REQUEST FOR UNIVERSITY COST SHARING

This document provides guidance that will facilitate compliance with Federal Costing and Cost Sharing requirements as set forth in OMB Circulars A-21 and A-110. This guidance applies to both Federal and non-Federal sponsored programs.

Cost Sharing Defined

Cost sharing means that portion of project or program costs that are not borne by the sponsor.

Types of Cost Sharing

There are two types of cost sharing that occurs on sponsored projects. The two types of cost sharing are:

- Mandatory
- Voluntary

The cost sharing types are defined, for purposes of implementation at Charles Drew University as follows:

Mandatory Cost Sharing – Mandatory cost sharing is that commitment to participate in the cost of the project required either by Statute or by Administrative regulation. The requirement for such cost participation will be explicitly set forth in project announcements or guidelines issued by the sponsor, and will be a requirement for eligibility to participate in the project and will be specifically identified within the University’s proposal.

Mandatory cost sharing also includes any commitment by the University to participate in the cost of the project that is not required by Statute or administrative regulation, but is a part of the University’s proposal to the sponsor.

Voluntary Cost Sharing – Voluntary cost sharing is the University’s participation in the cost of a project when there was no commitment within the University’s proposal to share in the cost of the project or when the University’s actual participation in the cost of the project exceeds the cost sharing commitment made as a part of the University’s proposal.

Criteria for the Acceptability of Cost Sharing

The obligation for cost sharing is predominately associated with Federal grants and cooperative agreements. In accordance with OMB Circular A-110, cost sharing must meet all of the following criteria:

- The cost sharing must be verifiable and auditable within the University’s accounting system.
- The cost sharing must not be included as contributions for any other federally assisted project or program.
- The cost sharing is necessary and reasonable to accomplish project or program objectives.
The cost sharing is allowable in accordance with the applicable cost principles (OMB Circular A-21), the terms of the agreement and Charles Drew University costing policies.

- The cost sharing must be funded from non-Federal sources, unless authorized by Federal statute.
- The cost must be incurred during the term of the agreement.

**Cost Sharing and the Proposal**

Any University commitment to share in the cost of a project should be identified early in the proposal process **(three weeks prior to agency due date)**. The Office of Sponsored Programs, Deans (College of Medicine/College of Science and Health/Medical Sciences Institute), Executive Vice President for Research and Health Affairs and the Principal Investigator share responsibility for ensuring that the following has occurred prior to the submission of the proposal:

- The University commitment and the cost associated with the commitment are in accordance with University policy.
- The University commitment complies, in all ways, with the Criteria for the Acceptability of Cost Sharing.
- The funding source(s) for the University commitment have been identified and authorized utilizing the Request for University Cost Sharing Form.

The Office of Sponsored Programs will ensure that the proceeding has occurred prior to approving the proposal for submission to the sponsor.

**Funding University Cost Sharing Commitments**

- University cost sharing commitments must be funded from **non-Federal sources**. These sources include University general funds, gift funds, and non-Federal sponsored program funds. In general, the responsibility for funding the University cost sharing commitment lies with the department. In the case of institutional center grants the responsibility lies with the College or University (some center grants mandate the President as the principal investigator which would define the University as the responsible entity).

**Documentation of Cost Sharing**

The University has the following obligations regarding the documentation of cost sharing:

- Proposal commitments to cost share, when accepted, become a condition of the agreement relationship established by the University and the sponsor.
- Voluntary cost sharing of faculty effort must be appropriately classified for purposes of the University’s facilities and administrative cost proposal.
- All cost sharing must be verifiable and auditable within the University’s accounting system.
- When applicable, the creation of a University account in the name of the proposed project director to validate committed funds.
REQUEST FOR UNIVERSITY COST SHARING FORM

Attach to this form a one page summary of the proposed research project. Send form and all relevant information to the Office of Sponsored Programs (OSP) at least three weeks prior to the date the proposal is due at the agency.

PRINCIPAL INVESTIGATOR AND UNIVERSITY ADMINISTRATIVE INFORMATION:

Principal Investigator Name:
Program Director for Center grants mandating Dean or President as PI:
Title:
Department:
College or University as mandated for institutional Center grant:
Email:
Telephone:

PROPOSAL AND SPONSOR INFORMATION:

Agency:
Program Announcement or RFP solicitation name and #:
Date due at agency:
Anticipated project begin date:
Title of project:
Total amount of proposal: $__________________________
Published mandatory cost sharing %: __________________
Mandatory cost sharing: $____________________________

PROJECT INFORMATION: (Check all that apply)

☐ Basic Research ☐ Applied Research ☐ Instruction
☐ Training ☐ Service ☐ Other________________________
☐ On campus ☐ Off Campus: Location (required):_____________________

COST SHARING TO BE PROVIDED BY OTHERS:

☐ Department $: In-kind or contributed effort: (specify)
☐ Third Party $ In-kind or contributed effort: (specify)

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□ Office of Research $  In-kind or contributed effort: (specify)

□ Other  $  Explain:

Note: If cost sharing is to be provided by Department, third parties or other, provide a letter of support from each party.

REQUESTED COST SHARING FROM UNIVERSITY (total and each applicable budget year):

Year 1 $__________  Year 2 $__________  Year 3 $__________
Year 4 $__________  Year 5 $__________  TOTAL $ _________

Provide an explanation on how the proposed research meets the criteria for campus cost sharing/matching program:

__________________________________________________________________________________________

__________________________________________________________________________________________

Explain how the campus cost sharing/matching will be spent: