SEAS COST SHARING PROCEDURES

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At Proposal Submission

All proposals that include cost sharing commitments are reviewed at the school level by FAS RAS and require the completion of the proposed cost sharing information in GMAS.

Please note the following required signatories on cost sharing proposals:

The following approvers should be added to the Approvals section within the GMAS cost sharing module.

Principal Investigator*
ADRAF
Dean’s Designee Signatory:
Pamela Baker-Webber is the signatory for SEAS.

Refer to the Recording Cost Sharing Commitments in GMAS Job Aid for more detailed instructions for entering proposed cost sharing commitments directly in GMAS.

*SEAS will accept an email from the PIs or ADRAF in a department other than the lead department/area indicating approval of the cost share. Please use the following template as a guide for the email and upload a PDF of the response to the Request Repository in a folder labeled “Cost Sharing”:

Dear Professor X,

Please respond to this email to indicate your approval of the cost share being proposed on “TITLE,” mm/dd/yy – mm/dd/yy. The total amount being committed is $X, from the funds listed below:

Tub – Org – Fund

Tub – Org – Fund

NOTE: A Harvard University Cost share Form (HUCSF) is only required at proposal stage if changes are made after the proposal has been locked and routed.

UPON AWARD
OSP will work with the area to verify and confirm that the proposed cost sharing indicated in GMAS at the proposal stage is still accurate. If changes are needed, the area will complete a HUCSF with appropriate signatures and submit to OSP via email and upload the revised form in the GMAS document depository in a folder labeled “Cost Sharing.”

The following approvers should sign in Section C of the HUCSF:
**Principal Investigator**

**ADRAF**

**Designated School Authorized Representative: Dean’s Designee Signatory:** Only if Cost Sharing is being increased/added OR effort commitments are being changed.

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**AT AWARD SETUP**

An Action Memo for a new award with committed cost sharing will be generated and OSP should indicate the total amount of the committed cost sharing in the Action Memo Remarks.

The RPM should email Alex Minder in SEAS Financial Planning and Analysis group (FP&A): aminder@seas.harvard.edu to request the companion account.

Once spending begins, per the Harvard University Cost Sharing Policy, all committed cost sharing should be tracked using **companion accounts**, which are created by matching the Activity, Subactivity, and Root segments of the sponsored account code and the Fund segment of the non-sponsored account that provides the cost sharing. Example below:

<table>
<thead>
<tr>
<th>Tub</th>
<th>org</th>
<th>Object</th>
<th>Fund</th>
<th>Activity</th>
<th>Subactivity</th>
<th>Root</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>123456</td>
<td>234567</td>
<td>0001</td>
<td>4321</td>
</tr>
</tbody>
</table>

To begin charging to a companion account, please make a request to Leslie King in SEAS finance (lking@seas.harvard.edu) with a cc to Alex Minder in FP&A to cross validate the non-sponsored fund with the sponsored activity:

*Is it possible for you to relax the cross validation on org/fund 28711.000001? I need to use the fund with sponsored org/activity 28711.123456.234567 to demonstrate cost sharing with a companion account.*

If faculty effort is being cost shared, the RPM will also alert FP&A (Alex Minder) and contact SEAS Payroll (Rob Plosker) to change costing going forward.

If a journal is required, obtain the appropriate school costing string to which the faculty members AY salary is normally charged from FP&A and the RPM will process any needed journals.

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**THROUGHOUT THE AWARD**

Areas are responsible for **ensuring that committed cost sharing expenses are posted to the correct applicable cost sharing account string(s)** in the University GL when the cost sharing sources are University funds or sponsored matching funds. When the cost sharing source is another non-federal
sponsored fund or in-kind contribution, cost sharing must be documented and tracked using alternative methods that are verifiable from University records.

Regular reviews and reconciliations of the award expenditures and related committed cost shared expenses should be conducted to ensure that the costs are allowable, allocable, reasonable, and consistently comply with federal regulations, University policies, and sponsored award terms and conditions.

**REPORTING AND CLOSEOUT**

If the sponsor requires cost sharing reporting, area is responsible for providing OSP Research Finance Team with cost sharing documentation including a reconciled Detail Transaction Listing of cost shared expenses posted in the GL, and subrecipient cost sharing information when applicable. For in-kind cost sharing, all documentation maintained at the department/local level managing unit will be reviewed by OSP Research Finance Team to determine how the cost sharing commitment is reported to the sponsor.

All cost share forms and related records must be retained locally for audit purposes and should be uploaded to GMAS in a folder labeled “Cost Sharing.”

To close sponsored account in the GL, the sponsored activity-subactivity combination must net to zero. Keep in mind that an account may appear fully reconciled with zero balances in GMAS but still fails to disable in the GL because of transactions to a non-sponsored fund with the sponsored “activity-subactivity” combination.

- This situation could happen when the companion account is used for cost sharing and the cost sharing transactions are posted in the current fiscal year, or if there are prior year deficit balances carried forward at the sponsored activity-subactivity level. To identify the unreconciled cost sharing balances the department can run DL by only entering the sponsored “activity-subactivity” values and sorting by funds for the current fiscal year period.

When closing out the sponsored accounts, the department should reconcile the expenses and work with OSP to process the journal to zero out the deficit balances on the companion accounts, using a non-sponsored fund designated as the cost sharing source. This is done by journaling the income object code 5910 to credit the cost sharing companion account string and debit the fund value with an unspecific activity-subactivity combination, as shown in the following example.

Credit: 125.45300.5910.026670.377171.0001.15399 ($15,000)
Debit: 125.45300.5910.026670.000000.0000.15399 $15,000

Once the above journal is processed in the GL, the total balances on the sponsored activity-subactivity combination (377171-0001) will net to zero, and the sponsored account can be closed in the following month of disabling process.
SCHOOL CONTACTS

Pre-Award:

Pamela Baker-Webber, Senior Sponsored Research Officer, FAS Research Administration Services, SEAS

Post-Award:

Marina Magid, Senior Compliance and Reporting Specialist, FAS Research Administration Services