

Please note that it is the University's policy to provide cost sharing only when required by agency guidelines or delineated in specific program announcements or necessary due to the competitive nature of the proposal.

DEFINITIONS

Mandatory Committed Cost Sharing: That portion of the University contribution to a sponsored project which is required by the terms of that project.

Voluntary Committed Cost Sharing: That portion of the sponsored project which the University contributes to a project at its own initiative. If this cost sharing is included in the award, it should be documented and reported as mandatory cost sharing. Voluntary committed cost sharing should be reasonably and prudently offered, considering the PI's other commitments of time. A common example of voluntary sharing is a faculty member who works on a sponsored project, but is not paid by the project. Faculty may contribute up to 25% time on all sponsored projects without prior approval.

Federal Requirements for Cost Sharing:

Federal regulations regarding cost sharing are found in OMB Circular A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations" (A-110). Subpart C, Section .23 states in part; (a) All contributions, including cash and third party in-kind, shall be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the following criteria.

1. Verifiable from recipient records.
2. Not included as contribution for any other federally assisted program.
3. Necessary and reasonable for any other federally assisted program.
4. Allowable charges under applicable cost principles.
5. Not paid by another federal award (except as authorized by statute).
6. Provided for in the approved budget when required by the federal awarding agency
7. Conform to others provisions in OMB A-110 as applicable.

(b) Unrecovered indirect costs may be included as part of cost sharing or matching only with the prior approval of the federal awarding agency...

Matching usually involves a University contribution of hard dollars/funds specifically appropriated for and allocated to the project.

In-kind contributions represent the value of non-cash contributions provided by the University or non-Federal third parties. When such contributions benefit a sponsored project, they generally may be counted as cost sharing. However, property purchased with Federal funds may be contributed to a Federally sponsored project only if authorized by Federal legislation. Typical examples of in-kind contributions are services provided by volunteers and contributed time.

Third-party cost sharing is that which is provided from entities outside the University.

Contributed Effort is the time contributed by the PI to the project for which he/she is not paid.

A PI may contribute up to 25% time during the academic year without prior approval.

Percentages above that amount would have to be approved by the Chair, Dean, or appropriate administrator.

Principal investigators (PIs) are responsible for seeing that the cost sharing commitments are met and providing appropriate documentation to the Contracts and Grants Section of the Office of Accounting. The PI is responsible for obtaining appropriate documentation from the providers of third-party cost sharing. This documentation must be sent to Contracts and Grants.