Wireframes

Research Internal User Test Results
Clickmaps

Shows where participants first clicked for each task
Task 1

You have a question that needs a real person to answer it - where do you find out who to contact?
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Task 2

You were told you need to fill out a form, where would you do that?
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You need to perform a site search - how do you do that?
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You started in a new role - where would you find what compliance training you need?
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Where would you find information on what to do in case of an emergency?
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Where would you go to report a concern?
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Task 7

You’re reading the Cost Share policy – click where you would find out when it was last updated?
Cost Share Policy

This policy applies to all individuals who commit to cost share funds in sponsored funding proposals and agreements. Such agreements may derive from both federal and non-federal sponsors. It covers the university cost-share policy, procedures, responsible parties, and more.

Purpose

Boston University receives substantial funding from the federal government and other sources in the support of sponsored programs. These funding sources may require cost-sharing or matching by the University. Cost sharing is a financial commitment by the University toward the total cost of a project from a source other than the granting organization. Cost sharing of expenses must be treated in a consistent and uniform manner when preparing proposals, requesting University approval, negotiating awards, transferring cost share funds, and financial reporting to Sponsors.

All employees involved in cost sharing must understand the process and implications of the cost share commitment in order to determine when cost share is appropriate and how to accurately record and report cost share expenses.

Definitions

MANDATORY COST SHARING: Mandatory cost sharing is funding that requires a university contribution toward the project as a condition of receiving the award. Mandatory cost sharing may be a specific dollar amount, cited as a percentage of the costs requested from the sponsor or the amount may not be specified.

VOLUNTARY COMMITTED COST SHARING: Voluntary committed cost sharing is a cost associated with a sponsored project and supported with University and/or other non-sponsored funds that were detailed in the proposal but were not required or funded by the sponsor. Some common examples include the following:

- A percentage of effort of faculty or senior researchers included in a proposal budget or stated in the text of the proposal for which no compensation or only partial compensation was requested.
- The purchase of equipment for the project, identified in the proposal, for which no funds or only partial funds were requested.

Certain sponsors, notably the National Institutes of Health (NIH), impose a limit or “cap” on the annual rate of salary reimbursement for a given amount of effort. According to the NIH Uniform Guidance 200.206, the difference between the reimbursable salary (“capped amount”) and the non-reimbursable salary is no longer considered voluntary cost sharing and is therefore outside of the scope of this policy. All salaries over the “cap” will be tracked separately as part of the Effort Reporting Policy located here.

VOLUNTARY UNCOMMITTED COST SHARING: Voluntary uncommitted cost sharing is a cost associated with a sponsored project that was not committed in the proposal or in any other communication to the sponsor. This includes effort of faculty or senior researchers that is over and above that which is committed and budgeted for in a sponsored agreement. Some common examples include:

- Donated faculty effort on a sponsored project over and above the effort identified in the proposal or award.
- Academic year effort on a sponsored project for which only summer salary was proposed, if the effort was not listed either on the budget page or described in the body of the proposal.

Voluntary uncommitted cost sharing should not be reported on time and effort sheets.

NIH training grants, for example, fall within the category of voluntary uncommitted cost sharing. The NIH does not require the University to contribute cost share funds to supplement the student’s stipend and tuition to the institutional standard level, yet we recognize that these are, in fact, very real costs for the University in support of its graduate students and programs.

IN KIND/MATCHING: Some sponsors that award funds to a university insist that those funds be matched in some proportion with funds from another party, either from the university or another sponsor. Matching may be in the form of actual cash expenditure of funds or may be an “in-kind” match, which is the value of non-cash contributions to the project. In kind or matching contributions made by a party other than BU require documentation from that third party supporting the use of the funds as in-kind matching and may require a certification of fair market value. How third party contributions are documented should be detailed in the original agreement or made in accordance with the sponsor’s requirements.

