How to Create a Cost Share Budget

Cost sharing is a commitment made by the institution to fund a portion of the cost of a sponsored agreement. Cost share budgets in UTRMS can only be created after the primary proposal budget has been created. Please note, the cost share budget in UTRMS does not replace the OSP Cost Share Form, which should be uploaded into UTRMS in Step 7 below.

Follow the steps below to create a cost share budget:

1. Navigate to the proposal workspace by accessing the proposal from My Inbox or searching for the proposal on the Grants page. Click the proposal name to display the proposal workspace.

2. Under the Budgets tab, click the primary budget name to display the budget workspace:

3. On the budget workspace, click the Create Cost Share button.

4. Complete the cost share SmartForm pages. When finished with each page, click Continue to navigate through the rest of the SmartForm pages:

   Cost Share Information
   i. Cost share type – Select the appropriate type.
   ii. Cost share entity – Select the entity that will share the cost.

   Personnel Costs – Cost Share
   This page will be pre-populated based on information provided in the primary budget.
5. The rest of the SmartForm pages are similar to those of the primary budget. See [How to Create a Proposal Budget](#) for a detailed walkthrough of those pages. Click **Finish** when you have completed the SmartForm.

6. Return to the proposal by clicking the Funding Proposal short title in the workspace.

   ![Cost Sharing for National Institutes](image)

   **Draft**
   **Cost Sharing for National Institutes**
   **Next Steps**
   **Sponsor:** The University of Texas at Austin
   **Pt:** Elizabeth Mueller
   **Funding Proposal:** Karen test SF424 with subaward

7. Click **Add Attachments** and upload a copy of the completed OSP Cost Share form.

8. For future reference, cost share budgets are displayed under the **Budgets** tab of the proposal workspace.