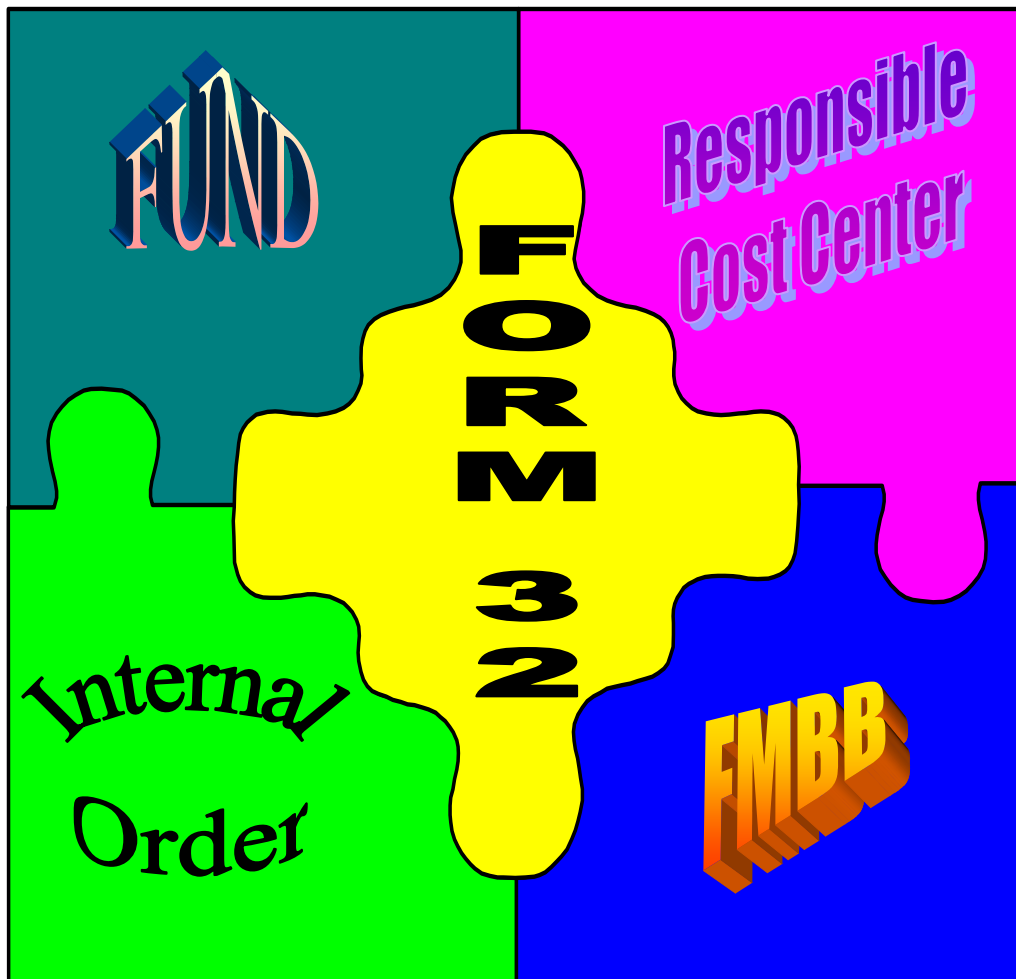


Cost Sharing Guide



Revised

October 2010

Significant Cost Share Changes as a result of the OnePurdue Implementation on 2/6/07

