Post Award Process (Cost Share - CS)

Award Granted → Award Is Established in RF Business System

Is There Cost Share?

Yes → Separate Cost Share Award Is Established in RF Business System with Budget

No → End of Cost Share Process

PI is Notified of Award Establishment → Risks

1. Inherent cost sharing risks:
   - Risk: Cost share record keeping is not contemporaneous
   - Risk: PIs forget or de-prioritize cost share commitments in proposal
   - Risk: Cost share is not met within project period
   - Risk: Third Party cost share is not documented and/or value is not accurate
   - Risk: Cost share when it is NOT mandatory, becomes a required a commitment and must be met and documented.

2. Strategy 1: Provide Cost Share One-Pager and Discuss Impacts and Risks with PI

3. Strategy 2: Review completed and signed 3rd Party In-Kind Commitment Form

4. Strategy 3: Periodic review of cost share awards in RF Report Center (PI Dashboard or RF Activity Interface Reporting)

Campus Process: IFR/Cost Share Appointments Are Entered into RF Business System Based on Approved Budget

- Best Practice: Meeting w/ PI to Discuss CS Requirement and Plan to Manage OTPS/3rd party CS

Final CS Expenditures Are Entered → Award Close-Out Process

Sponsored Programs Office Continues to Solicit CS Documentation from PI

Are Expenditures Reasonable to Project Period?

Yes → Sponsored Programs Office Requests Update or Documentation From PI

No → PI Submits Documentation or Status

Sponsored Programs Monitors CS (Monthly/Quarterly)

Oracle IFR/Cost Share Assignment Form

Final CS Expenditures Are Entered

PI Dashboard (My Grants) RF AIR (AFT)

RFAIR (APT)

RF Report Center

PI Dashboard (My Grants)

Oracle IFR/Cost Share Assignment Form

End of Cost Share Process

Sponsored Programs Continues to Solicit CS Documentation from PI Throughout Period

Sponsored Programs Office Continues to Solicit CS Documentation from PI

PI Submits Documentation or Status

Sponsored Programs Monitors CS (Monthly/Quarterly)

Oracle IFR/Cost Share Assignment Form

Final CS Expenditures Are Entered

PI Dashboard (My Grants) RF AIR (AFT)

RF Report Center

PI Dashboard (My Grants)

Oracle IFR/Cost Share Assignment Form

Final CS Expenditures Are Entered

PI Dashboard (My Grants) RF AIR (AFT)

RF Report Center

PI Dashboard (My Grants)