



# POLICY

## COST SHARING VALUATIONS

<i>Topic</i> <b>Sponsored Award Administration Management</b>	<i>Category:</i> <b>Cost Share</b>	<i>Policy No:</i> <b>5.80.06</b>	<i>Effective Date:</i> <b>12/26/2014</b>	<i>Page No:</i> <b>1 of 1</b>
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**Purpose:** To provide guidance for the establishment of appropriate values for in-kind contributions used by BTI for cost sharing requirements.

- Policy:**
1. It is the policy of the Boyce Thompson Institute for Plant Research (BTI) that values for in-kind contributions must be in accordance with applicable cost principles listed in Circular A-122, Cost Principles for Non-Profit Organizations, (prior to 12/26/14), 2 C.F.R. 200 Uniform Administrative Requirements for Federal Awards (effective 12/26/14)
  2. BTI can only offer goods and services as its in-kind cost sharing when BTI is able to verify the value from appropriate records. This can only be accomplished by virtue of BTI paying an individual or buying something, and then offering a portion of those purchased goods or services to the federal government. The valuation of third-party in-kind contributions is what it would have cost if BTI had paid for the item or service at the time of donation. Volunteer services are allowable to be used as cost sharing, but only when such services are provided by non-federal third parties.
  3. Volunteer services by professional, technical, consultants, and other skilled and unskilled labor, which are furnished as third-party in-kind contributions, can be counted as cost sharing or matching if the service is an integral part of an approved program. Rates for volunteers should be consistent with those paid by BTI. When that is not possible, rates should be consistent with those paid for similar work in the labor market. When an employer other than BTI furnishes the services of an employee, those services are valued at the employee's regular rate of pay.
  4. Value of donated expendable personal property shall not exceed the market value of the property at the time of the donation. Value of donated non-expendable property may be shown by either of the following methods:
    - The total value of the donated property can be claimed as cost sharing if the purpose of the donation is to assist BTI in the acquisition of equipment, buildings, or land. Sponsor guidelines should be followed as prior approval may be required.
    - In the absence of specific federal approval, only the depreciated or use charge of equipment, buildings, or land can be used if the purpose of the donation is to just support the activities that require the use of equipment, land, or buildings.
    - The value of donated land and buildings may not exceed its fair market value at the time of donation, as established by an independent appraiser. The value of donated space shall not exceed the fair rental value of comparable space in the same locality.

BTI's supporting records for in kind contributions from non-federal third parties are as follows: Volunteer services must be documented and, to the extent feasible, supported by the same methods used by BTI for its own employees. The basis for determining the valuation for personal services, material, equipment, land, and buildings must be documented.