

Cost Sharing Procedures

Revised June 2021

FSU's cost sharing policy is to commit cost share only to the extent necessary to meet a sponsor's requirements. If cost share is voluntary or encouraged but not mandatory, or is in excess of sponsor requirements, approval from the Chair, Dean and Sponsored Research Administration Senior Management is required. Please refer to the [Cost Sharing Policy](#) and the [Proposal Submission Policy](#) for additional information.

"SRA" refers to Sponsored Research Administration, "Pre-Award" refers to Sponsored Research Administration Pre-Award and "Post-Award" refers to Sponsored Research Administration Post-Award.

Please see the chart below for specific requirements for any source of cost share. If the proposed source of cost share is not listed, please discuss with SRA.

Proposal Stage:

Pre-Award will review the cost share commitment along with the rest of the proposal before submitting to the sponsor. Areas reviewed will include the following.

1. Are sponsor requirements met?
 - a. Is the cost share commitment allowable per applicable cost principles, the solicitation and agency guidance?
 - b. What is the amount or percentage of cost share required?
2. Are internal requirements met?
 - a. [Cost Share Commitment Form](#): The Cost Share Commitment Form must be approved by the Chair and Dean of each department that is obligating cost share, either by approving the funding proposal in RAMP or via ancillary review. See the form and the chart below for additional details on other documents and approvals to be submitted with the funding proposal in RAMP.
 - b. A detailed cost share budget is required, if not already included in the proposal.
 - c. If voluntary committed cost share is proposed, SRA Senior Management approvals are required.
 - d. Is unintended cost share described in any section of the proposal?
3. Many proposals contain effort commitments that are not supported by sponsor funding and are not budgeted as cost share. In such cases, a [Cost Share Commitment Form](#) will not be required, nor will a cost share Budget Allocation be established in RAMP. It is important to note that if the proposal is awarded, named personnel are committed to providing the level of effort proposed unless sponsor policy permits otherwise. All quantified effort must be documented through OMNI's Faculty Assignments, Commitments, and Effort Certification Tracking (FACET) system.

Advance/Award Stage:

1. The cost share Budget Allocation will be set up at the same time as the sponsored project Budget Allocation in RAMP. Sponsor funds and cost-share funds normally should be spent at the same rate. Therefore, the sponsored project budget will not be activated until all cost share information has been received.
2. When a new award or advance request is received, Pre-Award will discuss the cost share requirements outlined below with the department. Pre-Award will verify that the commitments made at the proposal stage are still valid; if not, a new [Cost Share Commitment Form](#) will be required. If the source of cost share requires a DOL, Pre-Award will request the DOL from the department before routing the award for Final Approval. Once Pre-Award has the DOL from the department, Pre-Award will assign the award to the Post-Award Coordinator (PAC) as a Designated Reviewer so the PAC can review and approve the DOL. Once the PAC has approved the DOL the PAC will save it to OnBase and attach the approved version in RAMP before forwarding to

- QA for final review. QA will complete their final review, push the award into OMNI, and then enter the DOL for the Compliance Managers to post.
3. If a new chartfield combination is created for cost share, the department will use it on all financial transactions, both payroll and non-payroll transactions, to capture the cost share expenditures.

Award Amendment Stage:

1. When SRA receives additional funds, Pre-Award will confirm the Cost Share Commitments for the new funding increment.
2. Additional sponsor funds will not be added until Pre-Award receives and confirms Cost Share Commitments.

Unfulfilled cost sharing commitments, or lack of documentation, may result in a reduction of costs allowed against the sponsored project, thus necessitating a refund to the agency and a charge to the department not meeting the required cost sharing.

