

UCI ADMINISTRATIVE POLICIES & PROCEDURES

RESEARCH AND SPONSORED ACTIVITIES

Sponsored Projects

Section 483-2: Cost Sharing on Sponsored Projects

Responsible Office: Office of Research Administration

Issued: June 3, 1986

Revised: July 1, 2004

References

- OMB Circular A-110 (Subpart C – Post – Award Requirements, Section __.23)
- Federal Sponsor Policies Implementing OMB A-110
- University of California Contract and Grant Manual, Chapter 5

Background and Purpose

As a recipient of Federal funds, UCI is required to propose, account for, and report cost sharing in a consistent manner and in accordance with the federal regulations and University policies referenced above. The purpose of this policy is to define cost sharing and describe when cost sharing is appropriate and permitted.

Applicability and Effective Date

This policy rescinds and supplants the policy contained in Section II-I of the UCI Contract and Grant Administration Manual dated June 23, 1986 and the policy entitled, "Commitment of University Resources as Cost Sharing Contributions for Extramurally Sponsored Projects".

This policy is applicable to all extramural sponsored projects (federal and non-federal) and is effective for all proposals submitted, and all awards with start dates, on or after July 1, 2004.

Definitions

Cost sharing is any portion of the total costs of a project or program not borne by the sponsor. Cost sharing typically takes the form of in-kind resources (e.g., contributed project personnel effort) or cash.

Cost sharing commitment means any cost sharing that is offered and quantified anywhere in a proposal.

Cost sharing contribution means the use or expenditure of any in-kind resource or cash to fulfill a cost sharing commitment in the course of performing the scope of work under an extramural award.

Statutory cost sharing means any cost sharing mandated by a federal agency resulting from the congressional requirements attached to the monies funding such agency or its programs.

Third party cost sharing means cost sharing commitments or contributions made by an organization other than UCI or the sponsor.

Policy Statement

Extramural proposals should not include cost sharing commitments except; i) where cost sharing is mandated by a sponsor; or ii) the principal investigator, department chair or director, and dean or vice chancellor collectively determine that cost sharing is necessary to ensure the success of a competitive proposal.

Cost sharing commitments must be listed in the “Cost Sharing Information” section of the Administrative Approval form, and be approved, in writing, by the head of the unit making the commitment. Voluntarily waiving or reducing Facilities and Administrative (F&A) costs as a means of cost sharing is prohibited, except when the Office of Research Administration, at the request of the proposing unit and with the concurrence of the Vice Chancellor for Research, has secure prior approval from the Office of the President.

Statutory cost sharing must be fulfilled on a project-by-project basis unless the federal agency requires that awardees meet statutory cost sharing requirements on an aggregate costs basis.

All cost sharing contributions must be readily identifiable in UCI’s accounting system and supported by original source documents. Because the UCI Cost Sharing Tracking System is integrated with UCI’s accounting system, the Cost Sharing Tracking System must be used to track cost sharing and generate the Cost Sharing Contribution Report.

It is UCI policy to comply with OMB Circular A-110 requirements for proposing, accounting for, tracking and reporting cost sharing.

Authority and Responsibility

Principal Investigators are responsible for:

- identifying and providing cost sharing resources;
- securing all necessary cost sharing approvals from their academic, research or administrative units;
- ensuring that all cost sharing commitments are made and fulfilled in accordance with federal requirements and/or specific sponsor program requirements;
- documenting and certifying contributed effort on Personnel Activity Reports;
- certifying Cost Sharing Contribution Reports;

- maintaining records that document the fulfillment of cost sharing contributions and providing university and extramural sponsor representatives access to such records; and
- ensuring compliance with this policy.

By signing the UCI Administrative Approval form, Principal Investigators accept and acknowledge these responsibilities.

Department Administrators are responsible for:

- assisting Principal Investigators with fulfilling the responsibilities noted above;
- assisting department chairs, directors, deans and vice chancellors with fulfilling the responsibilities noted below; and
- promoting compliance with this policy.

Department Chairs, Organized Research Unit (ORU) Directors, and Campus Center Directors are responsible for:

- reviewing and approving cost sharing commitments offered on behalf of the department, ORU or campus center, as evidenced by the signature of the chair or director on the UCI Administrative Approval form;
- determining that the percentage of faculty and/or staff effort offered as part of a cost sharing commitment is reasonable and that an individual's total effort expended on sponsored projects and UCI-related duties does not exceed one hundred (100) percent;
- initiating requests to the Vice Chancellor for Research cost sharing commitments, as applicable and in accordance with campus policy;
- ensuring that cost sharing commitments on funded awards are fulfilled; and
- promoting compliance with this policy.

Deans and Vice Chancellors are responsible for:

- reviewing and approving cost sharing commitments offered on behalf of the school or unit, as evidenced by the signature of the dean or vice chancellor on the UCI Administrative Approval form;
- verifying and ensuring that cost sharing commitments can and will be fulfilled without detriment to the other approved instructional and research activities of the unit or school;
- initiating requests to the Vice Chancellor for Research for Research and Graduate Studies cost sharing commitments, as applicable and in accordance with campus policy; and
- promoting compliance with this policy.

Vice Chancellor for Research is responsible for:

- considering requests for the Office of Research cost sharing commitments;
- considering requests for voluntarily waiving or reducing Facilities and Administrative Cost rates;
- notifying sponsors of UCI's cost sharing commitments, when appropriate or required; and
- promoting compliance with this policy.

The **Office of Research Administration** is responsible for:

- reviewing regulations and sponsor policies to verify cost sharing requirements;
- providing advice to principal investigators, administrative staff, chairs, directors, deans and vice chancellors regarding sponsor cost sharing requirements and how UCI resources may be proposed as cost sharing;
- as part of the institutional proposal review, verify campus approvals of cost sharing commitments;
- negotiating pre-award and post-award changes to cost sharing commitments; and
- promoting compliance with this policy.

Accounting and Fiscal Services (Contract and Grant Accounting) is responsible for:

- reviewing Cost Sharing Contribution Reports;
- reporting the aggregate value of UCI and third-party cost sharing contributions to extramural sponsors;
- serving as the office of record for the Cost Sharing Contribution Report; and
- promoting compliance with this policy.