.	520540	2052451202	0.00	0.00	274.26	11,409.02	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2041	Technical/Personel Re.	520540	2052451202	0.00	0.00	429.83	15,448.60	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2041	Technical/Personel Re.	520512	2052451202	0.00	0.00	6.75	11,455.30	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2041	Technical/Personel Re.	520112	2052451202	0.00	0.00	762.58	15,205.76	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1201	Nonw/dv/MS Staff Sal.	521061	2052451202	0.00	0.00	5,744.87	17,045.45	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1201	Nonw/dv/MS Staff Sal.	521041	2052451202	0.00	0.00	10,119.46	26,665.11	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2041	Technical/Personel Re.	520106	2052451202	0.00	0.00	1,871.88	29,937.06	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2041	Technical/Personel Re.	520106	2052451202	0.00	0.00	11.88	29,948.97	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2041	Technical/Personel Re.	520506	2052451202	0.00	0.00	774.27	30,723.46	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2041	Technical/Personel Re.	520506	2052451202	0.00	0.00	1,011.90	31,735.33	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2000	Staff Benefits	520720	2052451202	0.00	0.00	307.25	32,022.80	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2041	Technical/Personel Re.	520106	2052451202	0.00	0.00	7,780.50	40,193.45	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2041	Technical/Personel Re.	520106	2052451202	0.00	0.00	2,071.25	42,274.19	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2041	Technical/Personel Re.	520106	2052451202	0.00	0.00	6.12	42,280.31	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2041	Technical/Personel Re.	520106	2052451202	0.00	0.00	951.24	43,231.55	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2041	Technical/Personel Re.	520506	2052451202	0.00	0.00	778.06	44,009.61	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2000	Staff Benefits	520720	2052451202	0.00	0.00	65.83	44,075.44	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2000	Staff Benefits	520720	2052451202	0.00	0.00	171.14	44,246.58	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2000	Staff Benefits	520400	2052451202	0.00	0.00	1.82	44,248.40	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2000	Staff Benefits	520720	2052451202	0.00	0.00	2.80	44,251.20	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2000	Staff Benefits	520106	2052451202	0.00	0.00	316.61	44,567.81	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1201	Nonw/dv/MS Staff Sal.	521031	2052451202	0.00	0.00	1,731.24	46,299.05	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1201	Nonw/dv/MS Staff Sal.	521031	2052451202	0.00	0.00	1,312.47	47,611.52	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2000	Staff Benefits	520205	2052451202	0.00	0.00	1.20	47,612.72	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2000	Staff Benefits	520400	2052451202	0.00	0.00	100.24	47,712.96	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES2000	Staff Benefits	520720	2052451202	0.00	0.00	49.08	47,731.17	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740510	18272883	0.00	0.00	2,793.80	44,934.11	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740515	18272883	0.00	0.00	1,128.06	43,806.05	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740510	18272883	0.00	0.00	2,793.80	44,934.11	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740515	18272883	0.00	0.00	1,128.06	47,733.17	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740510	18272883	0.00	2,793.80	0.00	44,934.11	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740515	18272883	0.00	1,128.06	0.00	43,806.05	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740510	18272883	0.00	1,128.06	0.00	47,733.17	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740515	18272883	0.00	1,128.06	0.00	43,806.05	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740510	18272883	0.00	1,128.06	0.00	47,733.17	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740515	18272883	0.00	1,128.06	0.00	43,806.05	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740510	18272883	0.00	1,128.06	0.00	47,733.17	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740515	18272883	0.00	1,128.06	0.00	43,806.05	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740510	18272883	0.00	1,128.06	0.00	47,733.17	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740515	18272883	0.00	1,128.06	0.00	43,806.05	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740510	18272883	0.00	1,128.06	0.00	47,733.17	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740515	18272883	0.00	1,128.06	0.00	43,806.05	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740510	18272883	0.00	1,128.06	0.00	47,733.17	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740515	18272883	0.00	1,128.06	0.00	43,806.05	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740510	18272883	0.00	1,128.06	0.00	47,733.17	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740515	18272883	0.00	1,128.06	0.00	43,806.05	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740510	18272883	0.00	1,128.06	0.00	47,733.17	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740515	18272883	0.00	1,128.06	0.00	43,806.05	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740510	18272883	0.00	1,128.06	0.00	47,733.17	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740515	18272883	0.00	1,128.06	0.00	43,806.05	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740510	18272883	0.00	1,128.06	0.00	47,733.17	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740515	18272883	0.00	1,128.06	0.00	43,806.05	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740510	18272883	0.00	1,128.06	0.00	47,733.17	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740515	18272883	0.00	1,128.06	0.00	43,806.05	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740510	18272883	0.00	1,128.06	0.00	47,733.17	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740515	18272883	0.00	1,128.06	0.00	43,806.05	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740510	18272883	0.00	1,128.06	0.00	47,733.17	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740515	18272883	0.00	1,128.06	0.00	43,806.05	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740510	18272883	0.00	1,128.06	0.00	47,733.17	0011800000	1300183380H24
0048109320	11/05/2012	11/05/2012	ES1999	Hard CS - Personal	740515	18272883	0.00	1,128.06	0.00	43,806.05	0011800000	1300183380H24
0048109320	11/05/2012	11/05/										

