The Harvard Graduate School of Education (HGSE) will follow the Harvard University Cost Sharing Procedure Guide (Procedure Guide) as adopted on July 1, 2017 and any modifications or addendum thereto.

The following information is meant to supplement the Procedure Guide:

At HGSE, local level managing unit administrators refers specifically to assigned grants and contract managers (AKA portfolio managers) in the HGSE Office of Sponsored Projects for each principal investigator. Portfolio managers are responsible for uploading all cost sharing commitments in GMAS at the proposal stage or, if revised, on a Harvard University Cost Sharing Form (HUCSF) and securing HGSE official’s approval in GMAS or on the HUCSF, as appropriate. Portfolio managers are also responsible for all interface with principal investigators and with the Harvard University Office of Sponsored Projects (HU-OSP) as it relates to award management for committed cost sharing, including: revisions, monitoring and documentation, confirming subrecipient cost sharing, sponsor reporting, and close out. Additionally, portfolio managers assist in the establishment of companion accounts through the HGSE Finance Office.

At HGSE, the School official’s approval or authorized approver is designated as the Associate Dean of Finance or, if unavailable, the designee, Director of Financial Planning and Administration.

At HGSE, the Harvard University Cost Sharing Form (HUCSF) is required for revisions to cost sharing for proposals submitted through HU-OSP. The HUCSF serves as HGSE’s official documentation to HU-OSP to update the cost sharing commitments and any revisions to those commitments in GMAS over the life of any award.