Cost Share Roles and Responsibilities Matrix

Responsibility:	Principal Investigator	Departmental Administrator	Office of Sponsored Projects	Sponsored Programs Accounting
Reviews the proposal guidelines (RFP) for cost share requirements.	X	X	X	
Reviews the budget to ensure that the cost share budgeted is allowable, and that it meets but does not exceed the minimum required.			X	
A signed letter of commitment for all 3rd party/subaward/in-kind cost share must be received prior to submission of the proposal.	X	X	X	
The Internal Approval Sheet (IAS) must be completed, including the Cost Share section, and must be signed and received by OSP prior to proposal submission.	X	X		
Once the award is received, reviews the contract for cost share requirements.			X	X
Sets up companion fund (8XXXXX) to account for cost share expenditures.				X
If faculty or senior personnel are not budgeted, a cost share fund will be set up for a minimum of 2% of their time (FEDERAL ONLY).				X
Responsible for acquiring 3rd Party/In-Kind Contribution documentation that specifies the value of cost share contributed to date.	X			
Only documented, realized cost share will be reported to the sponsor. These reports will be in the format/frequency required by the sponsor and will include the documentation from the 3rd Party/In-Kind contributor along with an invoice.				X
Indirect Costs on Committed Cost Share will be accounted for at the end of each fiscal year or the end of the project. The entry will not impact department fund. (Per Cost Share Policy approved January 28, 2014.)				X
Sends notices to departments periodically to review their cost share funds.				X
Books cost share expenses to the cost share fund in a timely manner, and completes budget transfers to cover these expenses. It is important that cost share expenses occurred during a fiscal year are covered with that same year.	X	X		X
Responsible for monitoring and making sure all cost share commitments, including those of 3rd party/subcontracts, are met.	X	X		X
Responsible for close-out procedures, this applies to cost share funds as well.				X