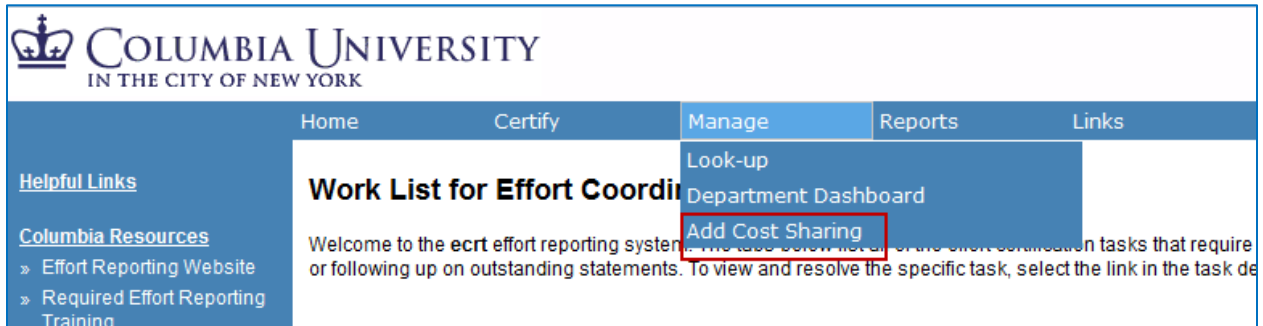


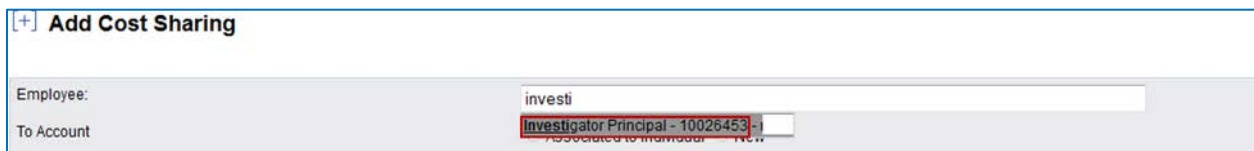
## How to add cost sharing in ECRT

1. Select “Add Cost Sharing” from the “Manage” list in the top menu bar.



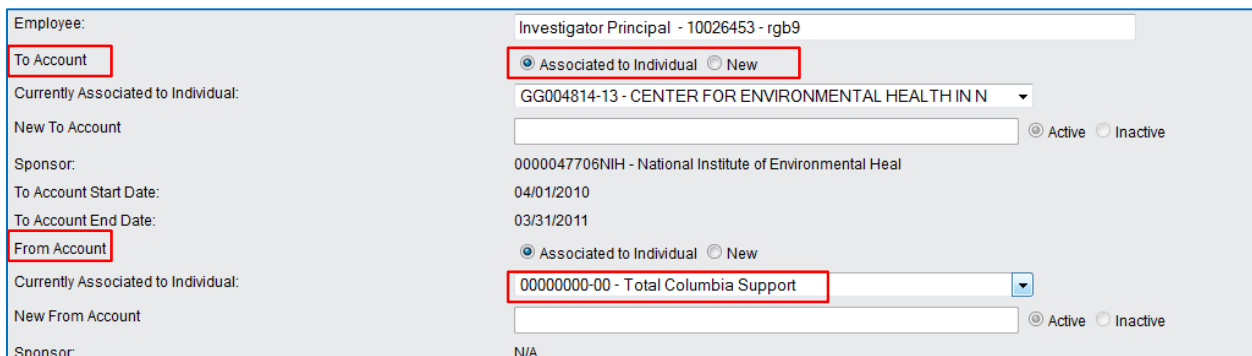
The screenshot shows the top navigation bar of the ECRT system. The 'Manage' menu is expanded, and 'Add Cost Sharing' is highlighted with a red box. Below the menu, the 'Work List for Effort Coordinators' section is visible, with a red box around the 'Add Cost Sharing' link in the dropdown menu.

2. In the employee box, begin to type in the last name, uni or Employee ID number of the individual for whom you would like to enter cost sharing information. As you are typing, the system will attempt to match your search criteria. Once you see the appropriate name in the gray box, select that line to populate the employee box.

