

## ENTER THE BUDGET/AWARD

1. Enter **Project Start and End** dates and click **Save**.
2. Click **Manage** beside Project Period, tick **Split at 31-Dec**. Use New Period button if additional periods needed. Click **Save** to add periods to Budget/Award.
3. Click Add Bulk Entry button to enter budget/award amounts:
  - one line per contribution
  - enter using category 'other'
  - amounts are excl. of GST

4. Repeat step 3 for each period of funding.

## COST SHARING

There are several methods for cost sharing information with a project's budget, however, the recommended method is at the budget level rather than each budget period.

## SELECT FUNDING SOURCES

Each source contributing towards the project (cash or in-kind) needs to be listed in the cost sharing table and should only be listed once.

1. To view cost sharing sources, click **Budget > Setup**, then select the **Budget Sources** tab.

GENERAL	PERIOD/DATES	CHANGE CI	BUDGET SOURCES
SOURCE	CHARGE TO		SHORT NAME
SRC 1	Australian Research Council/Grant - Discovery Projects(**)		Sponsor
SRC 2	School of Arts and Humanities		Inst
SRC 3	Catholic University of Leuven, Belgium		CUL
SRC 4	Catholic University of the Sacred Heart, Milan, Italy		CUSH
SRC 5	University of Sheffield		UnS
SRC 6	School of Arts and Humanities		Unallow

2. Add additional sources by entering the name of the budget source into the *Add New Source* text box, then select from the progressive text list displayed.
3. Click the **Add Source** button.
4. Enter a short name for the source and click **Save**.
5. Repeat steps 3-4 per source.

### NOTES:

The **Unallowable** cost source should not be modified, always create a new cost source item.

Where a budget source is not listed, submit a request via the **Research Systems Support Desk**.

SRC 1 – must be sponsor / scheme

SRC 2 (onwards) – must be sponsor name only

Budget & Award cost sources **must be the same**

## DISTRIBUTE THE COSTS

The first column in the cost sharing table indicates the cost source (as entered in the budget), the remaining columns display requested/awarded amounts. Table rows group cost sharing distributions for contributors (sponsor, institution, partners and unallowable).

Scroll to the bottom of the cost sharing table, contributors listed in the budget details screen will be under the category 'other'.

1. Click the **Detail** button to cost share amounts to the appropriate cost source. By default, amounts appear against the Sponsor, to transfer to another source, enter **0** into the Sponsor's Percentage, this will shift the amount to the next cost source.
2. **Type:** Choose *Scheme Related* unless this is an ECU initiative.

**Category:** Specify whether is *Cash* or *In-Kind*.

Each funding source should have their cash and in-kind contributions listed in the same column