



Department Administrator Forum

May 9, 2023

Maureen Dillon- Associate Director, Post Award

Gretchen Hartigan-Assistant Vice President, Post Award

Renna Onario Lilly-Assistant Vice President, Pre Award

Agenda

- Cost Transfers
- Cost Share
- Central Updates
- General Q&A

Housekeeping

Questions

- Submit questions to the chat
- Please mute and use the “raise hand” button
- Q&A session at end

Recording

- Session is being recorded
- Will be posted online, only available with Kerberos password

Resources

- Slides to be posted to website & emailed to registrants
- Additional resources shared out after presentation

Cost Transfers

Maureen Dillon

Journal Entry Types

Non-Salary Reallocation

An after-the-fact reallocation of costs associated with a transaction within the same Grant.

Example

Moving Costs from Year 1 IO to Year 2 IO... both of which are in Grant A or correction of GL Numbers within Grant A.

Cost Transfer

An after-the-fact reallocation of costs associated with a transaction between two different Grants or accounts.

Example

Moving costs from Grant A to Grant B. Or, moving costs from University Cost Center A to Grant C.

Non-Salary Reallocation

Moving expenses or correcting GL within the same SAP Grant

DA initiates
transfer in SAP

Moving an
expense from Y1
I/O to Y2 I/O
under the same
SAP Grant

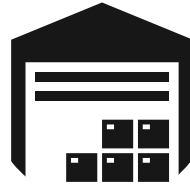
Process via **ZJ**
type Journal
Entry

Does not route to
SP-Post

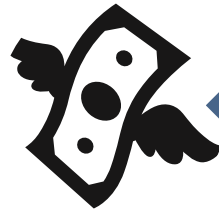
In the Case of a Cost Transfer

- It is done after-the-fact due to an error, late award set up, or new knowledge that came to light
- The expense being moved **must** be an expense that has posted to an account already and **attached** as back-up
- Explanation must be given as to what happened
- When providing attachments, be careful what you include for email chains because if Auditor selects, we give all back up, including the 8-page email you attached as back-up where only the last page was appropriate to the cost transfer in question

Cost Transfer Examples



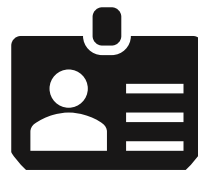
Expense was recorded under a University Cost Center by error



An unallowable expense is moved from a Grant account to a Department account



Lab supply expenses that need to be allocated to multiple Grant accounts



Moving salary off of an account for a terminated employee

Non-Salary Cost Transfers

<90 Days (ZK Journal Entry)

- Explain how expense relates to account it's being moved to
- Cause of the error, i.e., why it wasn't on correct account to begin with and how it was found

>90 Days (ZV Journal Entry)

- Explain how expense relates to account it's being moved to
- Cause of the error, i.e., why it wasn't on correct account to begin with
- Why it took 90+ days to do correction
- What control will be put in place to ensure it doesn't happen again
- PI who approves should be on the debit side of the transaction, from the account charge is going to, not coming from.

Non-Salary Cost Transfer

Moving non-salary expense from Department to Grant, or from one SAP Grant to another SAP Grant, or from Grant to Department account



DA initiates transfer in SAP for ZK (<90 days) or ZV (>90 days)

Completes required explanation based on under/over 90 days
(ZGM_CSTR_REQ)

SAP generates email to PI of debit grant as selected by initiator

PI signature or email approval

Routes to SP-Post for signatures x2

Workflow either ends or goes to General Accounting for further approvals

Appropriate Justifications

Explanation



“During PI’s review of monthly financial report, it was noticed that the DA inadvertently used wrong award code to purchase supplies.”

Justification



“The transfer would charge the award originally intended.”

Inappropriate Justifications

“Because that’s
where I had available
funds”

