

COLLEGE OF WILLIAM AND MARY MATCH ACCOUNTING

DEFINITION: Each proposal submitted to a funding entity requests financial assistance for a defined scope of work. When costs to perform the work exceed the amount received from the funder, the university must identify other sources to support the project. Match or cost-share is part of the total cost of a project that is not supported by external funds awarded. There are several types of match or cost share.

- Cash match is comprised of funds provided by departmental E&G funds, private funds, or another non-federal award that has been designated as a companion project to the federal award. It is important to note that match is “real” money and must be documented.
 - The costs must be verifiable through College accounting records, may not be provided by other federal sources, and must not be used as match for any other award.
 - 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 match.
 - Costs declared as match must meet the same standards for allowability, allocability and reasonableness as costs posted to the grant itself. If the cost would not be appropriate to charge to the grant itself, it may not be used as match.
- In-kind or third-party match is support provided by an entity outside the College. This must be documented and certified for the project file since this cannot be verified through the accounting system. Additionally, valuation of the in-kind support must be reviewed to confirm that the budgeted amount does not exceed the fair-market value of the items included and the individuals or organization providing the in-kind match must document that they are aware of and approve use of their services or goods as match.
- Mandatory match is match or cost share required by the funding agency as a condition to receive an award.
- Voluntary committed cost sharing/match is university support which is identified as necessary to accomplish project goals but which is not required by the agency. It is important to note that if the College specifies an institutional contribution as the time of proposal submission and the agency makes an award, the match becomes a condition of the award and must be provided.
- Voluntary uncommitted cost sharing/match recognizes institutional support that would be needed if a project is awarded but is not included in the proposal to the funding agency. While there is no requirement to document the uncommitted contribution, it is important to identify such potential requirements prior to accepting the award.

POLICY: It is William and Mary policy to identify all costs associated with a planned proposal, including any direct or indirect costs and long-term obligations that may result from receipt of an award. While full costing is critical to institutional management, submitted proposals should include only the minimum mandatory match commitment. No proposal with a commitment for match will be submitted without approval by the appropriate Department Chair and Office of the Vice Provost for Research.

Final financial reports to be submitted to funding agencies to confirm direct and match expenditures must be prepared and certified by the Office of Sponsored Programs.

PROCEDURE: Match may be provided by E&G or other departmental funds, private or local funds, and non-federal grants that have been identified as companion projects to the federal award. It is possible

within Banner Finance to budgetarily “join” non-federal funds with external funds to provide a complete picture of grant project funding. (See Attachment A for presentation of grant/index from Banner.) Each type of internal fund requires a different process to create and map the fund to the predecessor fund providing support for the match.

The first step in structuring and tracking match is to coordinate with the appropriate fund custodian to document that funds are being earmarked for match. Second, the departmental administrator(s) must be notified so that individual can assist in tracking and monitoring the College contribution. The step-by-step process:

- 1.) Match indexes will be assigned following the number assigned as the basic grant index number, replacing the initial digit (7) with the digit 4. For example, the match index for grant index 712341 will be 412341.
- 2.) Funds transferred from E&G departmental indexes (12xxxx) will be managed on a fiscal year basis since E&G funds are not available on a multi-year basis and cannot be “carried forward” at the end of a fiscal year. Budget forms will be prepared by OSP and approved by the department’s financial manager. (See Attachment B.) In the event salaries and fringe benefits are part of the match, HR distribution forms will be processed to have the designated salary distributed during the period of project performance. If supplies or other items have been named as match, costs will be posted directly to the match index using the same process for posting charges to 12xxxx or 7xxxx indexes.
- 3.) For match indexes supported by other internal sources such as indirect cost funds, the index will be created using the approved indirect cost fund as a predecessor.
- 4.) Since match indexes will be tied to a grant, permanent documentation of the match contribution will be available in Banner Finance.

Since it is not possible to book third-party, in-kind match into the College’s accounting system, it will be the responsibility of the PI to provide a detailed written description of the contribution that has been signed by the donor.