Sponsored Research
Cost Share Flowchart

= Proposal stage

= Awarded stage

Start

Principal Investigator (PI) prepares proposal.

Is cost share (CS) required by sponsor? — **Yes** → Fill in cost share onto Internal Form. (Mandatory CS)

No ↓

Does PI volunteer CS in proposal? — **Yes** → Fill in cost share onto Internal Form. (Voluntary CS)

No ↓

Cost Share is not involved.

(1)

When CS is to be provided by another project, the PI should obtain written approval from that project's sponsor before identifying it as a source of CS.

SR submits proposal and proposed cost share becomes Committed CS.

Is grant awarded by sponsor? — **Yes** → SR reviews, negotiates and accepts the award on behalf of USF.

No ↓

Cost Share is not involved.

Is budget — **Yes** → SR negotiates a reduced CS amount to correlate with reduced award.

No ↓

(2)

PI identifies sources of CS on grant budget release and sends to SR for project set-up.

SR initiates project set-up in FAST and identifies CS on selected screens.

SR distributes RAN to Dept PI, Chair, Dean & SR Post Award.

SR Post Award finalizes CS entry into FAST and also finalizes project set-up.

SR Post Award works with PI, as needed, to ensure PERT forms are certified.

(3)

PI provides SR Post Award with match expenses and copies of all back-up documentation.

(4)

SR Post Award verifies and reports committed CS to sponsor on invoices and final financial reports.

End.

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1.   Identify Resources:
   - if 3rd party obtain a letter of commitment to include with proposal
   - if USF equipment match, complete and forward memo to applicable parties
   - if USF personnel identify % of time to be spent on project
   - if other project obtain written approval from project's sponsor

2.   Identify Resources:
   - if 3rd party forward a copy of the 3rd PartyInKindMatch form to party
   - if USF identify the chartfield strings
   - if project include project number and chartfield string

3.   PERT
   - PI works with department staff each semester to document employee from 1 who will provide CS

4.   Reporting information to SR Post Award
   - PI communicate to department when an item to be requisitioned is being cost shared to the project
   - Department staff complete pay distribution with correct GEMS code
   - Ensure that effort reports are generated and certified correctly
   - Submit 3rd Party / Inkind / Match memo as CS is completed

Updated 7/31/18