

## 503-007-A: Cost Sharing Procedure

This procedure implements CSU systemwide policy for Sponsored Programs Administration: [Sponsored Programs Cost Sharing Policy](#) (ICSUAM #11003.07).

### Summary

In compliance with the above referenced policy, it is the responsibility of the principal investigator (PI) to ensure that the cost-match requirements of their project are met, with oversight and monitoring by the University Corporation's Post-Award Administration staff. Throughout this document, the terms cost share (sharing) or cost match (matching) are interchangeable. Both terms represent an official commitment on behalf of CSU Monterey Bay and the University Corporation (Corporation) to contribute non-federal resources (cash or in-kind) to an externally sponsored project.

### Process

Cost share commitments should only be made when required by the sponsor and then only to the extent necessary to meet the specific requirements of the funding agency. When an exception is needed and Voluntary Cost Share is committed by the campus, it must be included in the proposal with an internal justification and approved via the internal routing process.

1. When a proposal is developed and the sponsor requires a cost-sharing commitment on behalf of the institution (i.e. mandatory cost sharing), the University's internal proposal review form with the cost sharing commitment identified is routed for approval. If funded, the signatures of the principal investigator/project director (PI), department chair/dean and the sponsored programs director indicate that they agree to meet the requirements.
2. It is the responsibility of the PI or the PI's designee to review and authorize cost-shared expenditures. This review includes the determination that the charges are incurred within the project period and are allowable, reasonable, allocable and directly support the scope of work for the sponsored project, in accordance with 2 CFR 200.403-405.
3. The Corporation Post-Award Administration will prepare a Cost Share Worksheet for each academic period for review and certification by the PI. Cost-shared effort is also included on the Corporation's Effort Certification Statement, under the source funding the cost-shared effort.
4. Internal Review and Reporting of Cost-Shared Expenditures:
  - a. The Corporation's Post-Award Admin will review cost-shared expenditures for compliance with Corporation/CSU procedures/policies, applicable federal regulations and sponsor requirements.
  - b. The Corporation and the PI share the responsibility of exercising stewardship over externally funded projects in accordance with procedures, policies and regulations, including those relating to monitoring of direct, grant and cost-shared expenditures.
  - c. At the end of the project period, the Post-Award Admin is responsible to the sponsor for the financial reporting on the project including cost-sharing commitments, when applicable. The amount of detail required in reporting cost share will vary by sponsor, but at a minimum, the Post Award Admin will use the Cost Share Worksheet to ensure that the cost sharing commitment has been met.

### Roles & Responsibilities

**PI:** The PI is responsible for:

1. Securing cost-share funding source, if applicable, at time of proposal review/approval.
2. Provide justification for Voluntary Cost Share.
3. Ensuring that cost-shared expenditures are allowable, reasonable and allocable to the sponsored project.
4. Certifying the Corporation's Cost Share Worksheet timely.

**Dean (or other administrator):** The Dean or designee is responsible for approving any University cost-share commitment, including providing assigned time if included in the proposal as committed cost share.

**Corporation, Post-Award Admin:** Post-Award Administration is responsible for:

1. Working with the PI, as needed, to ensure that cost-share requirements are met.
2. Preparing the Cost Share Worksheet for PI certification each academic term.
3. Reviewing cost-share documentation to ensure compliance with Corporation/CSU procedures/policies and federal regulations, when applicable.
4. Reporting to sponsoring agency, when required in the sponsored agreement.

**SPO:** The Director of Sponsored Programs is responsible for reviewing cost share commitments included in proposals for compliance with Corporation/CSU procedures/policies and with federal regulations, when applicable.

## References

For Definitions, refer to [CSU Sponsored Programs Definitions Policy](#), (ICSUAM #11001.01).

Federal Regulations:

- 2 CFR 200: [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
- Cost Sharing – [2 CFR 200.306](#)
- Cost Allowability/Basic Considerations – [2 CFR 402-405](#)

## Guidelines

Additional Post-Award Administration/Troubleshooting Guidelines:

- 1) Annually and prior to the end of a project period, the Post-Award Admin will review the cost sharing reports to assess if the department is on track (i.e. in relation to the remaining time on the award and the rate of spending on the main award) for meeting all cost sharing requirements. If not on track, the Post-Award Admin will work with the PI to determine how they will meet the cost-sharing commitment. If it appears that the commitment cannot be met, the Director of Sponsored Programs will be informed and determine the appropriate course of action.
- 2) The Post-Award Admin will closely monitor those Funds with significant disproportionate cost sharing obligations remaining and work with the PI to meet these requirements. If the cost sharing obligations are not met by the end of the award, the SP Director will contact the PI and/or Dean to assist with a resolution.