Cost Share

**Definition**—Funding for part of a sponsored project that is not paid by the sponsor or contracting agency

- Necessary to complete the project
- Must be auditable and verifiable separately from the sponsor expenditures
- Must comply with the same requirements as the sponsored funding
- Conform to all University, state, and federal regulations
- Exception – Louisiana Board of Regents. Does not allow tuition for graduate students in their portion of the budget but is allowed as cost share

**Cost Share Uses**— Any of the regular budget categories, as long as allowed by the sponsor or regulations

- Most common cost share use - salary and fringe benefits

**Cost Share Types**—

**Mandatory**—Required by the sponsor
- Identified in the request for proposal, award announcement, or other correspondence

**Voluntary**— Not required by the sponsor
- Investigator includes it in proposal
- Must be tracked if included in the proposal
- ORSP will usually not approve voluntary cost share

**Cost Share Sources**— There are three sources of cost share: restricted, third party and general fund

- Approval granted by the Vice President for Research or designee

**General Fund**— Either a department or college level general fund account
- Must have approval for use
- Individual responsible for monitoring the spending from the particular general fund (such as the Department Chair, Dean or Director) must approve

**Third Party**— Both cash and in-kind contributions from a private or public organization

**Cash contribution**
- Specifically offered as the cost share for the project and not previously given to the university for some other purpose

**In-kind contribution**
- Tracked with annual letter from the entity stating the amount of cost share provided for the project

**Cost Share Approval** Cost share section of the internal routing form must be completed

- Provide appropriate speed keys for UNO sources
- Third party contributors submit a letter of commitment
- Seek approval early—before you finalize the budget

Cost share is covered in more detail on the ORSP website here: [http://www.uno.edu/orsp/PoliciesProcedures/CostShare.aspx](http://www.uno.edu/orsp/PoliciesProcedures/CostShare.aspx). Contact our office early regarding cost share so we can assist with getting the appropriate approvals.