- SPS will no longer establish a 011 fund and transfer funds from the department.
- The Form 32 has been modified slightly to include OnePurdue terms.
- Budget for cost share is established by SPS and is then pushed simultaneously to GM, on the appropriate Sponsored Program, and to FM on the responsible cost center as “Grant Relevant” funded program. Once the budget is pushed to FM “Grant Relevant” a corresponding offset entry automatically occurs in FM on the responsible cost center as “Not-Relevant Grant” funded program.
 - If only one year of a multi-year proposal is awarded, the cost share budget will be established fully for the one year period corresponding to the sponsor award and the remaining years MAY be established in unallocated restricted on the internal (cost sharing) fund. This replaces the establishment of future year commitments (7-9888).
 - If there are multi-sources for the cost share account and the department chooses to have only one Internal Order/Sponsored Program, the department will prepare an FMBB (1008) to transfer the appropriate amount from the department(s) committing the funds. (Ex. VPR, etc.)
- F&A will no longer be budgeted or charged to internal GM funds associated with cost sharing. It will be calculated for reporting and billing purposes. Departments need to be aware of this when doing projections especially for mandatory dollar amount cost sharing commitments.
- When budgeting fringe benefits, if the fringes are funded centrally, SPS staff will prepare an FMBB (1008) and JV, if necessary, to transfer the amount budgeted for fringe benefits from the cost share reserve fund to the appropriate department not- relevant grant general operating fund account.

PROPOSAL

Why Do We Need a Cost Sharing Commitment Document FORM 32?

1. To document support for the Cost Sharing included in Proposal.
2. To expedite the award process.
3. To provide for a consistent process for cost sharing.
4. To document University, Departmental and Memorandum Contributions.
5. To document approval of individual authorized to obligate funds.
6. To identify appropriate fund(s) and responsible cost center(s)
7. To determine budget amount(s) to be established for future years on a fiscal year basis.

LETTER OF CONFIRMATION COST SHARE COMMITMENT

SECTION A

Type of Mandatory Cost Sharing Commitment

Revised (Check if yes) ☐ Percent of Effort _____ Memo Match _____ Percent of Sponsor Award Commitment _____ Dollar Commitment _____

Department Name _____ Responsible Cost Center Number _____

PI _____ Proposal _____ Award _____ COEUS Number _____

Project Period _____ Agency / Sponsor _____

Start Date (xx/xx/xx) End Date (xx/xx/xx) Amount Requested from Sponsor _____

DATES ABOVE SHOULD ONLY BE FOR PROJECT PERIOD 1

SECTION B

Project Period Commitment		Project Period	Year 1		Year 2		Year 3		Year 4		Year 5		Total Cost Share
			12/1/2006	11/30/2007	12/1/2007	11/30/2008	12/1/2008	11/30/2009	12/1/2009	11/30/2010	12/1/2010	11/30/2011	
Budget Category	Fund	Sponsored Class											
Salary & Wages		78210											-
Fringes & Fee Remits*		78280											-
Other Direct Costs													-
Equipment													-
		Subtotal											-
F & A													-
		Total	-		-		-		-		-		-
Project Period Total			-										
Fiscal Year Commitment		Fiscal Year	Year 1		Year 2		Year 3		Year 4		Year 5		Year 6
			12/1/2006	6/30/2007	7/1/2007	6/30/2008	7/1/2008	6/30/2009	7/1/2009	6/30/2010	7/1/2010	6/30/2011	7/1/2011 6/30/2012
Budget Category	Fund	Sponsored Class											
Salary & Wages		78210	-	-	-	-	-	-	-	-	-	-	-
Fringes & Fee Remits		78280	-	-	-	-	-	-	-	-	-	-	-
Other Direct Costs			-	-	-	-	-	-	-	-	-	-	-
Equipment			-	-	-	-	-	-	-	-	-	-	-
		Subtotal	-	-	-	-	-	-	-	-	-	-	-
F & A			-	-	-	-	-	-	-	-	-	-	-
		Total	-	-	-	-	-	-	-	-	-	-	-
Fiscal Year Total			-										

SECTION C

Memo Match Explanation (& grant number if appropriate):

Sponsored Program Manager for Memo Match Account

SECTION D

Approved:
(Signature(s) of person(s) authorized to approve funding source)

Department Head _____ Dean/Director _____ Other (Specify) _____

* Note: The account funding fringe benefit contributions may vary by the fringe benefit chargeability status of the salary & wage funding source. Consult SPS for assistance.

