



Policy Name	Cost Sharing/Matching Funds
Policy Number	12000.003
Effective Date	May 23, 2017
Administrative Division	Division of Research and Federal Relations
Unit	Division of Research and Federal Relations
Revised Date	Click here to enter text.

1.0 Policy Statement

The University will fulfill all cost sharing/matching obligations outlined in approved budgets, terms and conditions of awards issued to the University. Cost sharing commitment required by the sponsor must be approved prior to the submission of a proposal by the appropriate department head of the Principal Investigator and the source of funding for the cost share must be identified. These costs will be reported in the financial report to the sponsoring agency as required by the sponsoring agency.

2.0 Purpose

The policy will outline the University adherence to the federal regulations regarding the consistent and uniform manner of fulfilling and reporting cost sharing requirements as stipulated in the proposal and the terms and conditions of awards.

3.0 Definitions

- 3.1 Cost Sharing/Matching Funds – financial support contributed by the University for project costs that are not reimbursed by the sponsored.
- 3.2 In-kind –non-cash contribution of time or resources from the University that may be in the form of effort, equipment or supplies.
- 3.3 Mandatory Cost Share - Project costs that are not paid by the sponsor and are required as a condition of the award or project.
- 3.4 Voluntary Committed Cost Sharing - Costs specifically pledged on a voluntary basis in a University proposal and specifically included in the award budget.
- 3.5 Voluntary Uncommitted Cost Sharing – Contributions to the project that were not required or included in a proposal submitted to a funding agency.

4.0 Additional Information

- 4.1 The principal investigator is responsible for ensuring that all applicable cost share transactions are properly recorded and reported to the Unit of Grants and Contracts.

- 4.2 All mandatory and committed cost sharing must be reported to the sponsoring funding agency as unreimbursable cost to the agency.
 - 4.3 Unless specifically required by the sponsoring agency, the inclusion of voluntary committed cost sharing in the budget of a proposal is discouraged.
 - 4.4 All cost sharing commitments must be submitted in writing and approved by the appropriate administrators prior to the submission of any proposal that included cost sharing.
 - 4.5 Cost share included in a proposal should be stated as a percentage of total cost.
 - 4.6 The Unit of Grants and Contracts must ensure that adequate documentation is provided to support cost share reported to the funding agency.
 - 4.7 The Principal Investigator must maintain records of all project related costs, which supports cost share.
- 5.0 Employee Adherence
- Employees are required to adhere to these guidelines. Willful disregard of this policy shall be considered non-compliance and may result in a formal reprimand up to and including termination. The information stated in this policy pertains and applies to applicable employees, departments and funding sources of the University.