Using the Cost Calculator to complete the Summary of Outcomes proforma
Guidance for Awarding Authorities

Purpose

Feedback received during previous contribution reward exercises indicated that a number of Awarding Authorities collate multiple cost calculator spreadsheets from their institutions into a single summary of outcomes pro-forma for return to Human Resources.

In order to make this process easier, the cost calculator (which is completed by institutions) has two additional tabs titled ‘Awarding Authority use only’ that automatically populate from tabs completed by the institution, but in the same format as the summary of outcomes pro-forma. Awarding Authorities are then able to copy the information from the pre-populated tabs into a single summary of outcomes proforma.

Guidance

1. Open the cost calculator spreadsheet (sent by each Institution)
2. Highlight the rows of data to be copied from the ‘Awarding Authorities use only’ tab
3. Right-click and select 'Copy'
4. Open the 'Summary of Outcomes' spreadsheet (available here)
5. Highlight the first row without data (on the relevant tab for either Contribution Increments or Single Contribution Payments)
6. Right-click and select 'Paste special'
7. Choose 'Values' and press 'OK'

Awarding Authorities will then be required to complete the remaining columns before submission.