

Contribution Reward Scheme: Guidance for Awarding Authorities using the Cost Calculator to complete the Summary of Applications proforma

1. 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 applications pro-forma. Awarding Authorities are then able to copy the information from the pre-populated tabs into a single summary of applications proforma.

2. 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 Applications' 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 must then complete the remaining columns ("Supported or Not Supported by Awarding Authority" and "Level of Single Contribution Payment Awarded (%)")/"Number of Increments Awarded" before submission.

In addition, for Single Contribution Payments, Awarding Authorities may need to complete the "Cost Code of Award" column. However, for the 2022 scheme year, there is a central fund available for Chest-funded SCPs. Therefore, this column only needs completing if:

- The award is for an individual in a non-Chest funded role, and is being funded differently to their normal salary payments
- The award is for an individual in a Chest-funded role, but only if the Awarding Authority has already exceeded its central budget for SCPs, and the award is being funded differently to the individual's normal salary payments

3. Advice and support

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