

NUMBER: BUSF 3.03  
SECTION: Business and Finance  
SUBJECT: Contracts and Grants -- Cost Sharing  
DATE: December 18, 2006  
Policy for: All Campuses  
Procedure for: All Campuses  
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Issued by: Contract and Grant Accounting

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#### I. Policy

Matching, cost sharing, cost contribution, in-kind and "buy in" are all terms used to refer to the share of the project costs which are required to be borne by sources other than a particular sponsoring agency's funds in support of a project. In some programs, these requirements are mandated by legislation or regulation.

- A. The State of South Carolina requires that the method and source of cost sharing be shown and approved for all research grants.
- B. In the case of Federally sponsored programs, the contribution must come from non-Federal sources.
- C. All costs used to satisfy the cost sharing requirements must be documented by the University and shall be subject to audit.
- D. To meet these obligations, the University accounting system is designed to capture or record the cost sharing expenditures and report them on a monthly Cost Sharing Statement.

#### II. Procedure

- A. The University uses an analytical code in its accounting system to record the cost sharing or matching funds. See <http://www.cga.sc.edu/costshar.php> .
- B. The monthly cost sharing statement is available to each principal investigator with grants that have cost sharing obligations. This statement contains detailed cost sharing transactions for the current month with prior months' activity being brought forward in a cumulative balance amount.

C. Information on Federal agencies may be accessed on our website:  
<http://www.cga.sc.edu/links.php> or by visiting Sponsored Award Management 's  
website <http://sam.research.sc.edu/> .

D. Example of Cost Sharing  
See <http://www.cga.sc.edu/costshar.php>

III. Reason for revision  
Update information on federal agencies and links.

Send comments to [Tony Huggins](#)