## Financial Policy 2110: Cost Sharing/Matching Contributions

### Matrix of Institutional Requirements

<table>
<thead>
<tr>
<th>Commitment (mandatory or voluntary)</th>
<th>Proposal Procedures</th>
<th>Accounting Procedures</th>
</tr>
</thead>
</table>
| Effort from faculty or staff that the sponsor will not pay (other than cap restrictions)         | - Identify effort commitment in proposal budget and include in justification; include language that reduces the commitment if award budget is reduced  
  - Provide a cost sharing memo to support commitment (reference your Divisional requirements)  
  - Identify items that will not be paid by the sponsor in proposal budget and include in justification; include language that reduces the commitment if award budget is reduced  
  - Provide cost sharing memo to support commitment                                                                                           | - Request a FAS Subsidiary Ledger (SL) associate account  
  - Update the Workday Costing Allocation to directly charge salary to the cost sharing associate account for associated commitment  
  - Confirm that the F&A rate for the cost sharing budget is consistent with the agency proposal and with appropriate agency approval  
  - Charge expenses directly to cost sharing associate account for associated commitment  
  - No accounting actions are necessary; SAA to calculate indirect for required reporting purposes                                                                                                           |
| Including when no faculty effort is requested for research projects                                |                                                                                                                                                                                                                       |                                                                                                                                                                                                                          |
| Effort from faculty or staff that the sponsor pays only up to a published salary cap              | **HHS Awards Using NIH Salary Cap:**  
  - Include only the current NIH Salary Cap in the SF424 budget  
  - Enter the Institutional Base Salary in the AURA budget grid for the calculation of the over-the-cap amount  
  - Include the agency required salary cap in the agency proposal budget  
  - Enter the Institutional Base Salary in the AURA budget grid for the calculation of the over-the-cap amount  
  - Provide a cost sharing memo to support the commitment (reference your Divisional requirements)   | **HHS Awards Using NIH Salary Cap:**  
  - Update the Workday Costing Allocation to directly charge salary for the over-the-cap amount to a non-sponsored account  
  - Request a FAS Subsidiary Ledger (SL) associate account  
  - Update the Workday Costing Allocation to directly charge salary for the over-the-cap amount to the cost sharing associate account                                                                 |
| Or if you chose to use a salary cap (not recommended)                                              | **Non-HHS Awards:**  
  - Include only the current NIH Salary Cap in the SF424 budget  
  - Enter the Institutional Base Salary in the AURA budget grid for the calculation of the over-the-cap amount  
  - Include the agency required salary cap in the agency proposal budget  
  - Enter the Institutional Base Salary in the AURA budget grid for the calculation of the over-the-cap amount  
  - Provide a cost sharing memo to support the commitment (reference your Divisional requirements)   | **Non-HHS Awards:**  
  - Request a FAS Subsidiary Ledger (SL) associate account  
  - Update the Workday Costing Allocation to directly charge salary for the over-the-cap amount to the cost sharing associate account                                                                 |
| Supplies, equipment, travel, stipends, etc.                                                      | - Identify items that will not be paid by the sponsor in proposal budget and include in justification; include language that reduces the commitment if award budget is reduced  
  - Provide a cost sharing memo to support commitment                                                                                           | No accounting actions are necessary; SAA to calculate indirect for required reporting purposes                                                                                                                                   |
| Indirect cost on direct cost sharing expenses or unrecovered indirect costs                      | - Confirm that the F&A rate for the cost sharing budget is consistent with the agency proposal and with appropriate agency approval  
  - Identify effort commitment in proposal budget and include in justification; include language that reduces the commitment if award budget is reduced  
  - Provide a cost sharing memo to support commitment                                                                                           | No accounting actions are necessary; SAA to calculate indirect for required reporting purposes                                                                                                                                   |

### Resources:
- [AURA Grants Budget Reference Guide](#)  
- [FAS User’s Guide](#)  
- August 2015