OFFICE OF THE CONTROLLER

Grants Administration Understanding Cost Share

February 2024





Table of Contents

Introduction to Cost Share	3
Recording Cost Share	13
Roles and Responsibilities	2
Cost Share Budget vs. Actuals	3
Key Takeaways	33
Resources and Contacts	35



Introduction to Cost Share



What is Cost Share?

Cost sharing is the portion of project costs not provided by the sponsor. Cost sharing occurs whenever any portion of project costs is provided at USC's expense rather than at the expense of the sponsor.

Most sponsors expect cost share to be charged in **ratio** throughout the life of the project. Record cost share in ratio with project spending – do **NOT** wait until the end of the project to record cost share.

Sponsors *can and will* withhold reimbursement if you are not meeting cost share requirements!

Always reach out to your Grant Administrator to verify cost share if you have questions.

outh Carolina

Ways to Meet Cost Share Requirements

The method of meeting cost share requirements is determined at the proposal stage and must be approved by the sponsor.

1. Cash Match

Definition: Cash outlay by USC using departmental funds or sponsored award funds specifically for cost share or externally provided cash for cost share.

Example 1: A sponsor awards \$400,000 for research but stipulates in the agreement that USC must spend \$50,000 toward the award.

Example 2: Department of Commerce gives USC \$50,000 to spend as cost share on another sponsored award.

2. Waived Indirect Cost (IDC)

Definition: When IDC is "waived" the University agrees not to charge its federally negotiated IDC rate to the sponsor. The portion waived is considered "unrecovered IDC" and can be used as cost share if this is allowed by the sponsor.

Example: USC may agree to charge less than our federally negotiated rate in order to meet our cost share requirements.

3. Third Party Match

Definition: Third-party in-kind matching includes, but is not limited to, the valuation of non-cash contributions provided by a third party. An in-kind match may be in the form of services, supplies, real property, and equipment. Sometimes a third party will give us the cash instead of the value.

Example: A consultant is volunteering a portion of their time worked on a project, and the value of the time can be used to meet cost share.

UNIVERSITY OF

Uniform Guidance: Cost Share and Matching

Uniform Guidance 200.306 - Cost Sharing or matching

For all Federal awards (USCSP), any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all the following criteria:

- 1. Are verifiable from the non-Federal entity's records;
- 2. Are not included as contributions for any other Federal award;
- 3. Are necessary and reasonable for accomplishment of project or program objectives;
- 4. Are allowable under <u>subpart E of this part</u>;
- 5. Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- 6. Are provided for in the approved budget when required by the Federal awarding agency; and
- 7. Conform to other provisions of this part, as applicable.



Types of Cost Share

Mandatory

Cost sharing that is required by the sponsoring agency. It may be in the form of a specific dollar amount or a certain percentage of total costs.

- Non-compliance Leads to Funding Loss
- Considered Binding Commitment on the Part of University.

Voluntary Committed

Cost sharing that has been proposed by the institution to voluntarily commit a specific portion of the costs of the project when it is not required.

- Included in the proposal as condition of receiving funding
- Is a binding commitment to the University

Voluntary Uncom<u>mitted</u>

Cost sharing that is not required by the terms of the sponsored program and is not included or budgeted for as part of the sponsored program.

 May be needed to cover actual effort/cost that is over and above what was committed in the proposal.



