

80.12 Cost Share Policy

Approval Authority: Cabinet
Responsible Executive(s): Provost and Vice President for Academic Affairs
CFO, Vice President for Finance and Treasurer
Responsible Office(s): Office of Sponsored Programs
Office of Sponsored Accounting and Cost Analysis
Effective Date: March 20, 2018

I. Purpose of this Policy

The University receives funding from federal, state and other sponsors in support of research, instruction and other activities awarded through grants, contracts and cooperative agreements (“Sponsored Projects”). The University must assure sponsors that Sponsored Projects to which the University contributes a portion of the costs are properly administered in accordance with federal and state regulations and sponsor requirements.

II. Definitions

Cost Share: The portion of the cost of a Sponsored Project that is not reimbursed by the sponsor and must be paid or absorbed by the University is referred to as the Cost Share. Cost Sharing represents a financial commitment by the University. Cost Sharing is mandatory when it is required by the sponsor as a condition of the award. Cost Sharing may be prohibited by a sponsor. Cost Sharing is voluntary when it is offered by the University to make the research proposal more competitive or support project costs that are not reimbursed by the sponsor.

III. Policy

As a general rule, Cost Sharing will only be included in a Sponsored Project proposal when it is mandated by the sponsor. Exceptions to this rule require written approval of the relevant University officials whose budget provides the source of Cost Sharing funds, prior to submission of the proposal to the sponsor. Approval is required from the Department Chair (when applicable), the Dean, and either the Provost or the Vice Provost for Research. When a principal investigator (“PI”) proposes and the University agrees to provide Cost Share from University resources on a Sponsored Project, the PI and the relevant University official whose budget is providing the Cost Share must comply with the following:

- A. Confirm the accuracy of the Cost Sharing commitment at the proposal stage by preparing and confirming the content of a “Cost Share Commitment Form,” a copy of which is available from the Office of Sponsored Programs (“OSP”) and at [https://my.stevens.edu/sites/default/files/osp/OSP Cost Share.pdf](https://my.stevens.edu/sites/default/files/osp/OSP%20Cost%20Share.pdf). The PI, relevant University official providing the Cost Share and the Executive Director of OSP must sign this form.

- B. Expenses incurred by the University to meet Cost Sharing commitments are subject to the same accounting, financial, legal, and regulatory requirements as direct costs charged to the Sponsored Project. Specifically, cost-shared expenses must be in compliance with the following:
- i. University Sponsored Projects expenditure policies;
 - ii. Any additional terms specified by the sponsor;
 - iii. U.S. federal agency guidelines or non-federal program guidelines, as appropriate; and
 - iv. U.S. Office of Management and Budget Uniform Guidance, 2 CFR 200, specifically §200.306, which requires that Cost Sharing funds are:
 - a. verifiable from the University's records;
 - b. not included as contributions from any other federal award;
 - c. not offered as a Cost-Sharing commitment on any other project;
 - d. necessary and reasonable for the accomplishment of the project or program objectives;
 - e. allowable under Uniform Guidance Subpart E – Cost Principles; and
 - f. included in the approved project budget when required by the project sponsor.