

Running the Cost Sharing History by Project Report

The Cost Sharing History by Project report enables you to view cost sharing information for a sponsored research project. Using this report, you can verify cost sharing commitments are being met and identify any potential over-commitment of cost sharing funds. It's recommended that departments run this report periodically through the life of an award to monitor cost sharing and reconcile the data against their own records.

1. Click the **Main Menu**.
2. Click **Enterprise Reporting** and then click **Access Reporting**. The myUFL Enterprise Reporting page opens in a separate window.
3. Click the **Monthly Financial Reports** link.
4. Click the **Sponsored Programs Reports** link. The reports list displays. The Monthly Financial Reports (MFRs) are available in PDF and MS Excel formats.
 - PDF format is useful for reviewing the data in an easy-to-read format.
 - MS Excel format is especially useful when you need to perform analysis or change the view of the data.
5. To view the report in PDF format, click the **PDF - Cost Sharing History by Project** link.
6. Enter the project number for the data that will be viewed.
7. Click the **Search** button. The search results display.
8. Highlight the desired project and then click **OK**. A dialog box displays prompting you to view or save a copy of the report.
9. To view the report, click **Open**. The report is displayed.

| myufl | | Cost Sharing History by Project Doctoral Fellowship 2011 | | | Run Date: 08/09/2011 | |
|---|--|---|--------------------------|-------------------|----------------------|-------------------|
| LTD As of 08/09/2011 Report Selections: ~PROJECT(s): 12312312 - Doctoral Fellowship 2011 | | | | | | |
| Cost Center: 12312312 (Project) | | | | | | |
| Award Information: | | | | | | |
| Contract ID (Type): | 00079048 - Scheduled Payment | Issue Date: | 09/16/2010 | | | |
| Sponsor ID - Name: | GM03020 - UNIV OF CENTRAL FLORIDA FL SPACE GRANT | Award Title: | Doctoral Fellowship 2011 | | | |
| Sponsor Award Ref: | UCF01-0000000314 | Award Period: | 08/15/2010 - 08/14/2011 | | | |
| Award Pt: | 12378945 - Curtis, Natasha | Award Amount: | \$80,000.00 | | | |
| Project Information: | | | | | | |
| Project PIManager: | 12378945 - Curtis, Natasha | Spending Period: | 08/15/2010 - 08/14/2011 | | | |
| Project Amount: | \$80,000.00 | CS Required: | \$5,000.00 | | | |
| F&A Base and Rate: | NONE - 46.50% | CS Met: | \$5,064.01 | | | |
| | | CS Balance: | (\$64.01) | | | |
| Fund 101 | | | | | | |
| Dept-Fund-Program-SOF-Account | Resource Type | Description | Trans Date | Cost Share | FA | Total |
| 12120100~101~1100~754000 | SAL_E | 2010FALL | 12/31/2010 | \$1,734.60 | \$0.00 | \$1,734.60 |
| Fund 101 Subtotal | | | | \$1,734.60 | \$0.00 | \$1,734.60 |
| Fund 111 | | | | | | |
| Dept-Fund-Program-SOF-Account | Resource Type | Description | Trans Date | Cost Share | FA | Total |
| 12120100~111~1100~754000 | EXP | 2010 Fall Tuition 80007550~ | 06/02/2011 | \$1,748.34 | \$0.00 | \$1,748.34 |
| 12120100~111~1100~754000 | EXP | 2011 Spring Tuition | 06/02/2011 | \$874.17 | \$0.00 | \$874.17 |

Figure 1: Cost Sharing History by Project Report