

UW Cost Sharing Tool

BACKGROUND:

The new UW Cost Share Policy and Guidelines have several points of emphasis. First, Dean’s Offices must approve all cost sharing on proposals and awards. Second, the UW desires to minimize voluntary cost sharing, and the guidelines indicate when, specifically, voluntary cost sharing is appropriate. The guidelines also list which type, method, mechanism and expense are preferred should cost share be offered/approved.

ISSUE:

UW-Madison has not previously had any formal or standard process for PI’s to request approval of cost share from their Dean’s office. Also, Dean’s offices lacked an electronic tool/form to help with evaluation and decision making regarding approval of cost sharing.

SOLUTION:

The APR Cost Share & Commitments team formulated a Cost Share Tool, which was programmed by Michael Geier, RSP. The objectives of this form (or database) are to:

- Be used by campus:
 - To facilitate cost sharing discussions between PI/Dept/Dean’s office
 - To establish a clear understanding on cost sharing expectations
 - To support decision making regarding cost sharing approval
- Be a tool that is not required for all Divisions, but can be a resource should a Division need one
- Support new UW cost sharing policy
- Educate campus regarding managing cost sharing throughout the lifecycle of a grant
- Establish common terminology and processes that are outlined in the cost sharing guidelines

TOOL:

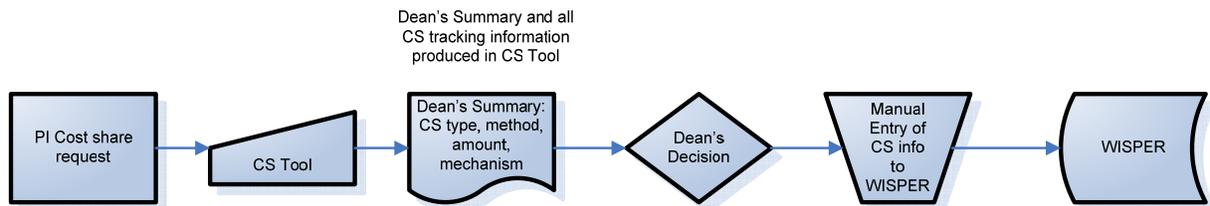
The cost sharing approval tool is located at:

<https://www.rsp.wisc.edu/services/admin/CostShareToolkit/CostShareToolkit1.cfm>

It is accessible by NetID and password.

FLOWCHART

Process with Tool



TOOL DEVELOPMENT - SUMMARY

The APR Cost Share & Commitments (CSC) team met with over 70 campus employees in the “Voice of the customer” (VOC) exercise. These employees represented all divisions and were comprised of a wide variety of job types. During the process, some common concerns were documented. To advocate on behalf of the employees, the APR CSC team began to design a cost sharing tool that could be used in the cost sharing approval process.

In March 2010, the cost sharing tool was designed and programmed by the CSC team. An alpha version was presented to Research and Sponsored Programs (RSP), the College/School research administrators group and the campus employees who were part of the VOC exercise.

In May 2010, the APR CSC team completed detailed functional specifications and submitted to RSP to complete the programming. After initial programming was completed, the APR CSC team completed advanced testing, preliminary testing and unit testing. This was high level functionality testing. Testing was performed by APR CSC team members. The APR CSC team also worked directly with specific divisions to ensure all campus interests could be incorporated into the tool. Next, the APR CSC team completed system testing. This was specific task based testing to ensure a certain scenario would be completed in the tool. Testing was completed by APR CSC team members, campus research administrators, RSP research administrators and non-research administration UW employees. The APR CSC team reviewed all testing results and worked with the RSP developer to finalize the tool.

In July 2010, the College of Engineering began a pilot of the tool with their departmental research administrators. The departmental administrators assisted with the development of instructions for the cost sharing approval tool.

During Fall 2010, the cost sharing policy and guidelines received final approval. Also, training about the new policy/guidelines and cost sharing tool began for RSP staff, Departmental Research Administrators (RAs), and College/School Dean’s Office representatives.

During Winter 2010, the cost sharing approval tool will be made widely available. Training sessions on the policy/guidelines and tool will continue.