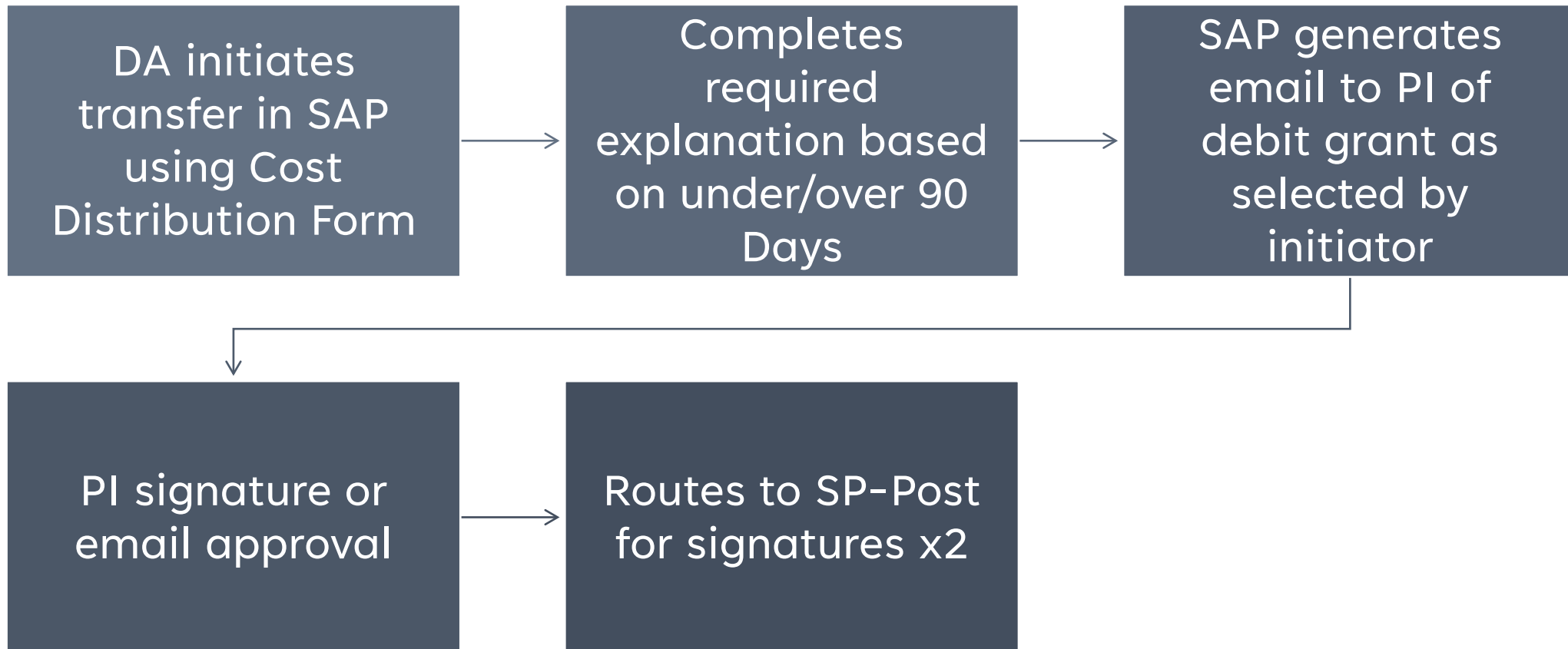
“SP-Post said the
account was
overspent”

“Spending down
the award”

“Because the PI
told me to”

Salary Adjustments

Moving salary expense from Department to Grant, or from one SAP Grant to another SAP Grant, or from Grant to Department account



Salary Adjustment Requirements and Time Frame

Time Frame	Cross PAR Periods	Required Attachments	Required Signature
< 90 days of Effective Date	No	None	<ul style="list-style-type: none"> Authorized Department Designee SP-Post two signatures
	Yes	PAR	<ul style="list-style-type: none"> Authorized Department Designee SP-Post two signatures
> 90 days of Effective Date	No	PI Approval	<ul style="list-style-type: none"> Authorized Department Designee Principal Investigator SP-Post two signatures
	Yes	PAR and PI Approval	<ul style="list-style-type: none"> Authorized Department Designee Principal Investigator SP-Post two signatures

Why Cost Transfers may not be approved...



NOTE: It is at the discretion of SP-Post to approve salary cost transfers

Cost transfers will not always be approved, especially if:

- Entries are > 1 year old or are requested after final invoice;
- FFR has been submitted;
- Cost Transfer is spending down award

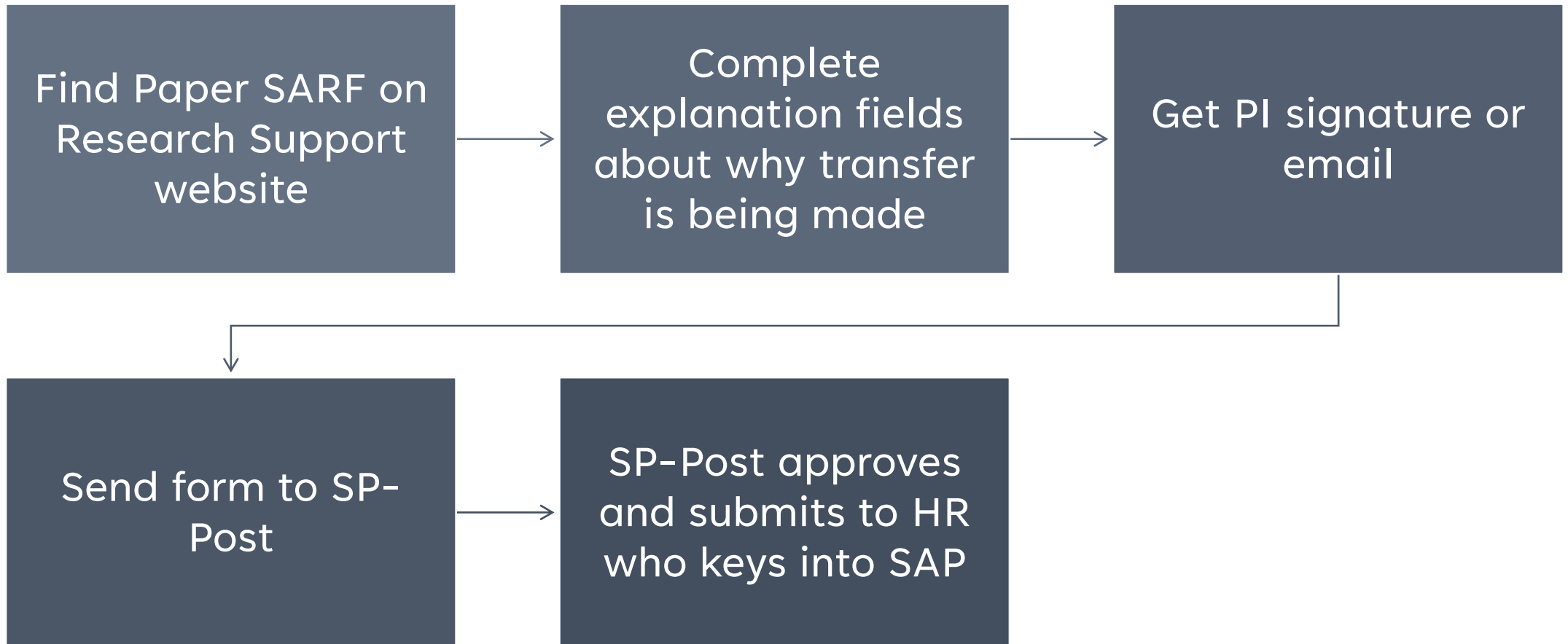
Salary Adjustment Request Form (SARF)