Instructions for Form 32

The Form 32, Letter of Confirmation Cost Sharing Commitment, is an Excel document that has been modified to automatically calculate the commitment by fiscal year.

Formula calculations rely on the data being entered in the correct format.

- Form can be found on SPS website <http://www.purdue.edu/sps/xls/form32.xls>
- The document contains many formulas; to avoid typing over a formula, **enter data in shaded fields only.**

SECTION A

1. At the top of the document, indicate the applicable Cost Share Commitment type(s):
 - Percent of Effort
 - Memo Match
 - Percent of Sponsor Award
 - Dollar Commitment
2. Complete all of the applicable shaded information fields in the document.
3. Start/End Date – Enter **year one** data in xx/xx/xx format so the spreadsheet can place the appropriate project periods in the spreadsheet. The spreadsheet will automatically input 5 project years even if the project is less.

SECTION B (DO NOT INCLUDE MEMO MATCH COMMITMENTS HERE)

4. In the Project Period Commitment section, enter the fund to be used for the cost share commitment. The amounts committed in each project year should be entered as calculated on the COEUS Budget work papers. The Fiscal Year Commitment section will automatically calculate below. If you want a different amount in the Fiscal Year Commitment Table than what has calculated, enter the number over the formula in the cell (i.e. equipment).
5. Verify that the Project Period totals equal the Fiscal Year totals.

SECTION C

6. Attach and explain any documentation for Memo Match. If using an SPS external account (state, industrial, PU/PRF fellowship/assistantships), the signature of the Sponsored Program Pre-Award Manager for the account being used for the Memo Match is required. Signature can be obtained when routing the proposal. The business office should discuss the use of the account as Memo Match with the Sponsored Program Pre-Award Manager **prior** to routing the proposal.
7. Any third party commitments (subcontractors, 3rd party in-kind, SPS external account, etc.) should be stated in the memo match explanation section.

SECTION D

8. Signature(s) of person(s) authorized to approve funding source.

If you have any problems with the Form 32 please contact Sponsored Program Services at 46204.

Expectations for Form 32 at Proposal Time

- Form 32 must be completed for each department making a cost sharing commitment.
- All shaded areas and appropriate signature blocks must be complete for proposal to be submitted.
- The Form 32 is reviewed by SPS to be sure that it is complete and all signatures are received.
- The Form 32 is compared to proposal to make sure that cost sharing and proposal matches.

Expectations for Memo Match at Proposal Time

- Memo match cost sharing must have backup documentation of the cost-sharing source. I.E., a letter from the company providing equipment, or committing an in-kind contribution.
- If the memo match is an SPS external account (state, industrial, PU/PRF fellowship/assistantships), the appropriate SPS Pre-Award Manager must sign the Form 32 after confirming the funding with the appropriate SPS Post-Award Manager.
- SPS reviews the Form 32 and ensures the memo match is documented and attached with the appropriate signatures **prior to submitting the proposal**.
- The Sponsored Program Pre-Award Manager should review the proposal for:
 - Are the funds available (funds can only be used once for matching)?
 - Are the funds allowable as matching under applicable guidelines (i.e., sponsor, agency, OMB A-21)?
 - Have all publication, ownership, or license issues been resolved?
 - Is the project period of the match within the proposal project period?
- The Form 32 must be filed in both the proposal/project and matching account file.

Expectations for Documenting Release Time at Proposal Time

- A department head or appropriate administrator with authority over the principal investigator acknowledges that the individual will be allocated the time necessary to complete the work of the project.
- Release time is granted at the time of proposal by the signature of the department head, or delegated authority, on the proposal submission form.
- SPS staff should review the proposal for release time and ensure proper documentation is placed in the proposal file. Release time only applies when **NO** effort for the PI is budgeted. This can be done by prominently writing VCS on the Proposal Route Sheet to note that VCS is included in the proposal.

Cost Sharing Distribution Process

All cost sharing requires a signed Form 32 at proposal time. The FY commitments from the Form 32 need to be recorded in the Coeus Institute Proposal record. This is done on the *Cost Sharing* tab through cost share distribution.