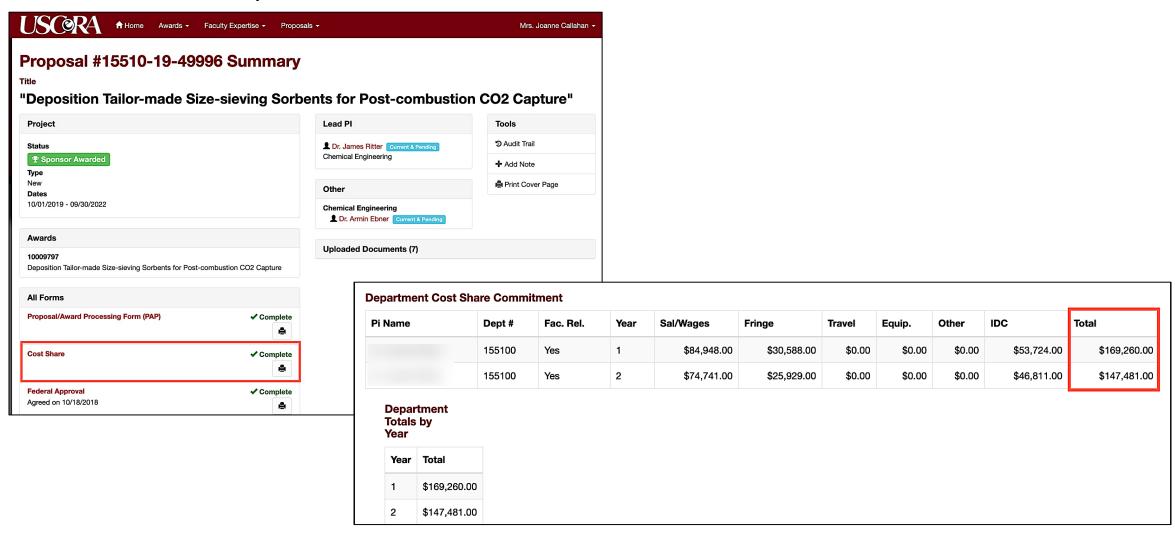
Where to View the Cost Share Proposal?

The Cost Share Proposal can be found in <u>USCeRA</u>.

Budget							
Q View All	Print All						
Action	Report Date	Report Type	Notes	Total F&A %	USC Cost	Sponsor Cost	Total
Q 🛔	01/17/2020	New Funds	01/17/20SA: Per attached Subaward Agreement.,	46.5	\$115,536	\$229,461	\$344,997
Q 🛔	05/01/2023	Additional Funds	05/01/23SA: Increase funding per attached Amendment No. 04.	46.5	\$100,669	\$482,231	\$582,900
Q 🛔	08/17/2023	Re-Budget	Source Post Award Action 08/17/23SA: Rebudget funds per attached justification and approval.	46.5	\$0	\$0	\$0
		1	То	tal Direct	\$216,205	\$711,692	\$927,897
		Indirect Costs		USC	\$100,536	\$238,308	\$338,844
			Award	Subtotal	\$316,741	\$950,000	\$1,266,741
				SCRF		\$0	\$0
				Facilities		\$0	\$0
			Tot	al Budget	\$316,741	\$950,000	\$1,266,741

Where to View the Cost Share Proposal?

The Cost Share Proposal can be found in **USCeRA**.



Where to View the Cost Share Proposal?

The Cost Share Proposal can be found in **USCeRA**.



COLLEGE OF ENGINEERING AND COMPUTING

October 18, 2018

To: Dr. , Chemical Engineering

From: , Senior Associate Dean for Research and Graduate Education

Re: CEC Cost-sharing on DOE Proposal with RPI

Cc:

Congratulations on the invitation to submit a full proposal on a team project titled "Deposition Tailor-made Size-sieving Sorbents for Post-combustion CO2 Capture". DOE requires a 20% cost share for the program, however, due to GTI's inability to provide cost share RPI requested we provide 25% which we agreed to do.

The three year project includes has a total budget of \$850,000 including \$283,488 in cost share as discussed above. If awarded, USC's share will generate \$211,733 in IDC. The cost share budget includes 8 months of academic salary and 1.54 months of salary. Because is a research grant employee, the cost share of his salary will be covered by IDC return to the Department and PI.

If the grant is funded, the college will assist with documentation of cost share. Please contact if there are any questions.



What is Allowable?

Matching and cost share funds have the same restrictions as sponsored funds. These funds must follow the same allowable and unallowable guidelines in their sponsored award.

If, for example, a conference is unallowable under the grant award that has matching requirements, then grantees would not be able to use the matching funds instead. The expense must be allowable with sponsored funds for it to be allowable with matching or cost share funds.



What is Allowable?

