



Add or Change Cost Sharing/Matching Information

Use these instructions to add a new or change an existing cost sharing and matching information.

Prerequisites

- You must have one of the following responsibilities to change award information:
 - ORG Account Establishment Specialist
 - ORG Account Establishment Specialist with Budget Approval
 - ORG Account Establishment Administrator
- You'll need to know the number of the sponsored award and the project and task numbers of the cost sharing/matching award to which you need to add or change cost sharing/matching information.

To add or change cost sharing/matching information:

1. Navigate to **Awards**, enter the **Award Number**, click **Find**, click **Open** to display the **Award Management** form for the sponsored award.
2. Click the **Cost Sharing/Matching Information** button to open the **Cost Sharing/Matching Information** form.

The screenshot shows the 'Award Management' form for 'The Research Foundation'. The form includes fields for Operating Unit, Number, Short Name, Full Name, Start Date, Close Date, Purpose, Organization, and Award Amount. It also includes fields for Funding Source Name, Funding Source Award Number, Pre-Award Date, End Date, Award Type, Status, and Funded Amount. A red arrow points to the 'Cost Sharing/Matching Information' button. Below the form is a table with columns for Number, Issue Date, Type, Description, Active, and Billable. The table contains one row with the following data: Number: 1, Issue Date: 24-AUG-2017, Type: Award, Description: (empty), Active: checked, Billable: checked.

Number	Issue Date	Type	Description	Active	Billable
1	24-AUG-2017	Award		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3. Enter or change the following fields:

In the **Cost Sharing/Matching Information**, Oracle will automatically fill in the type of cost sharing for the sponsored award.

Award Number - Enter the cost sharing/matching award number. **Note:** If there are multiple cost sharing/matching awards use a new line for each award.

Award Number	Project Number	Task Number	Task Budget	Task Budget Commitment Amount	Task Start Date	Task End Date	Commitment Active Y/N	Inactive Reason
84235	1138173	5	48,740.00	48,740.00	01-SEP-2017	31-AUG-2018	Y	

Project Number - Enter the cost sharing/matching project number.

Task Number - Enter the cost sharing/matching task number.

Task Budget - Oracle will automatically fill in the task budget.

Task Budget Commitment Amount - Oracle will automatically fill in the task budget amount. If only part of the budget should be used towards the commitment you may change the dollar amount to reflect the commitment amount.

Task Start Date - Oracle will automatically fill in the task start date.

Task End Date - Oracle will automatically fill in the task end date.

Commitment Active Y/N - The default value for this field is **Y** (yes). Enter **N** (no) if this line should not be active.

Inactive Reason - If you entered **N** in the **Commitment Active Y/N** field you need to explain why the line should not be active. This is a free form text field with an 80-character limit.

Notes: Oracle will validate the award/project/task numbers to verify that they are valid. You will not be able to enter a closed award/project/task.

4. Select **File > Save** to save your changes.