The pre-award review process will not change. All information to be entered will be obtained from the completed Form 32. Once the proposal is pushed to IP the pre-award reviewer should edit the cost sharing distribution as follows.

Percentage – Not Required, leave blank.

Type

The drop down menu includes seven options:

Salary

Salary Cap

Fringes and Fee Remits

Other Direct Costs

Equipment

F&A

Memo Match (i.e. Subrecipient Match, 3rd party Commitments, Grad School GTS)

Fiscal Year

From Section C of the Form 32 enter the Fiscal Year for all years of the project. For example, FY 08-09 will be entered 2009. This should represent the Purdue University fiscal year increments.

NOTE: If the Form 32 does not show a Fiscal Year breakout for Memo Match, enter the entire Memo Match amount in the 1st Fiscal Year.

Amount

From Section C of the Form 32, enter the corresponding amount for each type by Fiscal Year. The total should match the total from the form 32. The total could be off by \$1 or \$2 due to rounding. If this occurs, an adjustment should be made. In those cases where the Fiscal Year and Project Year match, the Form 32 will add an additional fiscal year due to rounding in the program. If this occurs, the amount will need to be manually adjusted.

Source Account

From the approved acronym list enter the source/unit/department committing to the funding. In some cases, the funds providing the cost share are chargeable for Fringes and F&A, these funds need to be identified as coming from the source/unit/department. For Fringes and F&A funded by the Central Pool, a '9' needs to be added to the end of the acronym. For outside sources, the source account will be the responsible area and a comment should be entered in the bottom comment field to identify the source of the match.

For NIH Salary Cap, the Type selected should be 'Salary Cap' and the Department acronym plus a '9' should be entered for the Source Account.

For unrecovered F&A, the Type selected should be 'Memo Match' and the Department acronym plus a '9' should be entered for the Source Account.

If a project spans over more than one University Fiscal Year, there will be multiple entries of each Type.

It is expected that all cost sharing distribution information will be updated in COEUS within two weeks of the IP record being established. At minimum, all cost share distribution data must be entered prior to month end.

AWARD!!!

Guidelines for Submission of a Revised Form 32

- A new Form 32, with signatures, is required if there has been an **increase** in the cost sharing dollar amount since the proposal was submitted.
- If the fund/center AND the entity authorized to commit funds from the fund/center changes, a new Form 32 is required with the appropriate approvals. I.E. if funding will be provided from a different department.
- Upon receipt of the award, SPS should review the Form 32 submitted with the proposal to determine if a revised document is needed.

Cost Sharing Distribution Process

All cost sharing requires a signed Form 32 at proposal time. The FY commitments from the Form 32 need to be recorded in the Coeus Institute Proposal record. This is done on the *Cost Sharing* tab through cost share distribution.

The pre-award review process will not change. All information to be entered will be obtained from the completed Form 32. Once the proposal is pushed to IP the pre-award reviewer should edit the cost sharing distribution as follows.

Percentage – Not Required, leave blank.

Type

The drop down menu includes seven options:

Salary

Salary Cap

Fringes and Fee Remits

Other Direct Costs

Equipment

F&A

Memo Match (i.e. Subrecipient Match, 3rd party Commitments, Grad School GTS)

Fiscal Year

From Section C of the Form 32 enter the Fiscal Year for all years of the project. For example, FY 08-09 will be entered 2009. This should represent the Purdue University fiscal year increments.

NOTE: If the Form 32 does not show a Fiscal Year breakout for Memo Match, enter the entire Memo Match amount in the 1st Fiscal Year.

Amount

From Section C of the Form 32, enter the corresponding amount for each type by Fiscal Year. The total should match the total from the form 32. The total could be off by \$1 or \$2 due to rounding. If this occurs, an adjustment should be made. In those cases where the Fiscal Year and Project Year match, the Form 32 will add an additional fiscal year due to rounding in the program. If this occurs, the amount will need to be manually adjusted.