Related Forms & Documents

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Also see: related training, related policies
Cost Share Policy

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Definitions

Mandatory Cost Sharing

|Mandatory cost sharing is funding that requires a university contribution toward the project as a condition of receiving the award. Mandatory cost sharing may be a specific dollar amount, calculated as a percentage of the costs requested from the sponsor or the amount may not be specified.|

|Voluntary Committed Cost Sharing|

|Voluntary committed cost sharing is a cost associated with a sponsored project and supported with University and/or other non-sponsored funds that were detailed in the proposal but were not required or funded by the sponsor. Some common examples include the following:|

|A percentage of effort of faculty or senior researchers included in a proposal budget or stated in the text of the proposal for which no compensation or only partial compensation was requested.|

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|Voluntary Uncommitted Cost Sharing|

|Voluntary uncommitted cost sharing is a cost associated with a sponsored project that was not committed in the proposal or in any other communication to the sponsor. This includes effort of faculty or senior researchers that is over and above that which is committed and budgeted for in a sponsored agreement. Some common examples include:|

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Also see

related training, related policies

Was this article helpful? Please feedback

Yes

No
Staff/RA

Cost Share Policy

This policy applies to all individuals who commit to cost share funds in sponsored funding proposals and agreements. Such agreements may derive from both federal and non-federal sponsors. It covers the university cost share policy, procedures, responsible parties, and more.

Purpose

Boston University receives substantial funding from the federal government and other sources in the support of sponsored programs. These funding sources may require cost sharing or matching by the University. Cost sharing is a financial commitment by the University toward the total cost of a project from a source other than the granting organization. Cost sharing of expenses must be treated in a consistent and uniform manner when preparing proposals, requesting University approval, negotiating awards, transferring cost shared funds, and financial reporting to Sponsors.

All employees involved in cost sharing must understand the process and implications of the cost share commitment in order to determine when cost share is appropriate and how to accurately record and report cost share expenses.

Definitions

Mandatory Cost Sharing: Mandatory cost sharing is funding that requires a university contribution toward the project as a condition of receiving the award. Mandatory cost sharing may be a specific dollar amount, a fixed percentage of the costs requested from the sponsor, or the amount may not be specified.

Voluntary Committed Cost Sharing: Voluntary committed cost sharing is a cost associated with a sponsored project and supported with university and/or other non-sponsored funds that were detailed in the proposal but were not required or funded by the sponsor. Some common examples include:

- A percentage of effort of faculty or senior researchers included in a proposal budget or stated in the text of the proposal for which no compensation or only partial compensation was requested.
- The purchase of equipment for the project, identified in the proposal, for which no funds or only partial funds were requested.

Certain sponsors, notably the National Institutes of Health (NIH), impose a limit or “cap” on the annual rate of salary reimbursement for a given amount of effort. According to the OMB Uniform Guidance (200.306, the difference between the reimbursable salary (“capped amount”) and the non-reimbursable salary is no longer considered voluntary committed cost sharing and is therefore outside of the scope of this policy. All salaries over the cap will be tracked separately as part of the Effort Reporting Policy located here.

Voluntary Uncommitted Cost Sharing: Voluntary uncommitted cost sharing is a cost associated with a sponsored project that was not committed in the proposal or in any other communication to the sponsor. This includes effort of faculty or senior researchers that is over and above that which is committed and budgeted for in a sponsored agreement. Some common examples include:

- Donated faculty effort on a sponsored project over and above the effort identified in the proposal or award.
- Academic year effort on a sponsored project for which only summer salary was proposed, if the effort was not listed either on the budget page or described in the body of the proposal.

Voluntary uncommitted cost sharing should not be reported on time and effort sheets.

NIH training grants, for example, fall within the category of voluntary uncommitted cost sharing. The NIH does not require the University to contribute cost share funds to supplement the student’s stipend and tuition to the institutional standard level; yet we recognize that these are, in fact, very real costs for the University in support of its graduate students and programs.

In-kind matching: Some sponsors that award funds to the university insist that those funds be matched in some proportion with funds from another party, either from the university or another sponsor. Matching may be in the form of actual cash expenditure of funds or be an “in-kind” match, which is the value of non-cash contributions to the project. In-kind or matching contributions made by a party other than BU require documentation from that third party supporting the use of the funds as in-kind matching and may require a certification of fair market value. How third parties are involved in providing these contributions can be reported in the cost share section of the cost share form. Both cash and in-kind matching must be reported and documented as cost share.

