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**From:** Asirra Suguitan  
**Sent:** Wednesday, July 24, 2024 12:15 PM  
**To:** Alissa J Rackstraw; Ana E Kafie; Andrea A Gonzales; Cheryl Gerry; Cherysa P Cortez; Cindy I Williams; Elizabeth Tatum; Eric Latham; Jennifer V Farias; Kim McDade; Laura M Manor; Luisa L Levario; Maria Aldana; Sally Tavizon; Shelley N Gupta; Veronica Ruiz  
**Cc:** emf@ucr.edu  
**Subject:** Important: Fiscal Year 2024 Cost Sharing Reporting Requirements

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear CFAOs,

Please share with your teams as appropriate.

**Action Item: Report FY2024 Cost Share on Manual form for Costs Not Recorded in Project Portfolio Management (PPM), Project -099 Due by August 30, 2024**

We apologize for providing the Cost Sharing Guidance late for FY2024. Therefore, a manual workaround has been created to track these costs. Please use the [Manual Cost Sharing Contribution Form](#) to report cost share for fiscal year 2024 (through 6/30/2024) that was not recorded in PPM (project -099). The beginning budget balance for FY2025 (7/1/2024) will be calculated using the total commitment amount less the commitment fulfillment. Your assistance in providing this form is required to ensure our calculation accurately reflects the remaining unfulfilled commitment amount for the project. Note, FY2024 and prior fiscal year costs reported on this form will not show in project – 099.

As previously communicated, please review the [Cost Sharing guide](#) to ensure compliance with award terms and conditions.

**Form Navigation:**

- The first tab contains instructions and examples of Looker Payroll/Finance data to be submitted as backup.
- The second tab is the cost sharing contribution form to be submitted to EMF for reporting FY2024 undocumented cost share.

This form will also be used for cost share tracked outside of PPM (e.g., 3rd party match/in-kind, unrecovered indirect cost, GAANN fellowship awards, etc.).

**Next Steps:**

- Email completed forms to [EMF@ucr.edu](mailto:EMF@ucr.edu) with the subject title “FY2024 Cost Share Report – Department Name.”
- EMF will calculate the unfulfilled cost share commitment balance as of 6/30/2024 and enter the starting balance (if applicable) as of 7/1/2024 into PPM (project -099).
- Beginning FY2025 cost share expenses must be recorded in project – 099 if appropriate.

For questions about cost sharing guidelines or the process for reporting FY2024 cost share not recorded in PPM, please contact EMF at [EMF@ucr.edu](mailto:EMF@ucr.edu).

Thank you in advance for your cooperation.

Sincerely,

***Asirra Suguitan***

Associate Vice Chancellor and Campus Controller  
Business & Financial Services

<http://bfs.ucr.edu/>