BW Labor Distribution Instructions

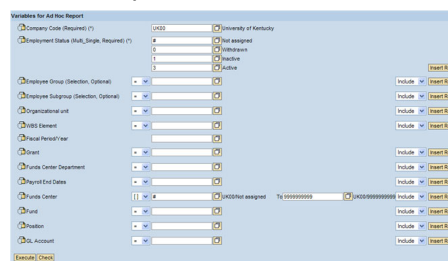
- Go to BW Web Reporting on the IRIS Launch Pad  BW Web Reporting
- Click on HR Labor Distributions, then select Labor distribution analysis by WBS element.



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BW Labor Distribution Instructions, Cont.

- The company code and employment status should be filled in by default. Be sure to pull all employee statuses. Only the WBS element is required to run the report, but further selections can be used to filter the report information.



The screenshot shows the 'Variables for Ad Hoc Report' form. The 'Company Code' is set to 'UN30' and 'Employment Status' is set to 'All assigned'. The 'WBS Element' field is highlighted. Other fields include 'Employee Group', 'Employee Subgroup', 'Organizational unit', 'Fiscal Period/Year', 'Grant', 'Funds Center Department', 'Report End Dates', 'Funds Center', 'Fund', 'Position', and 'GL Account'. Each field has a dropdown menu and an 'Include' button.

- Click on **Execute** to run the report

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Reporting Cost Share

- Cost Share reporting format and frequency is determined by the award.
- Some awards require cost share to be included as part of the invoices, others require it to be included on the report of expenditures.
- Requirements can vary from detail categories such as Salary and Fringe, to cumulative totals only.
- Sponsors can require invoices to include a certain percentage of cost share each reporting period. If these percentages are not met, the invoice will not be paid.
- It is important to determine these sponsor expectations to ensure prompt payment and accurate reporting.

Reporting Cost Share

UKRF Invoice to Sponsor

Sponsor Invoice

University of Kentucky
 THE UNIVERSITY OF KENTUCKY RESEARCH FOUNDATION
 INVOICE

To: KY Environmental and Public Protection
 300 Swann Blvd, 3rd Floor
 Mardith St. Ande
 Frankfort, KY 40601

Project Title: _____
 Piv. Investigator: _____
 Reference: P012 C3 100000010
 Budget Fiscal: 07/01/2018-06/30/2019
 Award: \$58,439.00

THE FOLLOWING MUST BE REFERENCED ON THE PAYMENT FOR CREDIT TO THE PROPRIO ACCOUNT:
 Invoice No. P100002019
 Invoice Amt. \$11,484.32
 Invoice Period 02/01/2018 - 02/31/2019
 Date 04/11/2019
 Account No. 1298888888
 Tax ID No. 61-8030003
 State Vendor ID V0000121508

REMIT Preferred Payment method: ACH-credit/debit funds transfer
 EACH is not available for your organization, payments should be made to:
 University of Kentucky Research Foundation
 c/o PNC Bank
 PO Box 891113
 Cleveland, OH 44109

Invoice Details - Amounts in USD

	Current Expenses	Cumulative Expenses	Cost Share Current Expenses	Cost Share Cumulative Expenses
SALARIES	6,190.74	27,331.00	1,140.02	2,650.07
BENEFITS	1,407.88	6,086.61	300.00	844.73
FAC & ADMIN EXPENSE	3,846.36	17,178.30	0.00	0.00
FAC & ADMIN CS EXP	6.99	0.00	760.94	1,890.38
TOTAL	11,448.97	51,186.91	2,200.96	5,375.18

By signing this report, I certify in the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, obligations and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information or omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise, (U.S. Code, Title 18, Section 1001 and Title 31, Sections 3201-3207 and 3209, 3852).