Source of Cost Share	Internal Approvals Required	Proposal Stage	RAMP Budget Allocation	OMNI Expense Chartfield	Award Stage
Other Sponsored Project including Program Income Funds 510 - 540	Chair, Dean	The other sponsored project's period of performance must align with the proposed project, the PI must explain how the scopes of both projects are related, and approval from both sponsors (current and proposed) is required	New Subproject required if the entire budget is not being used as cost share and/or if the project dates are not the same as the award requiring cost share. Otherwise, no subproject is needed	Charges should post to the project providing cost share	A new subproject will be created under the award providing the cost share in order to isolate cost share expenditures from non-cost share expenses. To do this, the GO will need to process two separate modifications for the award providing cost share. The first modification will reduce the funds committed for cost share from the existing project. Once the GO creates this modification and the budget is reconciled, the GO will submit the modification to the Accounting Coordinator. Once the Accounting Coordinator approves the reduction, they will forward to QA. After QA approves the first modification, the GO will create a second modification to create a new subproject and corresponding budget allocation, select "NO" for the cost share question and add the funds to the new subproject. The second modification is submitted to QA final review. Since rebudgeting cannot be combined with any other business process, the funds should be moved to the same budget category in the new subproject. The Cost-Share commitment form must be updated with the cost share subproject number before being uploaded to the workspace for the award requiring cost share.
FSU Research Foundation (FSURF) Sponsored Project Fund 545	Chair, Dean, and FSURF approval with the proposal	The FSURF project's period of performance must align with the proposed project, and the PI must explain how the scopes of both projects are related	New Subproject required if the entire budget is not being used as cost share and/or if the project dates are not the same as the award requiring cost share. Otherwise, no subproject is needed	Charges should post to the project providing cost share	A new subproject will be created under the award providing the cost share in order to isolate cost share expenditures from non-cost share expenses. To do this, the GA will need to process two separate modifications for the award providing cost share. The first modification will reduce the funds committed for cost share from the existing project. Once the GA creates this modification and the budget is reconciled, the GA approve the first modification. Then the GA will create a second modification to create a new subproject and corresponding budget allocation and add the funds to the new subproject. Since rebudgeting cannot be combined with any other business process, the funds should be moved to the same budget category in the new subproject. The Cost-Share commitment form must be updated with the FSURF cost share subproject number before being uploaded to the workspace for the award requiring cost share.
FSU Research Foundation (FSURF) Internal Funds Fund 544	Chair, Dean		Project # + Dept ID + 555	Dept ID + 555 + Project #	While the award is in Draft state, the GO will create a budget allocation for the cost share budget line to be set up and reconcile this budget according to the information on the cost share commitment form. Before routing the award for Final Approval, the GO will request that the department confirm the cost share commitment, and the GO will request that the department upload into RAMP a DOL for the cash transfer. Once the department uploads the DOL into RAMP, the GO will forward to the Post-Award Coordinator as a Designated Reviewer. The Post-Award Coordinator will review and upload the approved DOL in RAMP then route the award for Final Review to activate the award in RAMP and OMNI.
FSU Foundation (FSUF) Fund 599	Chair, Dean, and FSUF approval with the proposal	The FSUF project's period of performance must align with the proposed project, and the PI must explain how the scopes of both projects are related	Project # + Dept ID + 555	Dept ID + 555 + Project #	While the award is in Draft state, the GO will create a budget allocation for the cost share budget line to be set up and reconcile this budget according to the information on the cost share commitment form. Before routing the award for Final Approval, the GO will request that the department confirm the cost share commitment, and the GO will request that the department upload into RAMP a DOL for the cash transfer. Once the department uploads the DOL into RAMP, the GO will forward to the Post-Award Coordinator as a Designated Reviewer. The Post-Award Coordinator will review and upload the approved DOL in RAMP then route the award for Final Review to activate the award in RAMP and OMNI.
SRAD Funds 550-560	Chair, Dean		Project # + Dept ID + 555	Dept ID + 555 + Project #	While the award is in Draft state, the GO will create a budget allocation for the cost share budget line to be set up and reconcile this budget according to the information on the cost share commitment form. Before routing the award for Final Approval, the GO will request that the department confirm the cost share commitment, and the GO will request that the department upload into RAMP a DOL for the cash transfer. Once the department uploads the DOL into RAMP, the GO will forward to the Post-Award Coordinator as a Designated Reviewer. The Post-Award Coordinator will review and upload the approved DOL in RAMP then route the award for Final Review to activate the award in RAMP and OMNI.
E&G Funds 1XX, 2XX	Chair, Dean		Project # + Dept ID + 1XX/2XX	Dept ID + 1XX/2XX + Project#	While the award is in Draft state, the GO will create a budget allocation for the cost share budget line to be set up and reconcile this budget according to the information on the cost share commitment form.
Auxiliary Funds 3XX, 6XX	Dean, Chair and FSURF approval with the proposal		Project # + Dept ID + 555	Dept ID + 555 + Project #	While the award is in Draft state, the GO will create a budget allocation for the cost share budget line to be set up and reconcile this budget according to the information on the cost share commitment form. Before routing the award for Final Approval, the GO will request that the department confirm the cost share commitment, and the GO will request that the department upload into RAMP a DOL for the cash transfer. Once the department uploads the DOL into RAMP, the GO will forward to the Post-Award Coordinator as a Designated Reviewer. The Post-Award Coordinator will review and upload the approved DOL in RAMP then route the award for Final Review to activate the award in RAMP and OMNI.
Tuition Waiver Code 3	Chair, Dean		Project # + Dept ID + 555	Dept ID + 555 + Project #	While the award is in Draft state, the GO will create a budget allocation for the cost share budget line to be set up and reconcile this budget according to the information on the cost share commitment form. Before routing the award for Final Approval, the GO will request that the department confirm the cost share commitment, and the GO will request that the department upload into RAMP a DOL for the cash transfer. Once the department uploads the DOL into RAMP, the GO will forward to the Post-Award Coordinator as a Designated Reviewer. The Post-Award Coordinator will review and upload the approved DOL in RAMP then route the award for Final Review to activate the award in RAMP and OMNI.
Tuition Waiver Code 2	Chair, Dean		No budget line	No budget line	There will not be a budget line set up in either RAMP or OMNI, but Post-Award will request back-up documentation.
Contributed Indirect Costs	Chair, Dean	Agency approval may be required before proposal submission		No budget line	Post award will manually calculate these costs. Contributed F&A will not post to any of the ledgers or Budgets Overview, nor will it show in RAMP.

Unrecovered Indirect Costs	Chair, Dean, OVPR approval required if PI requests a lower F&A rate. If agency mandates a rate lower than FSU's negotiated rate, no addtl approval is required.	Agency approval is required before proposal submission	No budget line	No budget line	Post Award will manually calculate these costs. Unrecovered Indirect Costs will not post to any of the ledgers or Budgets Overview, nor will it show in RAMP.
Third Party	Chair, Dean	The Third Party Cost-Sharing Commitment Form must be submitted to SRA with the proposal	No budget line	No budget line	There will not be a budget line set up in either RAMP or OMNI, but Post-Award will request back-up documentation.