



Helpful Hints

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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

Restricted— The Office of Research provides the majority

- Usually only approve mandatory cost share

- 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>

Contact our office early regarding cost share so we can assist with getting the appropriate approvals.