



POLICY

COST SHARE REPORTING AND DOCUMENTATION

<i>Topic</i> Sponsored Award Administration Management	<i>Category:</i> Cost Share	<i>Policy No:</i> 5.80.03	<i>Effective Date:</i> 12/26/2014	<i>Page No:</i> 1 of 1
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Purpose: To provide guidance for reporting cost share amounts on sponsored awards.

Policy:

1. It is the policy of the Boyce Thompson Institute for Plant Research (BTI) that if the BTI proposal to a federal or non-federal agency contains an offer of cost share contribution, the cost share agreement form must be completed and signed by both the Principal Investigator (PI) and the Director of Finance. If the award document includes a cost share amount, BTI must collect and document this amount during the project and when required report it to the funding agency to be in compliance with federal regulations and audit requirements.
2. PI, in coordination with their grant manager, are responsible for identifying accumulating, and reporting the required cost share on an award.
3. The award document or attached approved budget should contain the final and reportable amount of cost share. This amount may vary from the proposed cost share in the original application. If the award document does not specify a cost share amount, then the amount originally proposed and appearing in the budget or budget justification will be the official final cost share required.
4. If the award is for a reduced amount from the original proposed budget, the grants manager will prorate the final cost share commitment in a like amount.