- The only HCM Form that is a “Smart” form with the explanation boxes imbedded in it is the *Salary Cost Distribution Form*
- If you are using any other HCM form and are doing a cost distribution change, you must attach the Paper SARF to the entry
- Examples of when a Paper SARF is required:
 - For salary adjustment or cost transfer of terminated employee (because system is locked)
 - Adjustment to recurring or additional payments

[Payroll Forms](#)

[Salary Adjustment Request Form \(SARF\)](#)

Terminated Employee SARF Only



Student SARF Submission Process

Initiator submits
form on website

If entry affects a
sponsored
program, routed to
SP Post for review
and approval

Sent to SEO for
processing
Initiator notified when
action is submitted
and processed by SEO

If entry does not
affect a sponsored
program, routes
directly to SEO

SEO processes action
Initiator notified when
action is submitted
and processed by SEO

Accessing the Student SARF

A link to the Student SARF is located on the [SEO Website](#) (log in using your BU credentials)

Please note, the Form requires a supported browser. If you use an unsupported browser, the form may not behave as intended. [Learn more about supported browsers.](#)



Overpayment of an Employee... Please Note!

Employees overpaid due to late termination or something else, cannot stay on a Grant and must be moved to Dept account. Once individual pays the University back, the payment will post to the Dept account that the overpayment was moved to so you will be made whole.

Stipend Adjustments

Example #1

You set up student for the academic year and discover the error within that time, you can use the stipend request form

```
graph TD; A[ ] --> B[Correcting error during current period]; B --> C[Use the stipend request form in SAP]; C --> D[Form goes through SP-Post Workflow for approval];
```

Correcting error during current period

Use the **stipend request form** in SAP

Form goes through SP-Post Workflow for approval

Stipend Adjustments

Example #2

You set a student up with stipend semester to semester, and you find out that distribution for the prior semester was incorrect then the historical end date is in the past

Form goes through SP-Post Workflow for approval

Historical end date in the past

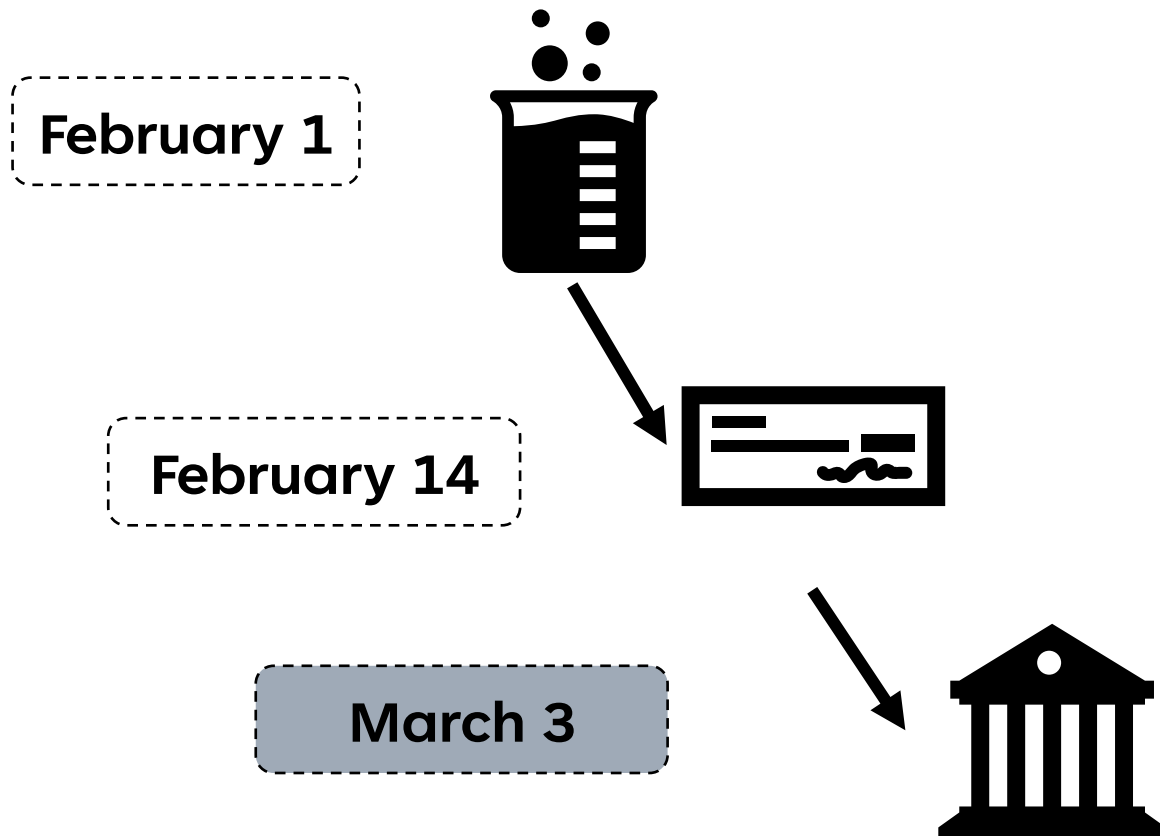
Journal entry (**ZK, ZV, ZJ**) to do a correction

