

Clerical Staff: Editing Cost Share Commitments-Quick Guide

- 1 Click on **Central Office Data** from the Activity Center.
- A new window will open to review questions 1-13 while scrolling down to question 14.
- Click **+Add** tab to create new cost share commitments.
- Fill in new commitments or edit current as needed.
- Click **OK** when finished.

Cost Share spreadsheets are found in the Attachments tab of the Funding Proposal Workspace. There may be multiple files.

