



# WILLIAM & MARY

CHARTERED 1693

## OFFICE OF SPONSORED PROGRAMS

### **Principal Investigator and Departmental Responsibilities for Cost Share**

Cost share is the portion of sponsored project costs that are not borne by the sponsor and can be mandatory or voluntary.

The PI and their financial team are responsible for tracking cost share and providing a cost share report to OSP every 6 months or as the sponsor agreement dictates. This report will certify that the recorded costs are true and accurate, were contributed during the identified reporting period, and that the costs have not been and will not be used as cost sharing on any other sponsored project.

If the cost share is provided by another department, school, or third party outside William & Mary, the PI and their financial team are responsible for collecting the cost share data and reporting to OSP every 6 months or as the sponsor agreement dictates and certifying as noted above

### **FYIs on Cost Share**

- Cost share transactions must be necessary and directly related to the project objectives and occur within the period of performance of the grant. (The costs must be incurred during the time frame of the awarded project. In other words, equipment purchased before the project began cannot be declared as a match.)
- The cost share should be utilized in parallel with the grant funds. Do not wait until the grant is fully spent before starting to use the cost share.
- Cost share committed to one sponsored project may not be contributed to another sponsored project.
- Cost share should be spent at about the same rate as the grant is spent down. Do not spend all the grant and then start spending on the cost share.
- For example, if a grant is \$100 and the cost share is \$50. The total project cost is \$150.
- If the grant is 50% spent or \$50 the cost share should be 50% open or \$25.
- Cost share transactions are necessary and reasonable for achieving the objectives of the Federal award.
- If using unrecovered indirect costs (waived IDC) the OSP administrator will calculate and report on this.

**The Cost Share report** should provide the following information:

- **Index/Indexes**
- **Reporting period** (ex. January 1, 2024-June 1, 2024) all transactions must occur within the reported reporting period.



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- **Total amount spent**
- **A breakdown of the billing categories.** (Your OSP administrator can assist with this part if you provide the transaction details) See the table below for billing categories.

Billing Category	Account Code	Description(s)
Communications and Printing	712150	Printing
Contractual Services	712000	Contractual Services
	712210	Organization Memberships
	712680	Skilled Services
	712687	Subcontract Services
Facilities and Administrative Costs	787000	Indirect Costs
Fringe Benefits	611100	Benefits
	611120	Fed Old-Age Ins-Sal
	611380	Defer Comp Match Pmt
Salary	611200	Salaries
	611264	Summer Salary, T&R Faculty
	611420	Grad Assistant
	611441	Wages - Grad
Travel	712240	Registration Conference Material
	712800	Transportation Services
	712820	Travel-Personal Vehicle
	712830	Travel-Public Carrier
	712850	Travel-Subs/Lodging
	712880	Travel-Meals/Overnight

- **PI Certification Statement:** Each report must include the following statement, signed and certified by the Principal Investigator (PI): *recorded costs are true and accurate, were contributed during the identified reporting period, and that the costs have not been and will not be used as cost sharing on any other sponsored project.*

If a third-party entity is providing cash or in-kind cost share (e.g. goods and services), a signed letter, from that entity’s authorized organizational representative (AOR) will be needed to document cost share value and description. If this third party has a negotiated F&A rate, they can include, if appropriate, unrecovered F&A costs.