Source Account

From the approved acronym list enter the source/unit/department committing to the funding. In some cases, the funds providing the cost share are chargeable for Fringes and F&A, these funds need to be identified as coming from the source/unit/department. For Fringes and F&A funded by the Central Pool, a '9' needs to be added to the end of the acronym. For outside sources, the source account will be the responsible area and a comment should be entered in the bottom comment field to identify the source of the match.

For NIH Salary Cap, the Type selected should be 'Salary Cap' and the Department acronym plus a '9' should be entered for the Source Account.

For unrecovered F&A, the Type selected should be 'Memo Match' and the Department acronym plus a '9' should be entered for the Source Account.

If a project spans over more than one University Fiscal Year, there will be multiple entries of each Type.

It is expected that all cost sharing distribution information will be updated in COEUS within two weeks of the IP record being established. At minimum, all cost share distribution data must be entered prior to month end.

Determination of Responsible Cost Center and number of Internal Orders/Sponsored Programs

When there is cost share associated with an award, SPS staff should always contact the Business Office of the Responsible Cost Center (RCC) for the Grant in determining the appropriate number of Internal Orders (IO)/Sponsored Programs (SP) to be established. The following factors should be considered:

- There can only be one RCC per IO/SP.
- When determining who the RCC should be, the Business Office should take into consideration who is processing the documents to incur expenses.
- For situations where the Grant is a Discovery Park account, credit is determined by the reporting units entered on the SP and not by who the RCC is on the IO/SP.
- If there are multiple sources of funds for an IO/SP, the RCC for the IO/SP will be responsible for doing an FMBB to transfer funds to the appropriate funds center. **SPS staff will confirm with the Business Office these types of situations and through an email disclose the other sources of funds related to the IO/SP.**

Establishment of Budget on Internal Funds

- Budgets should be established based upon the Fiscal Year Commitment periods stated in Section B of the Form 32. Remember if there are multiple sources for an IO/SP, to combine these sections when establishing the budget.
 - Establishment of the budget by fiscal year replaces the future year liability process (7-9888) as the department will have the commitments by fiscal year already budgeted on the appropriate fund. The future fiscal year cost share budget for sponsors who recommend funding for multiple years but only award one year at a time MAY be budgeted in unallocated restricted.
- Contributed F&A is no longer budgeted or charged to internal GM funds associated with cost sharing. It will be calculated for reporting and billing purposes. Departments need to be aware of this when doing projections especially for mandatory dollar amount cost sharing commitments.

The screenshot displays the SAP 'Display Sponsored Program' interface. The 'Misc' tab is active, showing the following fields:

Field	Value
Off Campus	No
Subcontract Plan	No
Valid From Date	08/06/2007
Valid To Date	09/30/2008
Cost Share of Full F&A Rate	No
Cost Share of Unrecovered F&A	No
Cost Share of F&A on Internal Funds	Yes
F&A Rate (for Cost Share of F&A on Internal Funds)	52.500

Cost Share of F&A on Internal Funds: This field is applicable when F&A has been included as a commitment at proposal time on the direct cost portion of the cost share funds.

Example of Budget Established for an Internal Fund

Budget is to be established as follows:

Grant: 100788

Fund: 21030000

SP: 8000019799

Project Period: 7/1/07 – 6/30/08

RCC: 4011015000

Amount: Salary & Wages - \$5,461

Fringe Benefits - \$1,923

Document Number: 0001017726

Check OK

Header Additional Information

Process	Enter	Currency	USD	Document Status	Posted
Grant	100788	Document Date	09/04/2007	Reversal Status	Normal
GM Doc Type	IN	Budget Version	0	Budget Status	Released
Header Description	Increase 8/19799 for c/s for pp 8				
Reason Code					

