

## **VII. Responsibilities:**

### **A. Principal Investigator:**

1. Provide Sponsored Programs with a copy of the Solicitation, Program Announcement, or RFP so that they can review the program guidelines, including those concerning the cost share requirements.
2. Include mandatory cost share in the proposal budget and budget justification, not buried or implied in the narrative.
3. Include voluntary committed cost share only in rare circumstances, as outlined in the Cost Share Policy Statement.
4. Do not include "Leveraging" or "Other Support" in the proposal as cost share.
5. Complete Section III of the Pre Award Routing Sheet concerning cost share.
6. Obtain the required signatures on the Pre Award Routing Sheet. The signatures document that the PI, Department Chair and College Dean approve of the cost share included in the proposal.
7. Complete the Institutional Contribution Statement, stating the cost share budget and the FAU account(s) that will fund the cost share.
8. Obtain the required signatures for the Institutional Contribution Statement. The signatures document that the Department Chair, College Dean, and Provost/Campus VP approve of the cost share included in the proposal, as well as the source of funds that the cost share will be paid from.
9. Obtain Letters of Commitment from third parties contributing support to the project. These documents must be included in the proposal package submitted to Sponsored Programs.
10. Document tuition waivers provided by FAU. Send the documentation to Research Accounting.
11. Understand that both mandatory and voluntary committed cost share are required to be met and documented by the end of the project period.
12. Ensure that the direct costs funded by FAU are charged to the Cost Share Account(s).
13. Review the Departmental Ledgers on a monthly basis to ensure that the costs charged to the Cost Share Accounts are allowable, allocable, and reasonable.
14. Obtain letters from third parties periodically and at the end of the project that document their actual contribution to the project. Forward those letters to Research Accounting so that the amounts can be included on financial statements reported to the sponsors, as required.

### **B. Sponsored Programs:**

1. Review the Solicitation, Program Announcement, or RFP to determine if cost share is mandatory for the project.
2. Review the proposal budgets for mandatory and voluntary committed cost share. Verify the accuracy of the cost share budget.

3. Verify that the Pre Award Routing Sheet includes the correct information concerning the cost share in Section III, as well as the required signatures.
4. Verify that the budget per the Institutional Contribution Statement mirrors the proposal budget for FAU's portion of the cost share.
5. Verify that the Institutional Contribution Statement includes the FAU accounts that will fund the cost share. The account(s) should be from non-federal sources, either an E&G account, overhead account, or another non-federal account.
6. Verify that the Institutional Contribution Statement includes the required signatures (Department Chair, College Dean and Provost/Campus VP).
7. If the project includes a third party in-kind contribution, verify that the proposal package includes a Letter of Commitment, signed by an authorized representative, endorsing and quantifying their estimated contribution to the project.
8. When the award is funded, complete the Post Award Worksheet and indicate whether the project includes cost share.
9. Incorporate appropriate cost share requirements in subcontract agreements.

#### C. Research Accounting:

1. When either mandatory or voluntary committed cost share that is funded by FAU is included in the awarded project, assign one cost share account for each source account listed on the Institutional Contribution Statement.
2. Notify the Departmental Budget Coordinator of the new cost share account(s), using the New Cost Share Account Memo. (See Exhibit H)
3. Monitor the cost share on a periodic basis. Send the Cost Share Monitoring Memo and Cost Share Status Reports to the Departmental Budget Coordinators. (See Exhibits I. and J.)
4. At the end of the project period, verify that the Cost Share Obligation has been met. If it is not, contact the PI and/or Departmental Budget Coordinator to determine if all of the appropriate expenditures have posted to the cost share account(s) and if all of the supporting documentation has been received from any third parties involved with the project.
5. Compute the appropriate amount for indirect costs to be included in the total cost share amount documented.
6. Report cost share to the sponsor, as required.
7. Verify that the appropriate budget transfer was processed to set up budget dollars in the Cost Share Account.
8. For cost share that is funded by an overhead account or another non-federal account, process a transfer of funds to the Cost Share Account from the source account at the end of the project.
9. Close out the Cost Share Account along with the FAU Project account, using the standard close out procedures.

#### D. Department Budget Coordinator

1. Prepare and submit the budget transfer to increase the budget in the cost share account and decrease the budget in the source account. Follow the standard post award procedures listed in this document.
2. Initiate the appropriate paperwork to charge allowable, allocable and reasonable costs to the Cost Share Accounts.
3. Review the Departmental Ledgers on a monthly basis to ensure that the costs charged to the Cost Share Accounts are allowable, allocable, and reasonable.
4. Notify the PI if a Cost Share Status Report received from Research Accounting indicates that cost share is lacking on a project.
5. When necessary, process superseding employment contracts and Expenditure Transfer Forms (ETFs) to move appropriate expenses to Cost Share Accounts.
6. Contact Research Accounting at the end of the project period to inform them when all appropriate expenditures have posted and all encumbrances have cleared on the Cost Share Account, so that Research Accounting can report the correct amount of cost share to the sponsor, as well as close the Cost Share Account.