AnSRS4u: Cost Share

July 15, 2021

Sponsored Research Services: Shelly Grassinger, Dee Hawley, and Kathy Rieck
Overview

SRS Project Administrators in collaboration with the department are responsible for reporting the cost share associated with a project to ensure that the correct expenses are posted based on the information proposed to the sponsor and the terms of the awarded research project.
What is Cost Share?

Cost Share is the portion of the total costs of a sponsored agreement that is paid primarily by university sources instead of the sponsor.
Committed/Uncommitted Cost Share

• Committed cost-sharing must be documented and identifiable in Texas A&M University’s accounting system

• Other forms of committed cost share could be called mandatory cost share, voluntary committed cost share, or matching cost share.
  – This type of cost share is known to be potentially reportable to the sponsor.

• Voluntary Uncommitted Cost Share is effort or other direct costs above the agreed upon commitment of the sponsored agreement.
3rd Party Cost Share

3rd Party Cost Share should be:

• Documented by obtaining records from the 3rd party that verifies their cost sharing contribution such as a letter on letterhead.

• Prior approval of the sponsor to use the 3rd party cost share must be obtained.

• In-kind contributions such as services provided by volunteers or other non-cash contributions must be certified that the amount is comparable to the national fair market value.
Cost Share Categories

Cost share may come in many forms:

- Salaries/Benefits (effort)
- Equipment purchases dedicated to the completion of work
- Costs proposed and incurred by a sub recipient or other 3rd Party Vendors
- Tuition/Travel/Lab Supplies
- In kind contributions (non-cash contributions from a 3rd party)
- Indirect Costs
In the know…

- Cost sharing represents a binding commitment by the University to a sponsor and, as such, is subject to audit under federal and other sponsor regulations.
- Any quantifiable cost offered in the proposal becomes a legally binding and accountable commitment of the University upon award.
- Cost sharing must be documented in the same way as other charges.
- Once a cost sharing commitment is made, it is required to measure, track, record (in accordance with applicable regulations and policies), and be prepared to report the commitment if necessary.
- Unfulfilled cost sharing commitments or lack of documentation may result in a reduction of costs allowed against the sponsored project and a return of funds to the agency.
Cost Share Requirements

Cost sharing must:

• Be confirmed by the provider
• Not be from a federal source
• Not be used as a match on other federal grants
• Be allowable, allocable, and reasonable under Uniform Guidance 2 CFR Part 200
• Within the grant period of performance
Responsibilities of the Proposal Administrator

• Develop the cost sharing plan with the PI and/or department according to the sponsor guidelines.
• Approved proposal routing packages will commit the approvers to the cost share
• The approved cost share will carry forward to the project administrator as the firm commitment.
Responsibilities of the Project Administrator

- Determine the approved cost sharing commitment has been entered into the project module.
- Ensure contact has been established with any non-TAMUS providers of cost sharing.
- Maintain connection with the PI/Department/College to continuously track cost share expenditures throughout the life of the project.
- Confirm cost share has been met at closeout of project.
- Cost Share should be made in a timely manner during the awarded budget period. Do not wait until the end of the project to account for cost sharing.
- Project Administrators are the primary contact for all project related questions.
- Project Administrators work closely with the Cost Share Specialists.
SRS Cost Share Specialist

- Generate letter for distribution to the department outlining the cost share information which includes the account number, total amount required and breakdown of expenses.
- Establish cost share accounts in FAMIS, depending upon the system member.
- Enter cost share period of performance into FAMIS using the account setup by the system or department office and verify that the account is linked to the project.
- Track and enter 3rd party matching commitments into the financial system with backup documentation for compliance.
- Monitor the progress of the cost share expenditures.
- Submit any required cost share reports to the sponsor, if it is necessary. (Not all cost share is reportable to the sponsor.)
Set Up of Cost Sharing Accounts

- It is important to use the correct classification to identify cost share account for annual research expenditure reports prepared by the University
  - CSOR – Cost Sharing for Organized Research
  - CSIN – Cost Sharing for Instruction
  - CSOS – Cost sharing for Other Sponsored Activities
- Typically the account titles for cost sharing accounts will be named in the standard format by using the letters “CS”-PI Last Name – 02-XXXXXX
The Maestro SPS report is a summary of the project.
Departmental Responsibilities

- Departmental cost share contacts/processors gather information from their PI’s regarding the commitments for their employees.

