

Cost Match Guidance

General Rule

As a general rule, for all projects where Cost Match is required or volunteered (including federal, state and private) we and our subrecipients must maintain records that clearly support the *source*, the *amount*, and the *time* of all matching contributions. The specific type of documentation required is based on the nature of the award, taking into consideration the type of cost sharing, the terms of the sponsored agreement, and other circumstances of the award. Documentation within our financial accounting system should be provided whenever possible. In most instances, we use a Cost Match Report to capture the data, and then require back-up documentation for the Report. *See Cost Match Report and Instructions.*

Examples of back-up documentation:

Faculty and staff effort:

1. copies of effort reports maintained in the project folder and imaged as supporting documentation for related entries made to cost sharing accounts.

For services rendered:

1. Title of project
2. Individual's name and job title
3. Type of work performed within scope of project
4. Number of hours worked
5. Actual rate of pay per hour or daily rate for work performed (it must be based upon actual pay rate, i.e., employed rate, self-employed rate or market value rate (established during development of in-kind agreement)
6. A copy of individual's timesheet with hours indicated or marked as hours contributed to project and name of employer can be used.
7. If employer pays fringe benefits on employee, that figure can also be used as match. The actual fringe benefit percentage rate should be included on the form or written on the timesheet for calculation purposes.
8. A signature of the individual must be included on the timesheets or verification form.
9. If the individual is not the owner of the company or manager, their supervisor must sign the form to verify rates and time donation.

Equipment, products or other contributions:

1. List the detail of the item(s) contributed including, for example description, quantity, dollar value of each item and the delivery date.
2. **Or** attach an invoice detailing the item(s) contributed including quantity, dollar value of each item, and delivery date.
3. Signature of Contributor-authorized signatory or designee
4. Signature of Project Director or designee verifying the receipt of item(s)

Federal awards or awards that otherwise require compliance to Office of Management and Budget (OMB) Circular A-110. Cost sharing contributions, both cash and in-kind, must adhere to the following:

1. Are verifiable from the recipient's records.
2. Are not included as contributions for any other federally assisted project or programs.
3. Are necessary and reasonable for proper and efficient completion of the project or program objectives.
4. Are allowable under the applicable cost principles (OMB Circular A-21, or other sponsor regulations if the sponsor is non federal).
5. Are not paid by the federal government under another award, except where authorized by federal statute to be used for cost sharing or matching.
6. Are provided for in the approved budget when required by the sponsoring agency.
7. Conform to other provisions of Subpart C, Section .23 of OMB Circular A-110.