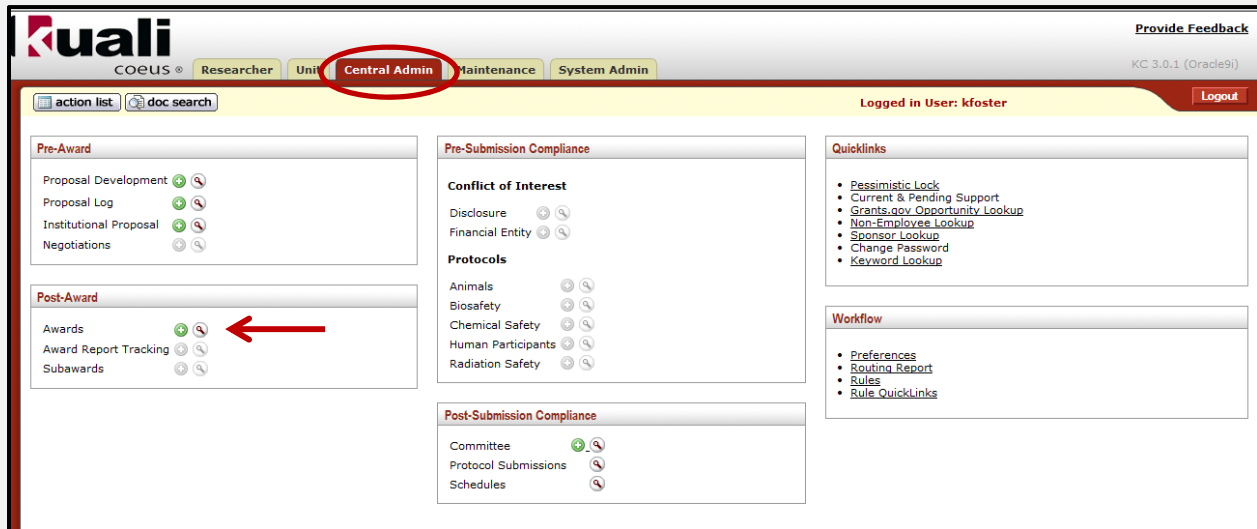
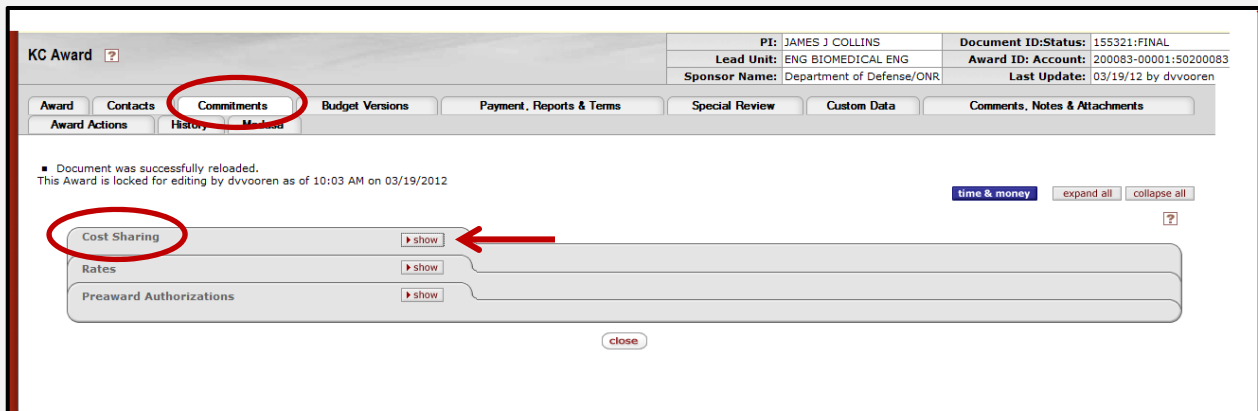


## KCRM Cost-Sharing Data: Quick Reference Guide

1. Access the KCRM system at: <https://kuali.bu.edu/kc>
2. Select the Central Admin Tab
3. Use the magnifying glass icon to access the Award search screen



4. Search for award using appropriate search criteria.
5. When search results are returned, click to Open the Parent level award (-00001 suffix).
6. When award opens, select the Commitments tab.
7. Click to expand the Cost-Sharing Panel.



### Need help?

- Available at <http://www.bu.edu/kcrm>
- Contact the KCRM Project Team at [kcrmproj@bu.edu](mailto:kcrmproj@bu.edu)
- Submit a help ticket by clicking the *Provide Feedback* link in the top right corner of every KCRM screen.