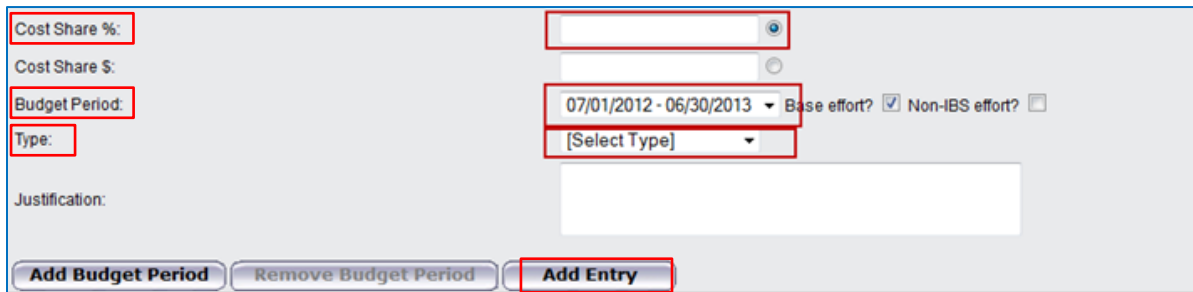


The screenshot shows the 'Add Cost Sharing' form. The 'Employee' field contains the text 'investi'. Below it, a dropdown menu is open, showing the selected option 'Investigator Principal - 10026453 -' highlighted with a red box.

3. The “to account” represents the project-activity combination on which the effort was performed.
  - a. If the individual is already related to that project via a team member relationship or salary distribution, you can select “Associated to Individual” to look for the project-activity in the drop-down menu.
  - b. If you do not see the project-activity that needs to reflect cost sharing, select “New.” Type the project-activity in the “new to account” box. *Note: if the project has an end date prior to the date you are adding the cost sharing, select “inactive” in order to find the project-activity.*
4. The “from account” represents the source that funded the cost sharing for the project-activity. In the “From Account”, select “Associated to Individual” and select 000000-00 – Total University Support from the drop-down list. *Note: Only the Total Columbia Support project should be selected.*



The screenshot shows the 'Add Cost Sharing' form with two sections highlighted in red. The 'To Account' section shows 'Associated to Individual' selected in the radio button group and 'GG004814-13 - CENTER FOR ENVIRONMENTAL HEALTH IN N' in the dropdown menu. The 'From Account' section shows 'Associated to Individual' selected in the radio button group and '00000000-00 - Total Columbia Support' in the dropdown menu.



5. Enter the Cost Share % related to this project-activity for the whole fiscal year. *Note: If the cost sharing represents a portion of time other than the entire 12-month fiscal year, you will need to annualize the percentage in order for it to be properly reflected on the effort card.*
6. Select the Budget Period for the fiscal year for which you are adding cost sharing.
7. Select the Type of cost share (Mandatory, Voluntary Committed or Salary Cap) from the drop-down menu. *Note: Changes to NIH Salary Cap cost sharing should be submitted to [effort-reporting@columbia.edu](mailto:effort-reporting@columbia.edu). All other cost sharing should be entered by the effort coordinator.*
8. Click “Add Entry.”
9. You will have a chance to review the cost share entry before it posts to the individual’s effort card.

[+] **Add Cost Sharing**

Please confirm the following cost share details before submitting.

Employee	From Sponsored Project	To Sponsored Project
Investigator Principal - 10026453 - rgb9	00000000-00 - Total Columbia Support	GG004814-13 - CENTER FOR ENVIRONMENTAL HEALTH IN N
Date Range	Type	Percentage
07/01/2012 to 06/30/2013	Mandatory	5.00%

10. After selecting “Add Entry” from the confirmation screen, the cost share will immediately appear on the individual’s effort card. *Note: If a card is marked as “Autoapproved” or “Certified, Processed”, please email [effort-reporting@columbia.edu](mailto:effort-reporting@columbia.edu) to post the entry to the effort card and reopen so that the card can be recertified.*
11. Repeat the above steps for each project-activity requiring cost sharing.
12. Once the cost sharing has been entered, you can immediately view the effort card and run the cost-share report directly from the effort card to ensure your entries have been correctly reflected in the system.