- Appropriate processors will enter the cost share expenses into the following internal systems:
  - Aggiebuy
  - Workday/Canopy
  - iPayments
  - TWAPMTS
  - Concur
Example: Cost Share Budget

![Cost Share Budget Table]

The table above illustrates the cost share budget for a project managed by TAMU CIBE PROGRAM. It breaks down the expected costs by category, role, and year. The project dates are from October 1, 2018, to September 30, 2022. The budget includes subtotals for salaries, benefits, insurance, and total fringe for both senior personnel and total personnel. The project is under the Department of Education, with specific focus areas such as Departments within Mays Business School.
Example: Award with Cost Share

<table>
<thead>
<tr>
<th>Recipient Name</th>
<th>Award Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas A&amp;M University</td>
<td>PR Award Number:</td>
</tr>
<tr>
<td>400 Harvey Mitchell Parkway South</td>
<td>Action Number: 1</td>
</tr>
<tr>
<td>Suite 300</td>
<td>Action Type: New</td>
</tr>
<tr>
<td>College Station, TX 77845 - 4371</td>
<td>Award Type: Discretionary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Staff</th>
<th>Project Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient Project Director</td>
<td>BLACKED OUT</td>
</tr>
<tr>
<td>Education Program Contact</td>
<td>BLACKED OUT</td>
</tr>
<tr>
<td>Education Payment Hotline</td>
<td>BLACKED OUT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Key Personnel</th>
<th>Level of Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>TITLE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Award Periods</th>
<th>Authorized Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Period: 10/01/2019 - 09/30/2019</td>
<td>THIS ACTION: $106,000.00</td>
</tr>
<tr>
<td>Performance Period: 10/01/2018 - 09/30/2022</td>
<td>BUDGET PERIOD: $106,000.00</td>
</tr>
<tr>
<td>Future Budget Periods</td>
<td>PERFORMANCE PERIOD: $106,000.00</td>
</tr>
<tr>
<td>BUDGET PERIOD</td>
<td>DATE</td>
</tr>
<tr>
<td>1</td>
<td>10/01/2019 - 09/30/2019</td>
</tr>
<tr>
<td>2</td>
<td>10/01/2020 - 09/30/2021</td>
</tr>
<tr>
<td>3</td>
<td>10/01/2021 - 09/30/2022</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrative Information</th>
<th>Regulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUNS: 020771836</td>
<td>EDGAR AS APPLICABLE</td>
</tr>
<tr>
<td>Regulations</td>
<td>2 CFR AS APPLICABLE</td>
</tr>
</tbody>
</table>
Salary Caps

A legislatively mandated provision limiting the direct salary an individual may receive under an NIH, SAMHSA or AHRQ grants or contracts. The rate limitation limits the amount that may be awarded and charged to the grant. The University may pay an individual’s salary amount in excess of the salary cap with non-federal funds.

Salary Cap Summary (FY 1990 - Present) | grants.nih.gov

This form can be found at: https://srs.tamu.edu/resources/srs-forms/
Example: Cost Sharing via Workday

Now that you have filled out your salary cap calculator, you are ready to enter/submit your workday costing allocation using those percentages.

If you are cost sharing payroll that is not salary cap, you will utilize the budget provided to know how much is needed.
Example: Non-payroll

If you are cost sharing non-payroll, you will utilize the budget provided to know how much is needed.

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Supplier Invoice Number(s)</th>
<th>Supplier</th>
<th>PO Number</th>
<th>Invoice Status</th>
<th>Created Date/Time</th>
<th>Due Date</th>
<th>Discount Date</th>
<th>Discount Amount</th>
<th>Submitted Date/Time</th>
<th>Invoice Source</th>
<th>Invoice Type</th>
<th>Pay Status</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>108374007</td>
<td>38856</td>
<td>BROADPHARM</td>
<td>A80625796</td>
<td>Complete</td>
<td>6/11/2021 11:49:48 AM</td>
<td>7/9/2021</td>
<td>--</td>
<td>0.00 USD</td>
<td>6/16/2021 11:20:39 AM</td>
<td>Digital Mailroom Import</td>
<td>PO Invoice</td>
<td>Paid</td>
<td>981.00</td>
</tr>
</tbody>
</table>
Collaboration between SRS and the Department

In the event the cost share commitment has deviated from the proposed or awarded amount contact your project administrator and they will assist with appropriately addressing this discrepancy.
End of project

- Ensure that cost share is met
  - Work with the Department/College if any corrections to the cost share is necessary

- Prepare and submit any required cost share reports
Closeout of Cost Share Acct

The SRS Cost Share Specialist and/or Project Administrator will be in communication with the departments/College when the cost share account is ready to be closed.
Why is Cost Share Important?

Cost Share is the portion of the total costs of a sponsored agreement that is paid primarily by university sources instead of the sponsor.
Questions