

## UNIVERSITY OF NEW HAMPSHIRE

### PROCEDURES FOR COST SHARING ON EXTERNALLY SPONSORED PROGRAMS

#### PROPOSAL REVIEW AND SUBMISSION

1. Each proposed cost sharing commitment for a project must be indicated as specifically as possible whenever possible by fund code(s) (or other source) if not University of New Hampshire (UNH) funds) on the UNH “Cost Sharing Form” (CSF) for use with the Sponsored Program Internal Approval Routing Form (“Yellow Sheet”). When it is not possible to identify the specific fund code sources for cost shared expenses, sufficient information must be provided such that the reviewers and approvers can evaluate the validity, adequacy, and allowability of the commitment.
2. Should an award be made, each individual signing for or otherwise approving an item on the CSF accepts responsibility for making the items available during the project period for the purpose expressed. For cost-sharing sources external to UNH, a commitment letter from each responsible source should be attached to the CSF and will serve as the acceptance of responsibility by that source to provide what is promised.
3. The completed CSF should be attached to the Yellow Sheet and routed to the Responsibility Center (RC) unit head or official designee for review and approval. The RC unit head’s or designee’s signature on the CSF indicates concurrence with and the promise to provide for the proposed cost sharing commitments.
4. During proposal review, the UNH Office of Sponsored Research (OSR) Grant and Contract Administrator (GCA) compares the proposed cost sharing to sponsor and UNH requirements, and makes any necessary adjustments after consultation with the Project Director (PD) and those who have signed the CSF and Yellow Sheet. When satisfied that all requirements have been met, the GCA with institutional signature authority approves inclusion of the mutually agreed-to cost sharing in the proposal.

#### AWARD ADMINISTRATION

1. When OSR receives a sponsor’s notice of award, the GCA reviews the award for any impact on the proposed cost sharing as well as the cost sharing on other active sponsored programs at UNH. For example, should the PD receive an award affecting cost sharing on a prior active award, adjustments may be required on both awards. Before modifications to cost sharing commitments can be made (including those requiring sponsor approval), agreement must be reached among the PD, his/her RC unit head or designee, and the responsible OSR GCA. The final, agreed upon cost-sharing commitment will be reflected on the CSF and will be distributed to the PD and the Business Service Center (BSC) along with other award documentation by the OSR GCA at the time of new award establishment.
2. a. Internal  
Cost sharing is tracked on a project-by-project basis and when UNH funds are the source of the cost sharing, those funds must be properly documented in the USNH accounting system to demonstrate to the sponsor that UNH’s commitment was fulfilled. When establishing the award in the accounting system, the GCA also establishes a separate UNH fund account with appropriate budget within the award for the UNH-sourced items to be cost shared. *[The fund will be a PI (15C...) with an FGSOFF attribute code of 2CSTSHR.]* It is the responsibility of the PD to inform the Business Service Center (BSC) of the specific manner in which cost sharing requirements will be met (consistent with but usually in greater detail than the commitment reflected in the CSF). It is the responsibility of the relevant BSC to encumber, post expenses to, and “fund” the expenses for this cost-sharing Banner fund with appropriate frequency to

account for all the UNH-sourced cost-sharing expenses for this award. Many awards require reporting of cost-shared expenses during the performance period of the award in order to support requests for payment. Therefore, it is expected that committed direct cost-sharing amounts will be expensed to the cost-sharing fund and “funded” as incurred throughout the life of the award. USNH Financial Services processes journal transactions to fund the Facilities and Administrative – F&A – costs associated with the direct cost expenses posted to cost-sharing funds.

b. External

Cost sharing from sources external to UNH is either established in separate UNH restricted funds if cash or another sponsored award, or documented by appropriate records if non-cash goods or services. Each OSR GCA is responsible for interacting with the PD and/or outside entity to provide notification of cost-sharing documentation requirements. OSR’s Financial Management Group (FMG) is responsible for requesting and monitoring the documentation with appropriate frequency. Documentation of externally-sourced cost sharing is maintained by OSR for the same retention period called for by the award terms.

3. To ensure timely project close out, all documentation must be complete and available to OSR within 30 days after the project end date, or earlier if required by award terms.
4. Cost overruns on sponsored programs are considered to be, and must be tracked and reported as cost sharing. During the grant/fund closeout process, in order to eliminate an over-expenditure, the RC Unit financial representative should make a journal entry to credit the appropriate grant/fund/org and account code 8IZVCS, and debit the fund/org and account code 8OZVCS to be used to fund the overrun. This process does not necessarily involve the identification of specific transactions to be removed from the grant but rather requires only a lump sum journal entry. In this manner, all entries related to cost overruns will be identified as cost sharing and accumulated in account codes 8OIZVCS and 8OZVCS for indirect cost calculation purposes.