Allowable

- Other direct costs, travel, lab supplies, etc.
- Contributed Effort
- Program Income
- Approved unrecovered IDC
- Contributions from 3rd parties (non-USC Entities)

Not Allowable

- Items Categorized as IDC. For example, USC space and utilities, Administrative/Clerical salaries, and postage.
- Any costs specifically disallowed by the Sponsor.
- Other Sponsored Programs
 (Federal Funds should not be cost shared on Federal Funds)



Recording Cost Share



Various Ways to Meet Cost Share



Travel Expenses



POs/Requisition



Payroll (Salaries & Fringe)



Journal Entry



Direct Payment Requests



Purchasing Cards



Internal Charges



Tuition Supplements







Various Ways to Meet Cost Share

In-kind: It is the department's responsibility to provide their GA documentation, such as a memo from the organization outlining the services they provided, to support the in-kind match. The GA will then work with GFM to record the cost share to the General Ledger. In-kind documentation should be received quarterly giving Grants and Funds Management the opportunity to report properly.

Waived: It is Grants and Funds Management's responsibility to post waived IDC monthly.

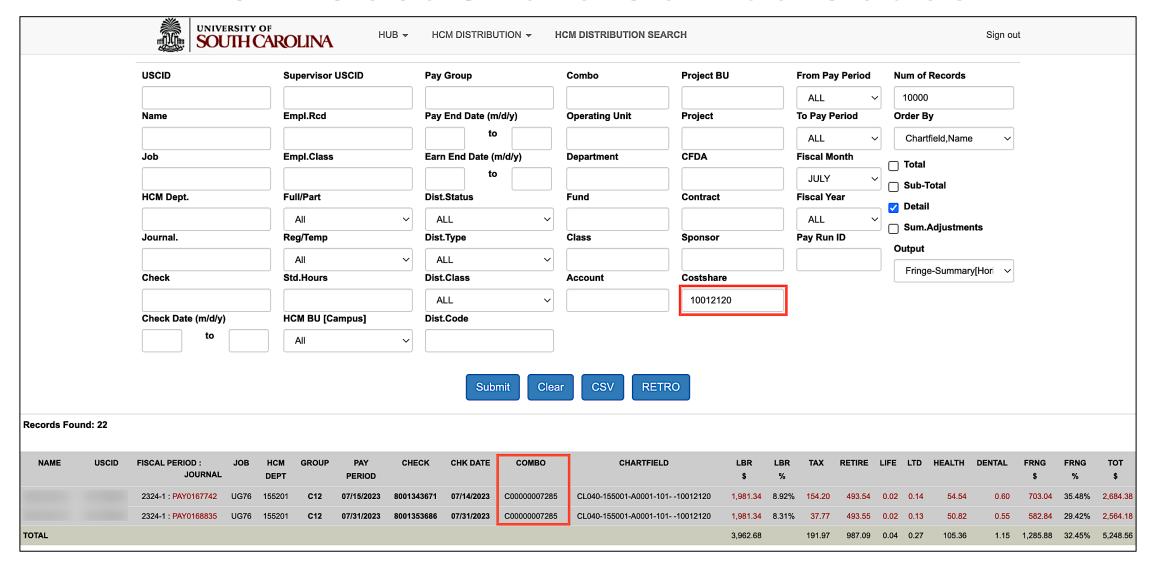


HCM Cost Share Combo Codes

- Cost Share account codes or "Combo Codes" must be created in HCM in order for cost share to be properly recorded for payroll expenses.
- Cost Share Combo Codes begin with a "C".
- Forms are Available Online at: http://hr.sc.edu/forms.html
- Account change forms should be used to update applicable salary charges as cost share on the project.
- Forms should be submitted timely, within 90 days, and are subject to the Cost Transfer Policy just like direct expenses.



