UNT CENG Cost Sharing Policy and Procedure

Yao Zhou
College of Engineering Research Services

Cost Share

- What is cost share?
- What qualifies as cost share?
- UNT Cost Sharing Policy
- UNT Cost Sharing Procedures

Definition

- Cost sharing or matching is the portion of project costs not funded by the sponsor.
- Usually associated with federal grants or cooperative agreements - NOT contracts

NSF Major Research Instrumentation Program (MRI):
-cost sharing of precisely 30% of the total project
cost is required for Ph.D.-granting institutions of
higher education...

Criteria

In order to qualify as cost sharing, costs:

- must be directly identifiable with project
- must represent costs incurred during period of performance
- must be allowable under A-21 and guidelines of funding agency

Cost Share In Proposal

If cost share is shown in proposal:

- It is a commitment of the award.
- It is tracked.
- It must not be included as cost sharing contributions on any other federally funded project.

Types of Cost Share

- Mandatory required by sponsor as a condition of award
- Voluntary offered by the grantee when not specifically required by sponsor

What qualifies as cost share?

- salaries (faculty's academic time)
- associated fringe benefits
- equipment
- supplies
- tuition
- indirect costs associated with these

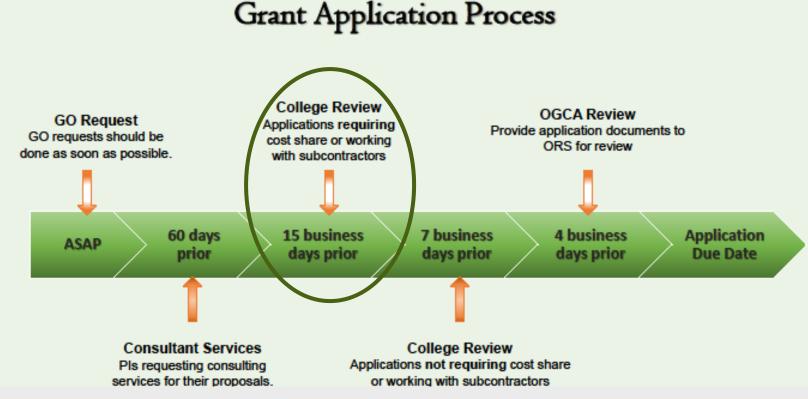
UNT Policy on Cost Sharing

- Cost share should not be included in the proposal unless it is required by the sponsor.(Mandatory)
- If required, do not exceed the amount or percentage identified in the RFP or solicitation (Minimize when possible).
- Cost Share must be approved by the Chair/Dean/VPR.
- Third Party cost share requires a backup account.

UNT Policy on Cost Sharing

Preferred mechanisms for cost sharing

- salaries and fringe benefits
- F&A costs associated with any cost shared direct expense
- Unrecovered F&A costs due to a lowered or waived F&A rate



In the College of Engineering, submit materials directly to the Associate Dean for Research three weeks prior to the agency deadline.

List of materials:

- a. Proposed budget using Budget Builder,
- b. UNT Pre-Award Cost Sharing Form,
- c. VPR&ED Request For Cost Sharing Form,
- d. URL of the grant program to which you are applying
- e. Draft of the proposal (An outline or overview of the proposal may be acceptable)

 Prepare two budget builders: Sponsor BB and Cost Share BB

Total Project Costs =

Grant/Contract Award + Cost-share (Sponsor BB) (Cost Share BB)

 Complete a Cost Sharing Approval form and obtain required approvals

Pre-Award Cost Sharing Form Office of Grants and Contracts Administration (OGCA)		Instructions:	1. Complete one line for each combination of Budget Category, Department, Fund Category, & Fund. 2. Add additional rows by inserting more rows in the spreadsheet. 3. Request for cost sharing from the research office requires completed Cost Sharing Form for VPR&ED.
	PI Last Name:		4. Attach a Budget Builder.
	PI Department:		
University of North Texas	File Number:		

Type of Cost Share/Match	Funding Categories	Cost Sharing Amounts by Year					**Total Cost Sharing Amount	Dept ID	Dept Name	Fund Category	Fund	Authorized Signature for Cost-Sharing Account
A.		Year 1	Year 2	Year 3	Year 4	Year 5				1		
Mandatory	Salaries	12.4114.64				-7417	\$0.00					
Mandatory	Fringe Benefits						\$0.00					164 165
Mandatory	Unrecovered IDC (F	&A)					\$0.00					
		- V2					\$0.00					70
							\$0.00					
							\$0.00					164 165
							\$0.00				,	
	8						\$0.00					76
							\$0.00					
							\$0.00					76
							\$0.00					
	8						\$0.00					76
							\$0.00					
							\$0.00					76
							\$0.00					
							\$0.00					No.
	Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					

^{**} Contingent upon full funding. Any reductions in funding will result in a proportional reduction of cost sharing.

College	Dean's Signature	Date_	
College	Dean's Signature	Date	
College	Dean's Signature	Date	

Thank you!