Cost Calculator Guidance - Contribution Increments

General guidance

Institutions should:

1. Refer to the scheme guidance available here before using the cost calculator.
2. Record details of all cases, including unsupported cases (ideally using the eligibility report to copy data and paste into the cost calculator to reduce manual typing)
3. Send the completed cost calculator to the relevant Awarding Authority, along with the completed proposal forms (PD30a and PD30b).

Purpose of the calculator tool

This spreadsheet has been designed as an aid to help institutions estimate the in-year cost of contribution increments, including on-costs. The costs are based on the assumption that all assistant staff participate in the CPS pre-2013 (exchange) pension scheme and that all Academic Related staff participate in the USS (exchange) pension scheme.

Depending on the staff type and spine point of the member of staff before and after they receive any proposed increase the spreadsheet calculates the total additional estimated cost to the institution of the proposal in the current financial year. This is given in the Estimated Cost column. Please note that costs are scaled by the FTE entered for the individual and then by a factor of 7/12 to reflect the fact that the costs to be borne in the financial year ending 31 July are seven twelfths of the annual cost. The total estimated cost of all supported proposals is given at the top of the work sheet.

Completing the sheet

1. Staff data is available in the Listings of Eligible staff sent electronically to institutions as part of the launch of the scheme and Institutions are encouraged to copy information from csv document to the cost calculator to reduce the need for manual typing.
2. Begin by completing the leftmost cell in Row 1. Fill out all the columns in that Row from left to right
3. When you have successfully completed the Row the Estimated Cost column will contain an amount and the line errors column will be blank.
4. Work through the spreadsheet filling out consecutive rows one at a time. The estimated cumulative cost of your supported proposals in the current financial year will be shown in the sheet header and will automatically update as you enter data.

Line errors and their resolution

As and when you enter any invalid data the Line Error cell of that row will turn red and display a message indicating what the error is (see below for error messages and their resolution)

Line error message	Resolution
Staff Type must be completed	On-costs such as pension costs vary according to whether an employee is in the Assistant or Academic Related category. The staff type should be completed.
FTE must be completed	The full time equivalent for the member of staff must be completed to calculate the cost.
Spine point not available for this grade/staff type.	The point you have selected is not available for this grade or staff type - consult the single salary spine chart. Assistants are in Grades 1-8 and Academic Related Staff in Grades 5-11 (Grade 12 staff are not eligible for contribution awards under this scheme.

Advice and support

If you have any queries or feedback please contact ContributionRewardScheme@admin.cam.ac.uk