HCM Cost Share Combo Codes



Cost Share on Tuition Supplements

South Ca	rolina		Office of Student Financial Aid and Scholarships 1244 Blossom St., Suite 200 Columbia, SC 29208 Phone: 803-777-8134 Fax: 803-777-0941
	Graduate A	ssistant Tuition Supple	ment Form
Use this form to report recipients of Gra and submit the form electronically.	aduate Assistant Tuition Supplement to the	ne Office of Student Financial Aid and	Scholarships, Follow the steps below, Once completed, click "Next" to sign
- Note the following important informati	on before completing the form:		
Complete one form for all stude Duplicate Banner ID's should n	nts paid from a unique account. Separa ot be submitted on the same form.	te forms are needed for each unique a	ccount number and for revisions.
Step 1. Complete the account and dep	artment information. Be sure to provide t	he complete account information.	
DEPARTMENT NAME	DEPARTMENT ID		OM WHICH ACCOUNT?
McNair Center - Mechanical	155401	Depart	mental 🔽
OPERATING UNIT	DEPT NUMBER	FUND NUMBER	CLASS CODE
* CL040	155000	EN700	202
PC BUSINESS UNIT	PROJECT ID 80000124	ACTIVITY ID	
DEPARTMENT CONTACT PHONE NO (803) 777-9596	JMBER	DEPARTMENT CONTACT E-MAII	. ADDRESS
(000) 111-0000		gadona@ccc,sc,edd	
Step 2. Choose the academic year, ind	licate whether the award is for fall/spring	, or summer, and indicate if the author	ization is a revision to a previously submitted supplement.
	ACADEMIC YEAR		*2324 🔽
	TERM		Fall/Spring 🔽
	IS THIS A REVISION TO A	PREVIOUS AUTHORIZATION SUBMIT	TED? No
divided evenly between the fall and spr	ing terms. If the student is graduating at t	he end of the fall term, or the account	UPPLEMENT field. If awarded for fall and spring, the amount will be is ending before 12/31 of the current year, then use the drop down box to sceive 67% of the amount submitted, and 1-5 hours receive 33% of the
Number of students to be awarded?*	1 🔽		
LAST NAME, FIRST NAME	BANNER ID	TOTAL SUPPLEMENT	GRADUATING FALL/
Please list alphabetically.	Please do not enter duplicate ID's.	FOR TERM INDICATED ABOVE	ACCOUNT ENDING IN FALL
		\$ 5,660.00	No ⊻
COMMENTS	I - New Graduate S	tudent - NO Health Insurance - 6 cred	it hours
Use this section to write any special in	structions. Lindsay Crawford will comp		
Step 4. Review the information entered	to ensure completeness and accuracy.	Once reviewed, click "Next" below to s	sign and submit the form electronically.
	30373730		
Danielle Hadow Signature	07/24/2023, 2:39 PM Date		
Signature	Date FOR SCH	HOOL USE ONLY	
GA*	1 51.05	-	

- Complete a departmental tuition supplement form, charging the departmental account covering the cost share.
- In the **Comment** box indicate which project is being cost shared.
- Submit the form to Financial Aid as normal, however a copy will also need to be sent to your Grant Administrator (GA).
- Financial Aid will charge your department and your GA will work with GFM to record a cost share JE.



Cost Share Chartfield in PeopleSoft Finance

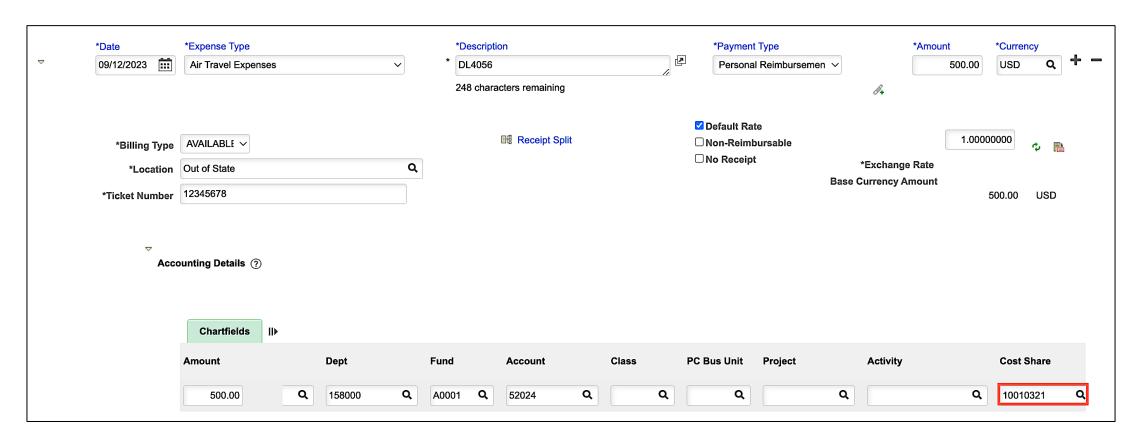
Entering chartfield information on a Payment Request.