Audit Issues and Risks



- X Cannot use adjustments to clear over-expenditures to another Grant (salary / non-salary)
- X Cannot be used to spend down an award
 - In either case SP-Post will ask for supporting/written documentation to confirm this is not what you're doing
- X Frequent cost transfers that are 90 days+ could indicate to auditor that you have no internal controls, so it's important to meet with PIs regularly to ensure expenses are where you expected them to be

Top Tips: Non-Salary



Example

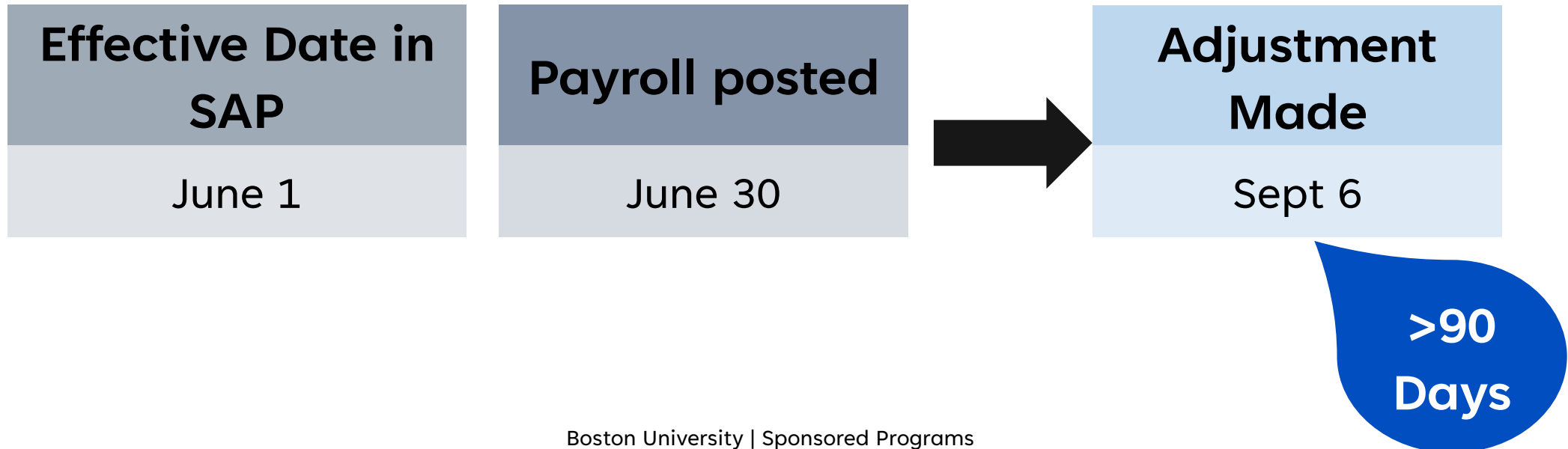
- You order beakers on Feb 1
- Invoice came in Feb 14
- Expense posted on March 3 to the wrong account.

March 3 is the date you use to determine if transfer is under or over 90 days.

Top Tips: Salary

To determine if over or under 90 days, use **first** date of the payroll period

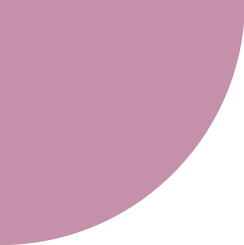
- For example, June salary being adjusted in late September could generate the over 90-day explanation fields because SAP is based on initial effective date of salary, not posting date of payroll





Key Takeaways

- The key to a successful cost transfer lies in the documentation you provide
- References to phone calls or undocumented meetings are weaker cost transfers, so document with an email
- Timely review of accounts should minimize need for most cost transfers



Q&A

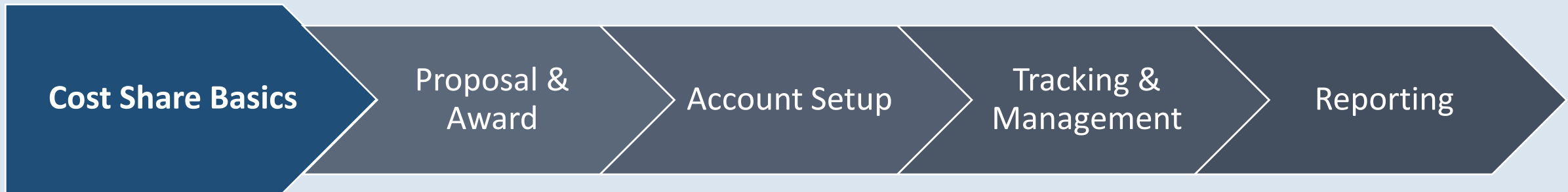
Share your Cost Transfer questions!

