Purpose
To establish procedures for the funding, accounting and reporting of cost share requirements on sponsored projects.

Procedures

General
Cost-sharing occurs on a sponsored project in the following situations:
- Texas A&M University-Corpus Christi is required by the sponsoring agency to contribute a portion of the costs of a project, or
- The University has voluntarily offered to contribute a portion of the costs for the project as outlined in the proposal.

Please Note:
- TAMUCC policy does not allow for voluntary committed cost sharing without prior approval of the Vice President of Research, Commercialization and Outreach.
- Cost share committed on sponsored projects is shall not exceed the minimum amount necessary to meet sponsors’ requirements.

Texas A&M University will comply with the System Policy 15.01.01 Administration of Sponsored Agreements - Research and Other, Section 10 Cost-Sharing.

Cost Share Commitment Approval
- TAMUCC policy requires that the amount, category (e.g., salary, equipment) and type of cost share (i.e., mandatory or voluntary committed) and its funding source (i.e., departmental account) be documented on TAMUCC’s internal budget.

- TAMUCC policy requires that once cost share commitment is identified it is the responsibility of the PI to submit an official Cost Sharing Request through TAMUCC’s Office of Sponsored Research Administration.
  - The Cost Sharing Request Form must be completed by the PI and approved by the following, as appropriate:
    - Department Head/Director
    - Dean
    - Vice President of Research, Commercialization and Outreach
  - The Cost Sharing Request Form must be completed and approved before the corresponding sponsored research proposal is routed for approval

Cost Share Support Accounts
- TAMUCC policy requires that cost share support accounts be established to document that (1) cost share commitments to the sponsored project were met and (2) funds used to meet matching requirements were used only once.
Cost-sharing accounts should be established **prior to any expenditure being made on the sponsored agreement account.** A cost-sharing account is either a separate sub-ledger account or a support account within an existing sub-ledger (parent) account.

**Setting Up New FAMIS Accounts for Cost-Sharing**
- Separate accounts may be established in FAMIS for cost-sharing. This is the preferred method for major projects that extend for multiple years.
- A New Account Request Form should clearly state the purpose of the new account, the project number of the sponsored project, and the System member and office that is administering the project. Begin the title with CS for “cost-sharing.” See TAMUS 15.01.01 M1.03; 5.2.5 for further clarification on naming the account. Send the New Account Request Form to Accounting. Allow at least ten (10) work days for new accounts to be established.
- Once the cost-sharing account is established, a Departmental Budget Request (DBR) should be initiated. This can be done on-line through FAMIS if the department has access to initiate a DBR. If on-line access is not available, a paper Fiscal Request Form can also be completed for the requested amount of budget to establish in the account. Funding for the cost-sharing account will have to be transferred into the new account from another source account. Submit Fiscal Requests to Budget. Allow at least ten (10) work days for Fiscal Requests to be processed.

**Setting Up New FAMIS Support Accounts for Cost-Sharing**
- Support accounts are established in FAMIS for cost-sharing. The use of support accounts allows the department direct control over cost-sharing accounts because the department creates the support accounts by using the support account screens in FAMIS. The TAMUCC Post Award office is responsible for setting up and establishes the cost sharing accounts.
- To establish support accounts, the following procedure should be followed:
  - Obtain Access to support accounts screens. Contact the Post Award Office for access to support account screens.
  - Set flags on the parent account to allow for support account transactions. Flags should be set to allow for both budget and actual transactions to post. This is done on Screen 006 in FAMIS. Contact the Post Award office to set or change flags.
  - Assign an account number for the new support account for cost-sharing on Screen 050. Establish the new support account number by using the first five digits of the sponsored project account number. This will facilitate identifying all cost-sharing accounts in FAMIS reports and in the indirect cost calculation. For example, if your project number is 609842, use the support account number of 60984.
  - Enter the title of the new support account for cost-sharing on Screen 050. Begin the title with CS for “cost-sharing.” Example: CS-PI Last Name-TAMUCC, PENS, etc. Project Number. Examples: 1) CS-SMITH TAMUCC-65566, or 2) CS-Smart-PENS—62999. Do not deviate from this naming scheme. By using the letters “CS” at the beginning of the support account title, Finance and Administration or Office of Sponsored Research Administration can easily determine all support accounts used as cost-sharing.
- Non-payroll transactions may be transferred between support accounts and the “parent” account by the department on Screen 056. Financial transactions can be
transferred between a support account and the “parent” account without requesting an expense transfer. Payroll transactions should be transferred using a payroll correction in order to appropriately recognize the payroll activity for sponsored project payroll certifications. The TAMUCC Post Award office is responsible for reviewing and approving all payroll transactions.

- Support accounts and Faculty Salary Reserve Accounts on FAMIS Screen 008. When completing an EPA (electronic payroll action) form, if the department is part of a college or unit which uses an alternate account number for faculty salary savings distribution in the “Net Funding Amounts” section, use the faculty salary reserve account as the “Rqmt/Sav Account” on the EPA document on the same line as the cost-sharing support account. This will prevent the salary budget from being moved to the salary savings account instead of the faculty salary budget remaining within the parent account.

**Documentation of Cost-Sharing Expenses**

- Cost-sharing must be documented and identifiable in Texas A&M University-Corpus Christi’s accounting system. Examples of documentation include financial transaction reports, payroll confirmation reports, timesheets, payroll voucher detail, vendor invoices, or interdepartmental transfers. Third-party contributions for cost-sharing should also be documented in a like manner by obtaining the documentation from the third party. ("Third party" refers to a source of cost-sharing outside of the University or System, such as a private corporation.) The third party will be required to provide documentation that verifies their cost-sharing contribution.

- Cost-sharing expenses should be documented in the same way as other costs charged directly to a sponsored project are documented. For example, if cost-sharing is in the form of a salary contribution, the project effort should be documented by the time and effort system, if applicable, payroll certification system, electronic payroll action forms, or payroll voucher detail reports. For employees completing a timesheet or timecard, the time record will serve as documentation for effort charged to the project. If the cost-sharing contribution is in the form of travel, costs should be documented in the same way as travel charged directly to the sponsored project (i.e., a travel voucher with attached airline, hotel, meal, and incidental expense receipts).

- The University account and/or support account used for cost-sharing must be reflected in Payroll documents such as the Electronic Payroll Action form (EPA) in order for payroll expenses to be charged to the correct cost-sharing account or support account.