

# Cost Sharing Top Ten Reminders for Colleges Quick Reference Guide

## 1 Cost Sharing Begins

Review the Cost Sharing commitments at the beginning of the award to ensure that the commitment will be met during the term of the project.

## 2 Allowable Cost Share

Make sure that all Cost Share expenses claimed are: allowable, purchased during the project, claimed only once, and that all expenses comply with Cost Accounting Standards (CAS) and A110 guidelines.

## 3 Cost Share Tracking

Cost Sharing amounts are not tracked or recorded in the University's financial accounting system. The College or Unit is responsible for documenting and tracking Cost Sharing. At closeout, send Cost Share documentation to Contracts and Grants.

## 4 Cost Share Lead

If your college is the lead college in a Cost Sharing collaboration, your college is responsible for the Cost Share and ensuring that your partner colleges/units understand their roles and responsibilities for documenting and reporting their related information to your college. The lead college provides the Cost Share documentation to Contracts and Grants.

## 5 Revised Budgets

If a sponsor approves an award for a lower budget amount than originally proposed, and a revised scope of work was not submitted to the sponsor, you must Cost Share the difference in the proposed and awarded budget in the budget lines that were reduced in the award.

Contracts  
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# Cost Sharing

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#### Cost Sharing Commitments Not Met

If you discover that Cost Sharing commitments may not be met, contact the Fiscal Manager in Contracts and Grants (C&G) with as much notice as possible before the end of the agreement. The sponsor must approve any cost share adjustments.

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#### F&A Cost Sharing

You may claim Facilities & Administrative Costs (F&A) as added Cost Sharing only if approved by the sponsor PRIOR to the start date of the project.

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#### Effort Cost Share

The college/unit is responsible for entering and updating the Cost Share set-ups in The Employee Activity Reporting System (TEARS) to capture effort as Cost Sharing.

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#### Insignificant Effort Reporting

If an employee is not being paid from a project, but is receiving reimbursement for expenditures from the project (such as travel or tuition and fees), the employee must have effort on the project. Enter a Cost Share set-up in TEARS to document the employee's effort.

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#### After the Fact Memos

You must document effort on one of the two After the Fact Memos in the following cases: effort performed by temporary employees or 9-month EPA employees during the summer and not directly paid from the project; supplemental pay; effort funded by another sponsored project (MUST BE APPROVED BY BOTH SPONSORS IN ADVANCE); and effort for a prior year after TEARS has been closed.

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