

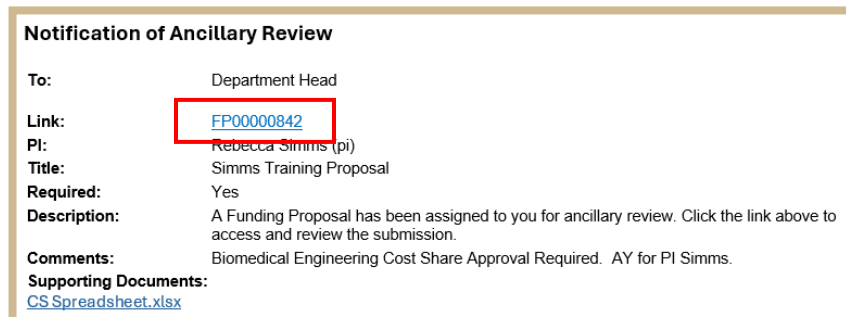
Approve Cost Share & Salary Cap

Department Heads and Deans will document approval in PERA for cost share and salary cap via Ancillary Review. Cost share negotiation will occur via email outside of the PERA system. Once all parties have approved the cost share commitments, the Pre-Award Specialist will request official approval. For proposals where Salary Cap applies, approvals will also be done in PERA.

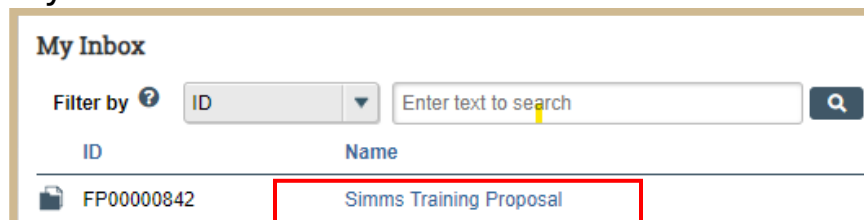
To notify of required approvals, an e-mail notification will be sent, the project will appear in the Dashboard Inbox, and the Submit Ancillary Review activity becomes available in the Funding Proposal Workspace.

Access the Funding Proposal:

Option 1: From the system generated email, click on the Funding Proposal link.



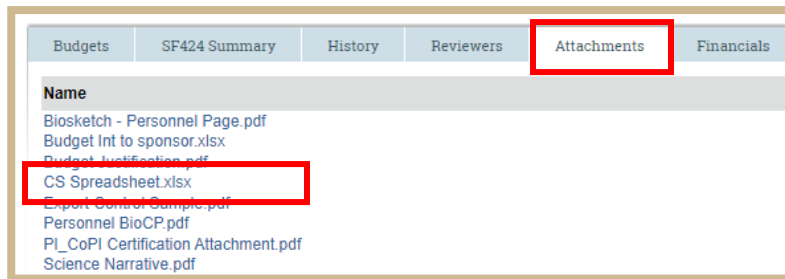
Option 2: Select the name of the proposal from the Dashboard > My Inbox or My Reviews tab.



Review the Cost Share or Salary Cap Spreadsheet. If this is a cost share approval, this is a copy of the Spreadsheet that was used for the negotiation.

Option 1: Review the comments and spreadsheet provided in the email.

Option 2: From the Funding Proposal Workspace, click the **Attachments** tab to review the CS Spreadsheet or CS SalCap Spreadsheet.



The **Attachments** tab will list all proposal documents. Open the spreadsheet by clicking on the link.

Submit Ancillary Review

Draft

Next Steps

Edit Funding Proposal

Printer Version

COI Disclosure Status

Submit Ancillary Review

Submit Ancillary Review

Unless you have permission to access the project, upon submitting your review, you will be prompted to log in.

1. Select the Review you are submitting:

Organization	Person
<input checked="" type="checkbox"/>	Jenny Siemers Test

2. * Do you accept this submission? [?](#)

☐ Yes ☐ No [Clear](#)

3. * Is the ancillary review complete? [?](#)

☐ Yes ☐ No [Clear](#)

4. Comments: [?](#)

5. Supporting documents: [?](#)

[+ Add](#)

Name
There are no items to display

1. From the Funding Proposal Workspace, select "Submit Ancillary Review" from the activity list.
2. A new page will open.
3. From this new page, select the Ancillary Review to be submitted.
4. Select **Yes/No** for questions 2 and 3.
5. Add Comments and Supporting Documents if applicable.
6. Select **OK**, the Ancillary Review is complete.



NOTE: Comments and Documents uploaded to the Ancillary Review become a permanent record in the Funding Proposal.