				Add a l	lew Line										×
Instruct	ions ②														
Line 1	Description	*Office Location	Quantity 173-0B03A Q	Unit Unit Price Q SWEARINGEN ENGINE	10	unt SpeedCha	Q.								
Account	ting Details														
	Line	Quantity	*Amount	*GL Business Unit	Operating Unit De	partment	Fund Code	Account	Class	.²C Business Unit	Project	Activity	Cost Share	Product	
+	-	1	1000.00	USC01 Q	CL040 Q 15	55200 Q	F1000 Q	52250 Q	202 Q		Q Q	Q	10012120 Q	Q	
0	K	Cancel													



Cost Share Chartfield in PeopleSoft Finance

Entering chartfield information for Travel expense report.





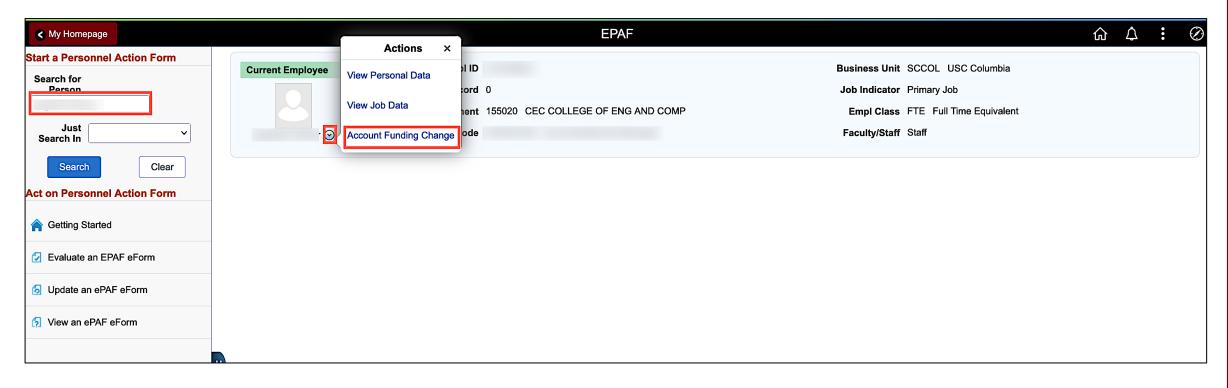
Cost Share Chartfield in PeopleSoft Finance

Entering chartfield information on a P-Card Expense Report.

*Date	*Expense Type			*Description				*P	Payment Type			*Amount	*Curre	ency	
09/08/2023	MEMBERSHIP FEES		*	Membership			1	₽ F	Prepaid Payments	~	,	500.0	0 USD		-
				244 characters rer	maining						0.				
*Billing Type *Merchant	AVAILABLE •								ult Rate -Reimbursable Receipt	_	*Exchange F	Rate	0000000	0	
	SCARC									В	ase Currency Am	ount	500.00	USD	
Acco	Ounting Details ②														
	Amount	Dept	Fund	Account		Class	PC	Bus Unit	Project		Activity	19	Cost Share		Pr
	500.00] 135400 Q	G1000	Q 54111	٩	301	٩	٩		٩		٩	10010234	٩	
		1													Þ