Related Forms & Documents

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Also see related training, related policies

Was this article helpful?  Press feedback

[Yes]  [No]
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VOLUNTARY COMMITTED COST SHARING: Voluntary committed cost sharing is a cost associated with a sponsored project and supported by the University and/or other non-sponsor funds that were detailed in the proposal but were not required or funded by the sponsor. Some common examples include the following:

- A percentage of effort of faculty or senior researchers included in a proposal budget or stated in the text of the proposal for which no compensation or only partial compensation was requested.
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Certain sponsors, notably the National Institutes of Health (NIH), impose a limit or “cap” on the annual rate of salary reimbursement for a given amount of effort. According to the NIH Uniform Guidance (2020), the difference between the reimbursable salary (“ceiling amount”) and the non-reimbursable salary is no longer considered voluntary committed cost sharing and is therefore outside of the scope of this policy. All salaries over the “cap” will be tracked separately as part of the Effort Reporting Policy located here.

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IN KIND MACHING: Some sponsors that award funds to a university insist that those funds be matched in some proportion with funds from another party, either from the university or another sponsor. Matching may be in the form of actual cash expenditure of funds or may be an “in-kind” match, which is the value of non-cash contributions to the project. In kind or matching contributors made by a party other than BU require documentation from that third party supporting the use of funds as in-kind matching and may require a certification of fair market value. How third-party funds are used as in-kind matching is outside the scope of this policy and is governed by the terms of the sponsor.

Related Forms & Documents

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Also see: related training, related policies
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- Salaries over the “cap” for an amount of effort exceeding the extended effort identified in the proposal or award.

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Related Forms & Documents

Here are some related forms and documents that might be useful:

- [Lorem ipsum dolor sit amet](#) [1/2/2024]
- [Lorem ipsum dolor sit amet](#) [1/2/2024]
- [Lorem ipsum dolor sit amet](#) [1/2/2024]
- [Lorem ipsum dolor sit amet](#) [1/2/2024]

Also see related training, related policies

Was this article helpful? Please provide feedback.

Yes  No
Task 8

You’re applying for a grant and need information on developing a budget – where would you click to find information on that?
# Project Lifecycle

On this page: Finding Funding, Preparing a Proposal, Proposal Review & Submission, Award Review & Acceptance, Setting up an Award, Managing an Award, Doing Research, Closing out an Award.

## Finding Funding

**Overview:**
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**Popular Pages:**
- Sources of Support Overview
- OITD Funding Sources

## Preparing a Proposal

**Overview:**
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**Popular Pages:**
- Writing your Proposal
- Helpful Tips
- Budgeting

## Proposal Review & Submission

**Overview:**
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**Popular Pages:**
- Proposal Package for UBP
- Review & Approved Process
- Research Administrator Proposal Review

## Award Review & Acceptance

**Overview:**
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**Popular Pages:**
- Negotiation of Industry Agreements
- Signature Authority
- Determining Gifts vs. Sponsored Agreements

## Setting up an Award

**Overview:**
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**Popular Pages:**
- Advance Award Request
- Award Invoicing and Distribution
- Award Setup

## Managing an Award

**Overview:**
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**Popular Pages:**
- Cost Overruns
- No Cost Extensions
- Program Income

## Doing Research

**Overview:**
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**Popular Pages:**
- Financial Disclosure

## Closing out an Award

**Overview:**
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**Popular Pages:**
- Financial Closeout

## Technology Development

**Overview:**
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**Popular Pages:**
- Portfolio of Technologies
- Confidentiality Agreements
- Intellectual Property Protection

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Feedback - Mailing List
Task 9

You want to expose the full site menu, where would you click to expand the menu?
Welcome to Research Support


Search Research Support

Helping you through the entire project lifecycle


- Finding Funding
- Preparing a Proposal
- Proposal Review & Submission
- Award Review & Acceptance
- Setting up an Award
- Managing an Award
- Doing Research
- Closing out an Award
- Technology Development

Find what you’re looking for

I’m a(n)...

Researcher/PI  Administrator  Post Doc

Recommended for You

- Find Funding
- Where is my action or request?
- What do I need to stay compliant?
- Explore Core Facilities
- View Grant Expenses
- Who do I contact?

Third-party systems

- Research Information Management System (RIMS)
- KualiCoeus
- INSPIR II
- Blackboard

Have questions or comments?


Reporting Concerns

Emergency Response Plans

Contact Directory

Feedback - Mailing List
Welcome to Research Support

Helping you through the entire project lifecycle

Finding Funding | Award Review & Acceptance | Doing Research
Preparing a Proposal | Setting up an Award | Closing out an Award
Proposal Review & Submission | Managing an Award | Technology Development

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