Cost Share

Renna Lilly &
Gretchen Hartigan

Cost Share Basics

Administrators will understand the types of cost share and what they mean in practice, including what costs can be used to fulfill cost share requirements.



Definitions

Cost Share

A portion of total sponsored project/ program costs not funded by the sponsor.

VOLUNTARY
INVOLUNTARY
MATCHING
COST-SHARE
IN-KIND
CASH
MANDATORY
COMMITTED

Types of Cost Sharing:

Mandatory

- **Required** by sponsor in proposal solicitation and as a condition of award
- **Quantified** in proposal
- **Commitment** from the University
- **Documented** and reported to sponsor
- Is sometimes referred to as **matching**

Example

The PI would like to submit a proposal to the NSF Major Research Instrumentation (MRI) program which requires a 30% cost share of total project costs.

- The total cost of the equipment is \$130,000
- BU requests \$91,000 from NSF
- BU must commit to provide \$39,000 (Mandatory) of funding
- In order to meet the obligation BU has to have a commensurate 30% share.

Cost share must be approved at the proposal stage and accounted for at the award stage.

Types of Cost Sharing:

Voluntary Committed

- **Not required** by sponsor but **quantified** in proposal
- **Becomes a binding commitment** from BU
- **May be documented** and reported to sponsor
- Highly discouraged

Example

There is no Sponsor requirement to cost share. The PI's annual salary is \$120,000. The PI commits 50% effort to the project in the proposal, but only requests 25% salary support.

PI salary at 50% = \$60,000

PI salary support at 25% = \$30,000 (sponsor pays)

The balance of \$30,000 = Cost Share (BU pays)

Cost share must be approved at the proposal stage and accounted for at the award stage.

Types of Cost Sharing:

Voluntary Uncommitted

- **Not required** by sponsor and **not quantified** in proposal
- **Not a binding commitment** from the University
- **Not documented** or reported to sponsor

Example



An award requires 50% effort for the PI, PI budgets 50% effort.

After award, the PI actually spends 60% time on the project.

- The department only charges the 50% effort to the award.
- The 10% effort over and above the budget (commitment) is voluntary uncommitted cost share and is only documented on the PAR for Internal Effort Reporting purposes.

This change may require department approval

Types of Cost Sharing:

Salary Cap “Cost Sharing”

- Salary over the cap is an unallowable expense
- Sponsor-imposed limit for individual salaries
- Cannot be used as mandatory or voluntary committed cost sharing
- Must be identified (tracked) via the PAR, for cost accounting purposes

Example

NIH Salary cap changes annually

NSF Limits Investigator effort to 2 months per year on all combined NSF Awards; may request more than 2 months with justification; may re-budget into salary and go over 2 months per year without prior approval

Sources of Funding:

Cash

Recorded in BU Systems

- Operating Budgets
- Other department's designated funds

Example

10% effort not
charged to sponsor



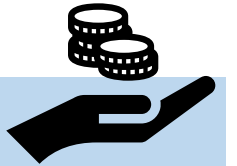
Sources of Funding: In Kind

***Value should be documented**

***Adds real value without cash outlay**

- Waived F&A costs
- Third party contributions
- Equipment use without charge
- Donated external labor, services, materials, or space

Examples



- 10% uncompensated (i.e. summer salary on CRC)
- Subawardee provides cost share, it's not reflected within BU SAP, but BU will account for it in reporting to sponsor

Impacts of Cost Share

Pros

- ✓ Allows sponsor to fund more projects
- ✓ Maximizes sponsor contribution

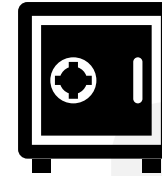
Cons

- ✗ Increases administrative burden (departments and central)
- ✗ Takes away funds that could be used for other BU activities
- ✗ Reduces PI's effort flexibility to conduct other research
- ✗ Decreases University F&A rate

Regulatory Requirements (UG)

Cost sharing contributions must meet all of the following criteria:

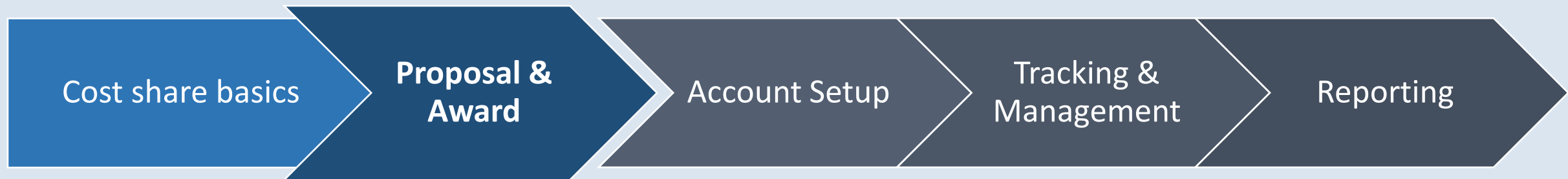
- ✓ Allowable as a direct cost under applicable cost principles and sponsor rules,
- ✓ Verifiable and documented,
- ✓ Necessary and reasonable,
- ✓ Not paid by another sponsored award (except as authorized by statute and sponsors),
- ✓ Provided for in the approved budget if required



Cost share expenditure must meet same requirements as direct charge on sponsored award

Proposal and Award


Administrators must ensure that proposals meet the sponsors' cost sharing requirements and identify funding sources for both the sponsor-mandated and PI volunteered cost sharing commitments.