List View Hierarchy View

Line	Fund	Sponsored Program	Valid from Date	Valid to Date	Sponsored Class	Amount TC	To Allocate	Allocated	Difference	Posting Date	Text
Class Type E						7,384.00					
000010	21030000	8000019799	05/03/2006	03/31/2011	78210	5,461.00	0.00	0.00	0.00	05/03/2006	
000020	21030000	8000019799	05/03/2006	03/31/2011	78280	1,923.00	0.00	0.00	0.00	05/03/2006	

Clear Amounts Show One Distribution off Distribution Automatic Distribution off

Line	FM Area	Fund	Sponsored Program	Sponsored Cla...	Grantee FY	Valid from Date	Valid to Date	Amount	Distribution Key	Commitment Item	Funds Center
								7,384.00			
000010	PUR	21030000	8000019799	78210	2008	07/01/2007	06/30/2008	5,461.00	1	505000	4011015000
000020	PUR	21030000	8000019799	78280	2008	07/01/2007	06/30/2008	1,923.00	1	512000	4011015000

PE1 (1) 100 erpprod08 INS

Example of Budget Established for an Internal Fund (Continued)

The above budget entry in GM Budget actually results in the following entries when the entry is pushed and then saved in GM_CREATE BUDGET DOCUMENT. The following entries are automatically generated *simultaneously* in the OnePurdue system:

- | | | |
|-----|------------------------|-----------------------|
| 1a | Ledger: | GM |
| | Fund: | 21030000 |
| | Cost Center: | 4011015000 |
| | Salary | \$5,461 |
| | Fringe Benefits | \$1,923 |
| | | |
| 1b. | Ledger: | FM |
| | Fund: | 21030000 |
| | Fund Center: | 4011015000 |
| | Funded Program: | Grant Relevant |
| | Salary | \$5,461 |
| | Fringe Benefits | \$1,923 |

A corresponding entry follows in FM as follows:

- | | | |
|----|------------------------|---------------------|
| 2. | Ledger: | FM |
| | Fund: | 21030000 |
| | Funds Center: | 4011015000 |
| | Funded Program: | Not-Relevant |
| | Salary | \$-5,461 |
| | Fringe Benefits | \$-1,923 |

Entry #2 results in a reduction of budget on Funds Center 4011015000 for the amount of the salary and fringe benefits. This entry is noted as a BAPI-ED application in FMEDDW and is system generated (entry is equivalent to the 1008 originally done in legacy).

FM Budget Document (FMBB) to Transfer budget from Cost Share Reserves to the Department

If the source fund is not chargeable for fringes an FM budget document (FMBB) will be required to offset the negative entry to the department's fund center. The entry associated with the FMBB for the previous example looks as follows:

Ledger: FM

Fund:	21030000
Funds Center:	4011015000
Grant:	Not-Relevant
Funded Program:	Not-Relevant

Fringe Benefits	\$1,923
-----------------	---------

Fund:	21019000 (Cost Share Reserve Fund)
Funds Center:	4099014001 (Cost Share Reserve Funds Center)
Grant:	Not-Relevant
Funded Program:	Not-Relevant

Fringe Benefits	\$-1,923
-----------------	----------

Budget adjustments throughout the life of the project will result in a corresponding budget transfer from or to cost share reserve.

Cost Sharing Attributes

Contributed F&A Fields (SP – Additional Data tab (Misc))

The contributed F&A fields should be completed as appropriate:

1. Cost Share of Full F&A Rate: This field is applicable when the sponsor does not allow F&A on sponsor (external) funds but specifically states in the agreement or guidelines that the University full F&A rate can be counted as cost share.
2. Cost Share of Unrecovered F&A: This field is applicable in situations where the sponsor allows an F&A rate less than the appropriate University full F&A rate on sponsor funds and they specifically state the differential can be counted as cost share (Ex. Research on-campus project (52%) and sponsor limits F&A to 20% - the difference – 32% would be counted as cost share).
3. Cost Share of F&A on Internal Funds: This field is applicable when F&A has been included as a commitment at proposal time on the direct cost portion of the cost share funds.