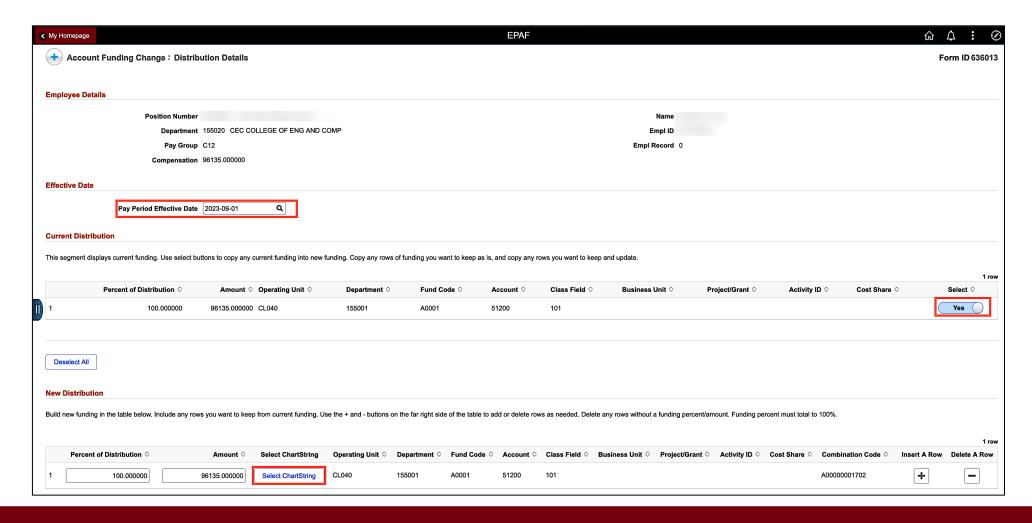


- Step 1: Search for the employee using the Search for Person field.
- Step 2: Click the Actions arrow and select Account Funding Change from the list.



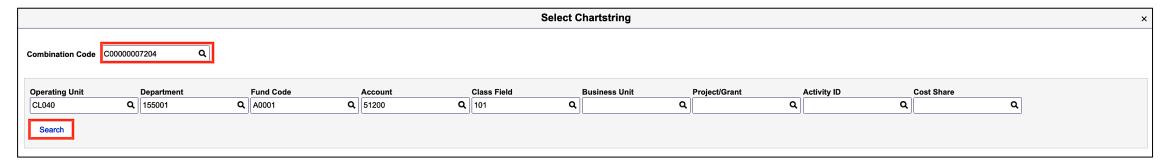


- Step 3: Select the applicable Effective Date, if different than the default.
- **Step 4:** Click the **No** button to toggle to **Yes** indicating you want to copy the row that needs to be changed.
- Step 5: Click the Select Chartstring button.

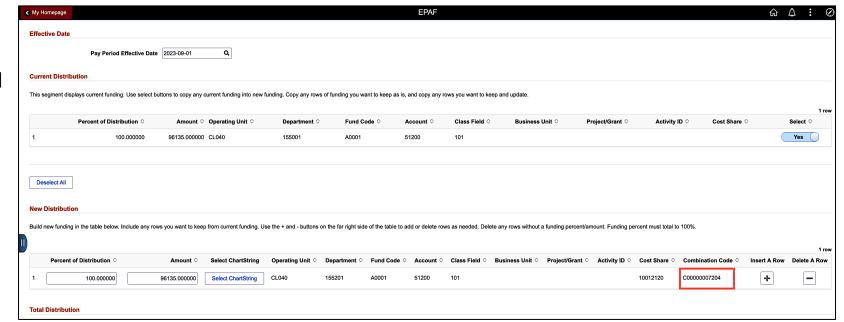


Step 6: On the Select Chartstring page, click in the **Combination Code** field and enter the **Cost Share Combination Code** that was requested using the Cost Share Request form.

Step 7: Click the Search button.