Is Cost Share Required?

Cost Share considerations:

1. Is the cost sharing either mandatory or is there persuasive evidence that cost sharing is necessary?
2. Is the cost sharing being proposed directly related and integral to this project?
3. Will it be possible to document the cost sharing for reporting purposes?
4. Is the type and source of cost share being proposed allowed by the sponsor?
5. Will the cost sharing take place within the project period?
6. Have all University contributions (including effort) been documented/approved by someone authorized to do so?
7. Have all third party contributions been documented/approved by each organization's authorized representative?



If the answer is “No”
to any of these
questions, cost sharing
should not be included
in the proposal.

Follow Sponsor Guidelines

Sponsor guidelines will specify if cost sharing is required or allowed, and if so where it should be included in the proposal

- **NSF** (National Science Foundation) prohibits voluntary committed cost sharing
- List resources in “Facilities, Equipment and Other Resources” section of proposal
- Description should be narrative
- Mandatory cost sharing only if explicitly authorized by NSF Director

Example

NSF programs with mandatory cost sharing: I-Corps, Major Research Instrumentation Program, Robert Noyce Scholarship Program, Engineering Research Centers, Experimental Program to Stimulate Competitive Research, SBIR, STTR

In these instances cost share is included on “line M” of proposal budget



What CAN'T be used as cost sharing

- ✗ Other awards
- ✗ Institute facilities such as laboratory space
- ✗ Expenditures included in the F&A rate (e.g. utilities, admin salaries)
- ✗ Salary dollars above a regulatory cap (e.g. DHHS cap)
- ✗ Unallowable costs as defined in UG or sponsor limitations

What CAN be used as cost sharing

Direct Costs

- Salaries and benefits
- Equipment
- Travel
- Supplies

Indirect Costs

- F&A (Contributed or Waived)

In Kind

- Donated supplies, materials, volunteer hours
- Third party contributions

F&A Cost Share Examples

Contributed F&A

F&A associated with any cash contributions, e.g.

- PI plans to contribute time and effort without compensation from sponsor, the monetary value of effort + F&A associated with it may be offered as cost sharing
- Monies from an unrestricted University fund will be used to pay for the PI's project travel, both the amount of the travel funds + F&A associated with this amount can be offered and reported as cost sharing

Waived F&A

University agrees not to charge its federally negotiated F&A rate to the sponsor.

- The portion waived is considered “unrecovered F&A” and can be used as cost share if this is allowed by the sponsor

Identifying Cost Sharing Resources

Principal Investigator (PI) must identify and provide resources for cost sharing of direct costs:

- ✓ Confirm that all identified cost sharing funds are allowable/eligible as cost sharing
- ✓ Identify BU Account responsible for fulfilling BU-funded cost sharing commitments

Calculating cost sharing when it is mandated by sponsor

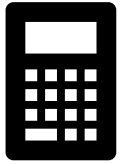
When calculating cost share at the proposal stage it is important to read the sponsor guidelines and understand the sponsor's expectations

1. Is the expected cost-share a % of the Sponsor's costs?
2. Is the expected cost-share a % of the Total Project costs?
3. Is the Total Project cost capped and the sponsor specifies a % contribution from the institution?



Calculating Cost Share

Examples

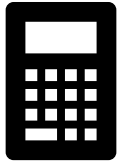


Cost Share as a % Sponsor Costs

When cost share is **20% of Sponsor Costs**

$$\begin{array}{ccccccc} \$30,000 & \times & 20\% & = & \underline{\$6,000} \\ \text{Sponsor Share} & & \% \text{ Cost Share} & & \text{Cost Share Amount} \end{array}$$

$$\begin{array}{ccccccc} \$30,000 & + & \underline{\$6,000} & = & \underline{\$36,000} \\ & & \text{Cost Share Amount} & & \text{Total Project Costs} \end{array}$$

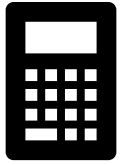


Cost Share as a % of Total Project Costs

When cost share is **20% of Total Project Costs**

$$\begin{array}{ccccccc} \$30,000 & \div & 0.8 & = & \underline{\$37,500} \\ \text{Sponsor Share} & & 100\% - 20\% & & \text{Total Project Costs} \end{array}$$

$$\begin{array}{ccccccc} \underline{\$37,500} & - & \$30,000 & = & \underline{\$7,500} \\ \text{Total Project Costs} & & \text{Sponsor Share} & & \text{Cost Share amount} \end{array}$$