The screenshot shows the SAP 'Display Sponsored Program' interface. The 'Misc' tab is selected under 'Additional Data'. The 'Multidisciplinary Reporting' section contains the following fields:

Field	Value	F&A Rate
Off Campus	No	0.000
Subcontract Plan	No	0.000
Subrecipient		
Valid From Date	08/06/2007	
Valid To Date	09/30/2008	
Cost Share of Full F&A Rate	No	0.000
Cost Share of Unrecovered F&A	No	0.000
Cost Share of F&A on Internal Funds	Yes	52.500

The taskbar at the bottom shows the Start button, several open applications including 'Inbox - Micros...', 'CS07 guide.DO...', 'Finance - SAP ...', 'SAP Logon Pad...', and 'Display Spon...', along with the system clock showing 2:06 PM.

Grant Master Data – Reference Tab (2)

Memo Match – used to track whether Memo match cost share is applicable to the **Grant** (appropriate entry is Yes or No)

VCS Flag (Voluntary Cost Sharing) – used to track whether voluntary cost sharing is applicable to the **Grant** (appropriate entry is Yes or No). SPS staff will review the proposal for release time and code the account with a “Y” as appropriate.

The screenshot shows the SAP 'Display Grant Master - Incoming' window. The 'Reference' tab is active, displaying the following data:

Reference	
External Reference	07-CR-11111120-093
CFDA Number	10.202

Grant Recipient Data	
Internal Reference	
Previous Grant	

Financing	
Funding Origin	

Program Information	
Program Title	
Program Number	

Cost Sharing and Restrictions	
Memo Match	No
DC/F&A Restriction	
VCS Flag Value	Yes
Equipment Ownership	Purdue University
Project Class	New
Subcontract Plan	
Travel Restricted	
Date to Storage	
Date to Destroy	

Distribute Interest Earned	
Calculate Interest Earned	Return to Sponsor

The window also shows a status bar at the bottom with the following information: PE1 (1) 100, erpprod08, INS, and a timestamp of 2:07 PM.

Expectations for Memo Match at Award Time

- During the award process, SPS staff will review the proposal for Memo Match documentation and check the appropriate memo match field.
- Department needs to establish how the Memo Match will be tracked. Examples include:
 - Gift Form and Loan Report
 - Letter from Donor/Company
 - Recorded in accounting system for SPS external account (state, industrial, PU/PRF fellowship/assistantships) and documented with an AIMS/Line Item Display.

Account Maintenance

Management Expectations for Projected Balances

Projected Balances on the Cost Share account

If the cost share account is projected to have a balance, the type of cost sharing commitment must be reviewed in order to take appropriate action. **Since F&A is no longer budgeted or charged to cost share accounts, remember to include the calculated F&A for projections.**

A. If the cost sharing commitment is a specific dollar amount:

1. Additional **allocable** effort or charges must be expended. There may be situations where a specific item (equipment, supplies, etc.) was not purchased or was less than budgeted. Exceptions to meeting the commitment will be reviewed by SPS on a case by case basis.

B. If the cost sharing commitment is a percent of effort for an individual(s):

1. A projection of total effort for the individual(s) should be calculated to make sure the cost sharing commitment is met.
2. If the percent of effort is not projected to meet the required commitment, additional **allocable** effort or additional **allocable** charges must be expended to assure the commitment is met.

C. If the cost sharing commitment is a percent of sponsor dollars awarded (i.e. one to one match; 25% of sponsor budget, etc.):

1. A projection of the total sponsor expenditures should be calculated to make sure the cost sharing commitment is met.
2. If the projection **does not** meet the required commitment, additional **allocable** effort or charges must be expended to assure the commitment is met.

NOTE: Department Business Office staff should review the projected balances on a regular basis. SPS staff should review cost share commitments on interim financial reports and billings and notify the Business Office when there is insufficient progress towards meeting the cost share commitment.