Jennifer A. Miles
 Jennifer A. Miles, Director, Research Financial Services
 (502) 227-3862
 FA ID: MALANCOO
 Print ID: MALANCOO

LEXINGTON REGION ICC FINANCIAL REPORT AND INVOICE TEMPLATE

SUBCONTRACT AGREEMENT NUMBER: 105-48512-01
 SUBCONTRACT PERIOD: JULY 1, 2017 TO JUNE 30, 2018

INVOICE DATE: 6/4/2018 INVOICE NUMBER: 010085422

TO: KENTUCKY SCIENCE & TECHNOLOGY CORPORATION
 ATTN: JOHN BEISER, Chief Financial Officer
 P.O. BOX 1040
 LEXINGTON, KY 40588-1040

FROM: UNIVERSITY OF KENTUCKY RESEARCH FOUNDATION
 60 NORTON CDB Bldg
 P.O. Box 891113
 CLEVELAND, OH 44109

CURRENT BILLING PERIOD: From 4/1/2018 To 6/30/2018
 TOTAL AMOUNT OF THIS INVOICE REQUEST: \$ 43,920.81

LEXINGTON INNOVATION OFFICE

DESCRIPTION	EXPENSES				SUBCONTRACT BALANCE REMAINING
	TOTAL SUBCONTRACT BUDGET	PROPR PERIOD CUMULATIVE EXPENDITURES	CURRENT BILLING PERIOD EXPENDITURES	CUMULATIVE EXPENDITURES TO DATE	
Salaries & fringe benefits	\$ 10,240.00	\$ 10,240.00	\$ 10,240.00	\$ 10,240.00	\$ 1,857.94
Outside Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Expenses	\$ 2,208.97	\$ 11,704.17	\$ 6,520.28	\$ 18,224.45	\$ 2,377.56
TOTAL EXPENSES	\$ 12,448.97	\$ 21,944.17	\$ 16,760.28	\$ 38,444.90	\$ 4,235.50

LEXINGTON INNOVATION OFFICE

DESCRIPTION	MATCHING EXPENSES				MATCH BALANCE REMAINING
	TOTAL SUBCONTRACT BUDGET	PROPR PERIOD CUMULATIVE MATCH	CURRENT BILLING PERIOD MATCH	CUMULATIVE MATCH TO DATE	
Salaries & Fringe Benefits	\$ 71,450.00	\$ 47,950.76	\$ 18,848.27	\$ 66,799.03	\$ (7,348.00)
Outside Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Expenses	\$ 25,920.00	\$ 6,900.00	\$ 8,630.48	\$ 15,530.48	\$ 11,389.52
TOTAL MATCH	\$ 97,370.00	\$ 54,850.76	\$ 27,478.75	\$ 82,329.51	\$ 4,041.52

*Show names and amounts (both in-kind and cash).

JENNIFER A. MILES, Director, Research Financial Services

Wrap-up

- Do you have a cost sharing obligation?
 - See the Internal Approval & Cost Share Information Forms from OSPA and compare to the Cost Share tab on GMGRANT
- What is the appropriate fund to use to post expenses to or fund cost sharing?
 - 001189XXXX
- What g/l accounts are used when funding cost share?
 - Credit to Grant and Cost Share Fund – 740510, 740515, 740520
 - Debit to Funding Cost Center – 750510, 750515, 750520
- What BW report is used by Research Financial Services to review cost share expenses and funding?
 - BW Grant Ledger – PI Summary restricted to grant and cost share fund
- Questions????

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Contacts

- Obligation Questions – Contact your College Grants Officer or Research Administrator
<https://www.research.uky.edu/office-sponsored-projects-administration/ospa-staff>
- Funding Questions – Contact Jessica Milner in Research Financial Services at
jessica.milner@uky.edu
- Reporting or Financial Questions – Contact the award's Financial Administrator in Research Financial Services
<https://www.uky.edu/ufs/research-financial-administration>

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