Calculating Sponsor Share When Total Costs Are Known

Total project costs \$30K and sponsor requires 20% cost share of the sponsor share

$$\begin{array}{ccccccc} \$30,000 & \div & 1.2 & = & \underline{\$25,000} \\ \text{Total Project Costs} & & \text{1.costshare} & & \text{Sponsor Share} \end{array}$$

$$\begin{array}{ccccccc} \$30,000 & - & \underline{\$25,000} & = & \underline{\$5,000} \\ \text{Total Project Costs} & & \text{Sponsor Share} & & \text{Cost Share amount} \end{array}$$

Comparing Examples

In each example we are starting from \$30,000 and 20% cost share, but each scenario yielded a different result for how much BU needs to fund

Cost Share as a % of
Sponsor Costs

\$6,000 cost share

Cost Share as a % of
Total Project Costs

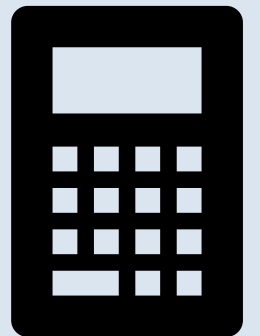
\$7,500 cost share

Total project costs
\$30K and sponsor
requires 20% cost
share of the sponsor
share

\$5,000 cost share

Calculating cost share tips

- ✓ The Sponsor will say if the cost share is a percentage of total project costs or sponsor contribution, if in doubt ask the sponsor or your Pre Award Officer.
- ✓ % v \$: To avoid confusion, we recommend committing a total dollar amount, not a percentage, when applicable
- ✓ Remember to take into account fringe and F&A as applicable



Prepare cost sharing budget in same level of detail as sponsor-requested budget

SPONSORED PROGRAMS			
<h2>Proposal Summary Form</h2>			
Research Project Title			
PRINCIPAL INVESTIGATOR PROJECT DIRECTOR			
Last Name		First Name	Email
Cost Center Name		Cost Center Number	UID
Proposal Contact Name		Proposal Contact Email	<div>YES NO</div> <div>PI Status Approval Required?</div>
<div>automatically calculates</div>		Total Costs, Y1	<div>Total Costs</div> <div>F&A Rate(s) %</div>
COST SHARE			
<div>Cost Share defined at https://www.bu.edu/researchsupport/forms-policies/treatment-of-cost-sharing-for-sponsored-awards/</div>		<div>Cost Share (Entire Project)</div>	
<div> <div>YES NO</div> <div> <input type="radio"/> <input type="radio"/> </div> </div>		<div> <div>Cost Share Funding Source #</div> <div> <div>Total Direct Costs</div> <div>Total F&A Costs</div> </div> </div>	
<div>Is there cost share?</div>		<div> <div>\$ 0.00</div> <div>Total Costs</div> </div>	
<div> <div>YES NO</div> <div> <input type="radio"/> <input type="radio"/> </div> </div>		<div> <div>Cost Share Funding Source #</div> </div>	
<div>Is an institutional letter of support required?</div>		<div> <div>Description of Cost Share</div> </div>	
<div>Type of Cost Share:</div> <div> <input checked="" type="radio"/> Mandatory <input type="radio"/> Voluntary Committed </div>			
F&A WAIVER			

	P	N	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T				
1	PI Name:													Fringe Rates												
2	Department Submitting Proposal:													FY23			Effort - Month Conversion Calculator									
3	Budget Preparer:													Professional 25.2%												
4	Proposal Title:													Post Doc 25.2%			% Effort Calendar Academic Summer*									
5														Support Staff 24.3%			0.00 0.00 0.00									
6	Start date:													Grad Student 8.6%			<small>*Note: Summer months are compensated as overtime and thus require completion of Contract of Summer Staff as Subaward Document. Click here for more info. Be sure to adjust base salary to reflect variable monthly effort.</small>									
7	End date:													Undergrad Student 0.0%												
8	Federal Sponsor:																									
9	If sub, prime institution:																									
10														Year 1			Year 2			Year 3						
11	Project Dates:																									
12																										
13																										
14																										
15																										
16																										
17																										
18																										
19																										
20																										
21																										
22																										
23																										
24																										
10	Personnel			Role	Appointment Type	Base Salary	Months	Effort %	Requested Salary	Requested Fringe	Base Salary	Months	Effort %	Requested Salary	Requested Fringe	Base Salary	Months	Effort %	Requested Salary	Requested Fringe	Base Salary					
11	0	Professional	Academic	0%	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -					
12	0			0%	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -					
13	0			0%	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -					
14	0			0%	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -					
15	0			0%	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -					
16	0			0%	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -					
17	0			0%	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -					
18	0			0%	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -					
19	0			0%	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -					
20	0			0%	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -					
21	0			0%	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -					
22	0			0%	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -					
23	0			0%	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -					
24	0			0%	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -	\$ -	0.00%	0	0.00%	\$ -	\$ -					
	<	>	***	Federal Detail	SubAwards	Travel Details	Cost Share	+																		

Proposing Effort- Best Practice

When personnel is written into a grant proposal and effort is quantified,
it is **committing** their effort to the sponsor.

