

# STOCKTON UNIVERSITY

## PROCEDURE

Grants and Contracts Cost Sharing (Matching)
Procedure Administrator: Controller Authority: OMB Circulars A133, A-21, A-110 Effective Date: April 7, 2014 Index CrossReferences: Procedure No. 6701 – Grants and Contracts Cost Transfer Procedure File Number: 6700 Approved By Herman J. Saatkamp, Jr., President

### Purpose of the Procedure

The purpose of this procedure is to provide direction and process for proposing and contributing cost share or cost matching funds on externally funded grants and contracts. This procedure provides guidance to ensure best practices in fiscal management grants and contracts and to meet requirements of sponsors' terms and conditions, federal and state regulations, and University policies and procedures.

### Procedures

#### Pre-award(Proposal Stage)

Cost sharing utilizes University resources, and as such requires approval from the appropriate offices prior to the submission of a proposal to an external funder. Cost Share and a funding source must be identified on the transmittal and approval form. The following criteria should be met for resources to be considered cost share:

- The actual expenditure is verifiable
- Expenses are not included as cost share on another grant or contract
- Expenses are necessary and reasonable for the project and are directly related to the project
- Expenses are allowable and allocable on the project
- Expenses are not funded by another grant or contract without agency approval
  - o Please note that federal funds cannot be used to pay for cost share expenses
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It is the Project Director's/Principal Investigator's (PD/PI's) responsibility to identify cost sharing resources prior to proposal submission and for obtaining the approving signature of the Dean/Budget Unit Manager for each funding source identified on the internal transmittal and approval form.

#### Post Award (After an Award is made)

If cost share or match is included in a proposal that is funded by a sponsor, the University becomes obligated to the commitment in the proposal and is required to document the cost share. Cost share expenses must be separately budgeted and recorded in grant match funds. It is the responsibility of the PDI to ensure that the appropriate cost share expenses are recorded in the grant match fund and the cost sharing commitment is fulfilled within the performance period of the award. Salaries should be charged to the appropriate accounts as the work is performed on the project. If the need arises for expenses to be transferred to a cost share fund after the original posting date, the University's Cost Transfer Procedure should be followed.

At the time of the award, it is the responsibility of the PDI to provide information on the source of funding for the proposed cost sharing commitment to the Grants Office via the Cost Sharing Approval Form. This form will contain the following:

- The source of funding for the cost share (including Banner FOAPL)
- Detailed cost share budget
- Approval signatures associated with the funding sources (Dean/Budget Unit Manager)
- PI's signature certifying that (s)he understands the cost sharing responsibilities

Once information is received from the PDI, the Grants Office will include a grant

It is the responsibility of the Controller's Office to ensure the

## Un-allowable Cost Share Expenditures:

### 1. Unallowable costs in ~~A~~1

Costs that are defined in OMB Circular ~~24~~ as unallowable to be directly charged to a grant or contract are also unallowable to be charged and reported as cost share grant or contract.

### 2. Expenditures on a federally funded grant or contract

If an expense is charged and recorded to a federally funded grant or contract, the expense cannot be proposed in another grant or contract. Expenses paid for with federal funds are not eligible to be proposed as cost share or match on another grant or contract. Costs charged to a no dy <</MCID 11 >>BDC 0.004 Tc8.3(8004 Tc 0.045 Tw [(21)8.