Cost Share Procedures

General Information

Upon receipt of a new award, Grants and Contracts Administration (GCA) will review each project for cost sharing requirements. The total amount required is recorded on the FRAGRNT screen in BANNER under “total recipient share”.

Salary cost share is certified once a year:
• Academic (07/01/XX-06/30/XX)

All non-salary cost share is certified on calendar quarters. The calendar quarters are:
• 1 (January to March)
• 2 (April to June)
• 3 (July to September)
• 4 (October to December)

All cost share must be received by the College Research Office/Department and the GCA Research Administrators will enter the information into the cost share database. GCA will send the cost share reports to the College Research Offices/Departments on a quarterly basis.

Salary Cost Share

Until payroll certification is in place, salary cost share is submitted on the Certified Effort Statement. Please work with your designated Research Administrator to access this form. Salary information should be pulled from Report Central using the Payroll Distribution screen. Be sure to select Payroll Transactions to use the correct reporting information. The reporting period selected in the Payroll Distribution screen should match the reporting period on the Certified Effort Statement form so that the percentages are correct.

Once complete and signed by the PI, this form should be sent to your designated Research Administrator who will complete the cost share certification for salary, including benefits and fringe information.

Non-salary Cost Share

All non-salary cost share must be submitted to GCA using the Cost Share Non-Personnel Form, which can be found here. Backup documentation should accompany this form, documenting the items being cost-shared and their source funding (the non-grant fund). This documentation should be submitted by the College Research Office/Department to GCA on a quarterly basis.
Met Cost Share

Once cost share on an award is fully met, GCA will send the PI and College Research Office/Department the Fully Committed Cost Share Notification form.

Unmet Cost Share

It is the responsibility of the College/Department to notify the PI if the cost share is not met by the end of the project. The sponsor may not pay the final invoice of the award if the cost share is unmet. If this should occur, then the College/Department will be responsible for the unpaid amount.