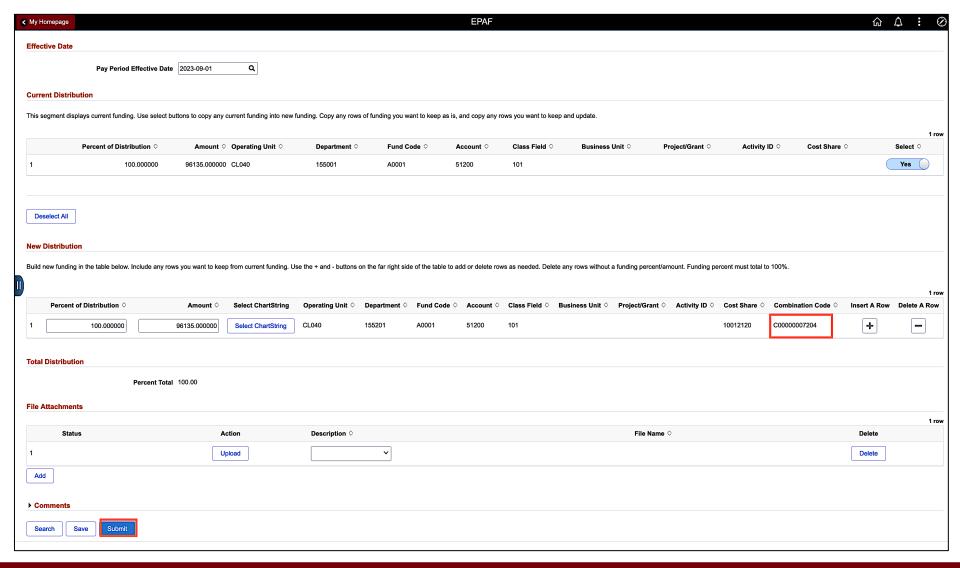


Step 8: On the ePAF page,notice the Cost ShareCombination code is now added to the New Distribution line.

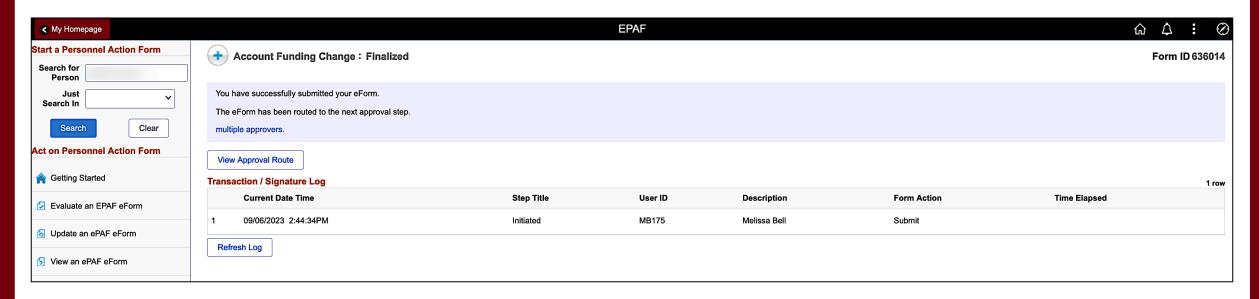


Step 9: Click the Submit button to move the request through the approval process. (Note: Applicable attachments can be

uploaded.)



Step 10: The form is submitted and routed to the next approval step.



Roles and Responsibilities



Cost Share Roles and Responsibilities

Principal Investigator& Grant Support (Dept.)

- Review Cost Share Budget (Use USCeRA and Grant Dashboard)
- Request Cost Share account set up (Combo Codes, etc.)
- Process any needed account change forms to ensure cost share is recorded timely (i.e., salaries, P-Cards, etc.)
- Monitor & track cost share is recorded in ratio with spending.
- If Cost share requires a re-budget, be sure to follow the proper procedures and coordinate with your SAM administrator.
- If 3rd Parties are providing cost share, remind contributors of obligations and obtain needed documentation. Submit documentation to GFM so it can be properly recorded.

Grant and Funds Management

- Report Cost share on any required financial reports and invoices.
- Review 3rd Party Cost Share request submissions and record entries.
- Record waived IDC.

Please note:

GFM is not responsible for ensuring charges other than waived IDC post to your grant(s).

GFM <u>audits</u> for allowability as it relates to Cost Principles and Uniform Guidance.



Working Without Sponsored Funding

A no-cost extension allows work to continue on a project beyond the project's end date as long as the project does not need additional funding from the sponsor. You should use cost share to capture your time and effort in no cost extensions if there is no sponsored funding remaining.

No-cost extensions help to ensure all sponsored project activities can be completed. No-cost extensions should not be requested for the sole purpose of expending remaining unencumbered funds.

It is important to be familiar with the award's terms and conditions regarding no-cost extensions. Sponsors may require that a request for extension be submitted well in advance of the project end date.



