

<i>Topic</i> Sponsored Award Administration Management	<i>Category:</i> Cost Share	<i>Policy No:</i> 5.80.02	<i>Effective Date:</i> 12/26/2014	<i>Page No:</i> Page 1 of 1
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Purpose: To provide guidance for the establishment of cost share accounts.

- Policy:**
1. It is the policy of the Boyce Thompson Institute for Plant Research (BTI) that the Vice President for Finance has the option of establishing a cost share account when a proposal in which cost share was identified is funded or when an award becomes over-expended and those costs cannot appropriately be transferred to another sponsored award whose work is closely related and would directly benefit from the purchase.
 2. If an over-expended award does not have an associated cost share account, a source of funds to cover the over expenditure will be identified by the grant manager and all over expenditures will be transferred to that account. The grants manager must then establish an account string to which the over expenditure will be transferred.
 3. Cost share commitments can take three forms, as follows:
 - Mandatory cost sharing occurs when a sponsor requires that the proposer share in the cost of the project. In these instances the principal investigator / project leader must identify the amount and source of funds from which the cost share is obligated.
 - Planned voluntary cost sharing is similar to mandatory cost share in that the proposal budget demonstrates a certain percentage of effort on the part of key personnel or tangible items such as supplies, equipment, travel, etc. Just as in mandatory cost share, the principal investigator / project leader must identify the amount and source of funds from which the cost share is obligated.
 4. It is the policy of BTI to discourage the use of voluntary cost sharing.
 - Unplanned voluntary cost sharing occurs when the project budget incurs costs in excess of the amount funded and those costs cannot be transferred appropriately to another sponsored award whose work is closely related and would directly benefit from the purchase.
 5. Over-expenditure may be due to sponsor budget cuts, unforeseen project costs, or project overruns.
 6. The grants manager will identify a source of funds to cover the over expenditure and then establish an account string to which the over expenditures will be transferred.
 7. Cost-share is auditable under federal guidelines and should only be offered on proposals when it is necessary for the proposed project, or when it is a requirement of the sponsor