Expectations for Memo Match During Account Maintenance

Annual reminder of memo match:

SPS staff will run the Memo Match layout in the Grant Master Data monthly and if appropriate send an email reminder to the Department Business Office requesting documentation of memo match for multi-year projects. SPS will assure that all documentation is received and placed in the SPS project (SPS external account (state, industrial, PU/PRF fellowship/assistantships) files if applicable

Documentation of memo match:

Departments are expected to document the memo match during the life of the project. Reports are available and can be processed to identify the accounts that have memo match to help assure the expectations are met.

Examples of documentation required:

1. Equipment from Third Party Gift and Loan Report
2. SPS external account (state, industrial,
 PU/PRF fellowship/assistantships): AIMS/Line Item Display
3. Other: Letter from Donor/Company
 documenting the type of actual matching
 and it's dollar value

Per the September 1, 2005 memo from Lucia Anderson and Mike Ludwig, memo match will be documented annually and included in the SPS file. Department Business Manager is responsible for the documentation of the memo match. SPS Account Manager is responsible for assisting in the documentation and assuring it is placed in the SPS file.

Interim Financial Reports involving Cost Share Expenditures

- Since contributed F&A is no longer budgeted or charged to internal GM funds associated with cost sharing, SPS staff will need to manually calculate the amount of contributed F&A for interim financial reports. Contributed F&A is calculated, based upon the data entered into the Contributed F&A Fields (SP – Additional Data tab (Misc)) for billing purposes so a manual calculation is not required.

CLOSING!!!

CLOSING EXPECTATIONS FOR BALANCES

Balances on the Internal GM Account (cost share)

If the Internal GM account has a balance, the type of cost sharing commitment should be reviewed in order to take appropriate action. **Since F&A is no longer budgeted or charged to cost share accounts, remember to include the calculated F&A.**

A. If the cost sharing commitment is a specific dollar amount:

This dollar amount must be met! Department needs to discuss the situation with PI and SPS. There may be situations where a specific item (equipment, supplies, etc.) was not purchased or the cost was less than budgeted. Exceptions to meeting the commitment will be reviewed by SPS on a case by case basis.

B. If the cost sharing commitment is a percent of sponsor dollars awarded (i.e. one to one match; 25% of sponsor budget, etc.):

Balance is acceptable as long as the commitment has been met.

C. If the cost sharing commitment is a percent of effort for an individual(s), as stated in the award document:

Balance is acceptable as long as the commitment has been met.

NOTE:

- If there is a balance remaining and the commitment has been met, please consult with the department to determine if a budget decrease should be done for **budgets associated with internal funds**. This decision needs to be made by the department since it is actually set up in FM on their funds.
- If the Fringe Benefits were funded from central reserves and there is a balance or deficit, an FMBB (and JV if appropriate) may need to be prepared so the appropriate budget adjustment from or to Cost Share Reserve occurs.

CLOSING EXPECTATIONS FOR Overdrafted Internal GM Accounts

Overdrafts on the Internal GM Account (cost share)

- If the Internal GM account is overdrafted and the charges **are allowable and within the project period**, the department may decide to leave the charges on the account and request a budget increase or the charges may be moved.

- If the department decides to leave the charges on the account and the actual charges for fringe benefits exceed the budget, please adjust the budget appropriately as the budget adjustment drives the processing of an FMBB.

Expectations for Memo Match At Closing

Documentation of memo match:

Departments are expected to send documentation of the memo match to SPS **within 60 days after expiration.**

Examples of documentation required at closing include:

- | | |
|--|---------------------------|
| 1. Equipment from Third Party | Gift and Loan Report |
| 2. SPS external account (state, industrial, PU/PRF fellowship/assistantship) | AIMS/Line Item Display |
| 3. Other: | Letter from Donor/Company |

SPS will identify all projects expiring in 90-120 days, which have memo match. An email will be sent to each Department reminding them of the mandatory memo match cost sharing commitment. SPS will assure that all documentation is received and placed in the SPS project and match (SPS external account (state, industrial, PU/PRF fellowship/assistantships) files if applicable

*PI certification may be required if there is not a basis for allocability of the cost sharing.