COST SHARE APPROVER GUIDE

How to Use this Guide

This guide will show a person how to review and approve or request a resubmission on a cost share form within RES.

The cost share form approvals are required for a PI to be able to include the cost share within a proposal. The fully approved cost share form is required before a PI may submit a proposal to a sponsor.
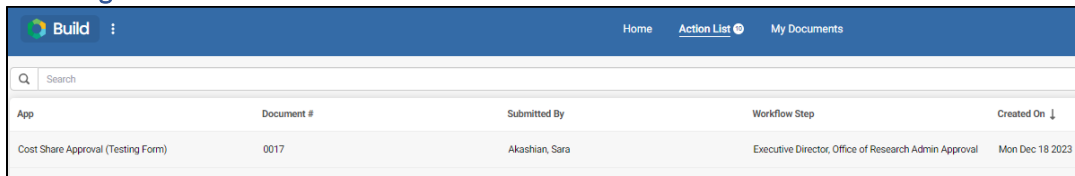
1. Once the cost share form is completed and submitted, the required approvers can get to the form two different ways:

   a. Approvers will receive an email and can click the "View Task" button within the approval email to be brought directly to the cost share form.

   The email will come from *no-reply@mail.kualibuild.com* and the subject line will be, "*You have been assigned a TASK: Cost Share Approval*". The email will describe what action needs to take place.

   b. Approvers can go to https://uml.kualibuild.com/ and click on their Action List tab.

   c. The action list will display all form approvals they need to complete. They can choose the form and begin their review.

2. Review the cost share form and all included attachments (For example - internal budget (required), third party cost share commitment (if applicable), VCRI Cash approval (if applicable)

3. Approve

   If approved, navigate to the appropriate place for signature based on your role and click "Sign this Form." This brings up an additional screen which allows you to type or draw your name and click "Save".

   You **must** then click "Marked as Complete," add any necessary comments and click "Complete". You have now successfully approved the cost share form.

4. Send Back

If not approved or there are questions regarding the cost share, the Send Back button can be used.

Click "Send Back," choose where you want to send, add comments, and click "Send Back."
- **Form Submission** – This sends the cost share form back to the person who created the form. This may or may not be the PI, if an administrator created the form.
- **Principal Investigator** – This sends the cost share form back to the Principal Investigator.
- **GCA** – This sends the cost share form back to the Grants and Contracts Administrator.

The cost share form is now back with the submitter and can be revised and resubmitted.