Working Without Sponsored Funding

No Cost Extension Procedures

- Requests for no-cost extensions should be initiated by the PI/PD and/or the associated departmental business administrator.
- 2. All no-cost extension requests should be submitted as a Post-Award Action in USCeRA.
 - Your USCeRA request must include a proposed end date for the project and a justification for the extension.
 - Please upload your justification as a PDF document.
 - Your SAM administrator will prepare and submit the request for the no-cost extension to the sponsor. Upon receipt of approval by the sponsor, SAM will extend the project.

NSF No-Cost Extension Requests: The request has to be submitted by your SAM administrator. The PI can initiate the request in Research.gov, under Awards & Reporting > Notifications & Requests.

NIH No-Cost Extension Requests: The request must be submitted via eRA Commons by your SAM administrator. Refer to the current version of the <u>NIH Grants Policy Statement</u> for additional information.



Cost Share Budget vs. Actual



Cost Share: Budget vs. Actual

Use the Grant Dashboard in the Finance Intranet to view cost sharing, the portion of project costs not provided by the sponsor. Most sponsors expect cost share to be charged in **ratio** throughout the life of the project.

Category	Budget	Current Month Activity	Life to Date Expenses	Balance	Encumbrances	Available Balance	Cost Share Budget	Cost Share Actual	Balance
SALARIES	265,559.00	16,942.01	232,400.91	33,158.09		33,158.09	113,458.00	38,886.51	74,571.49
FRINGE BENEFITS	100,912.00	6,411.06	84,264.06	16,647.94		16,647.94		17,508.33	(17,508.33)
CONTRACTUAL SERVICES	53,846.00	8,951.50	42,488.98	11,357.02		11,357.02	585,118.00		585,118.00
TRAVEL	25,250.00		8,980.54	16,269.46		16,269.46	25,500.00		25,500.00
SUPPLIES	17,385.00	250.23	9,252.21	8,132.79		8,132.79			
FIXED CHARGES	336,000.00	5,250.00	220,615.14	115,384.86		115,384.86	247,602.00		247,602.00
DIRECT EXPENSE	798,952.00	37,804.80	598,001.84	200,950.16		200,950.16	971,678.00	56,394.84	915,283.16
INDIRECT COST RECOVERY	9,259.00	651.10	7,547.78	1,711.22		1,711.22	14,481.00	20,302.03	(5,821.03)
INDIRECT EXPENSE	9,259.00	651.10	7,547.78	1,711.22		1,711.22	14,481.00	20,302.03	(5,821.03)
TOTAL EXPENSE	808,211.00	38,455.90	605,549.62	202,661.38		202,661.38	986,159.00	76,696.87	909,462.13



Key Takeaways



Cost Share – Key Takeaways

It is very important to ensure there are departmental funds available to cover your cost share responsibility.

Review Cost Share Budget at the beginning of the award. You are responsible for recording your cost share.

Record cost share in ratio with project spending – do NOT wait until the end of the project to record cost share!

Sponsors *can and will* withhold reimbursement if you are not meeting cost share requirements!













Resources and Contacts



Available Resources

Visit the Controller's Office website for the following resources:

- Cost Share Information
- For Cost Share and Salary Allocation training resources visit the <u>Business Manager, Grant Administration</u>, and <u>Principal Investigator</u> pages in the Resource and Training Toolbox.

Visit the SAM Office website for the following resource:

No Cost Extensions

Visit the Payroll website for the following resource:

Account Funding Changes (Maintain Accounting)



Our Grant Administration Team

Name	Title	Email
Susan Klie	Director of Grant Administration	SKLIE@mailbox.sc.edu
Melissa Bell	Grant Administrator	MB175@mailbox.sc.edu
Alicia Lewin	Grant Administrator	ALEWIN@mailbox.sc.edu
Alicia Stoll	Grant Administrator	ALSTOLL@cec.sc.edu
Jennifer Swanner	Grant Administrator	JSWANNER@cec.sc.edu



Questions



THANK YOU!



Alone, we can do so little; together, we can do so much.

Office of the Controller



Address:

1600 Hampton Street Columbia, SC 29208



Contact Number:

Phone: 803-777-2602 Fax: 803-777-9586



Email Address:

controller@sc.edu