What to say if you don't want to commit to cost share:

For non key personnel

If **not** requesting salary use phrases like:

- Person X will participate in the project as needed
- Person X will provide guidance and expertise on an ad hoc basis
- Person X may oversee aspects of the project
- Person X will provide oversight as needed

What not to say:

Avoid saying anything like

- *Person X will work Y amount of time at no cost to the sponsor*

because that is considered cost sharing



Cost Share Approvals

Regardless of where cost share funding derives from, the following individuals must sign off on the Proposal Summary Form:

- Principal Investigator

- Department/Center Director

- Dean, School or College

- CRC: Associate Provost for Research or MED: School Dean

Congrats!

The Award has been granted

Whether cost sharing is required by the sponsor or is offered by the PI voluntarily in the proposal, once an award is made and the cost sharing is part of the terms and conditions, it becomes a commitment under the terms of the award and, as such, represents a binding obligation of the Institution.

Account Setup

Administrators will understand when cost share accounts are required, and the roles and responsibilities for these tasks.



Does my award have cost share?



Review proposal budget, justification,
PSF



Review Notice of Award



When in doubt, call your SrPAO/PAO

Does my award need a cost share account?

Cost Share	Expense Type	Cost Share Account?
BU – Reportable to Sponsor	All - salary and non-salary	Yes
BU – Not Reportable to Sponsor	All - salary and non-salary	No, but cost share account can be requested by Department
3rd Party Cost Share	All - salary and non-salary	No*
Over the Salary CAP only	Salary / Effort	No, added to PAR

*If we are required to report 3rd party cost share to the Sponsor, department must provide documentation from that 3rd party to Sponsored Programs to support the amount. An example may be an entity who submits an invoice to Boston University as the entity is a subawardee on the award.
All Cost Share Accounts are set up within Fund “200xxx108x” as a separate IO within the main Grant

Tracking and Management

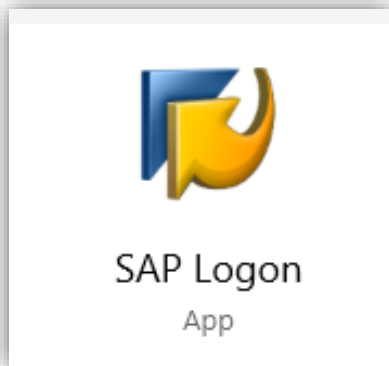
Administrators are responsible for the accurate management of cost share commitments.



Documenting Cost Share

Proper Documentation

- Captured in accounting system (SAP)
- Captured in payroll and/or PARs



Cost Share on PAR

- Need for calculation of F&A Rate Proposal

B. COST SHARING ACTIVITY - Time spent working on a sponsored agreement funded by BU
Sponsored Program Number

Third Party Cost Share

- Invoice from subrecipient should indicate cost share has been met
- Documentation from third party confirming commitment

Documenting Cost Share

- Cost share account will be created and tracked like all other direct expenditures
- Cost Share expenses should be allowable, allocable, and reasonable
- In instances where cost share expenditures are captured in another BU Account and cannot be transferred to the SP Cost Share account but have to be reported, the Department will provide SP-Post with a download of the Transaction Detail Account for back-up

Funding Cost Share

- SP – Post or DA can transfer funds via the transfer in-transfer out GL and is done via a journal entry
- GL 479999/579999

Examples

- Revenue piece can be funded as soon as the budget for the cost share account is set-up (direct costs only)
- Revenue piece can be funded when there are expenses, quarterly is the most frequent option
- Revenue piece can be funded when there are expenses at a minimum for all expenses by the end of the FY in which they post

Reporting

Reporting to sponsors will be accurate and timely



Key Things to Note

BW Reports

In most cases, do not include F&A since F&A isn't applied to our cost shared accounts*

Cost Share Reporting to Sponsor

F&A manually calculated by SP-Post Award and included on sponsor reports

Closeout

Verify that all required cost sharing has been met, properly documented, and funded

*There are a few instances where we have tested including F&A in the cost share account and the process seems to work so this is a future option.

Key Things to Note

GM AR Revenue report

On this report you will see budget, expenses, and revenue.

“Revenue” is the same as an invoice in the way it shows up in reports.

Revenue is an internal invoice, funds transfer.

Think of it as a billing BU for the cost share.

Key Takeaways

- ✓ Only commit to cost sharing at the level or amount that is required
- ✓ Obtain approval for cost share prior to submitting proposal
- ✓ Don't propose it, if you're not willing to cover the cost
- ✓ If you do not meet all of your cost share requirements, Sponsor will hold back reimbursing BU for our costs; any funds held back by Sponsor will be at Department risk
- ✓ Cost shared expenditures on sponsored projects are subject to audit
- ✓ Cost share decreases BU's F&A
- ✓ Document, document, document!

Q&A/Discussion

Central Updates

Upcoming Dates

Fiscal Year End

- Memo: <https://www.bu.edu/cfo/files/2023/05/Fiscal-Year-end-Closing-Memo-2023.pdf>
- Webinar Training ~ May 11th from 1:00 to 2:00pm:
https://www.bu.edu/phpbin/training/register/index.php?admingroup_id=22%20&course_id=1210

Upcoming Summer Proposal Deadlines

- Please adhere to BU's proposal submission policy
<https://www.bu.edu/researchsupport/forms-policies/proposal-submission-policy/>



General Q&A

1. What questions do you have about research administration?
2. What topics would you like to discuss in future DA Forums?