### 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 ‘Awards 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 pro-forma.

### 2. Guidance

1. Open the cost calculator spreadsheet (sent by each Institution)
2. Highlight the rows of data to be copied from the ‘Awards Authority 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, in circumstances when the payment is being funded by sources different to their normal salary.

### 3. Advice and support

If you have any queries or feedback please contact [ContributionRewardScheme@admin.cam.ac.uk](mailto:ContributionRewardScheme@admin.cam.ac.uk)