



THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE



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Charger-Sponsored Programs Administration Network

Cost Sharing

October 23, 2015

Presented by: Valarie King



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CFR §200.210

A Federal award must include the total approved cost sharing or matching, where applicable”





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Cost sharing or matching is the portion of the project or program cost that is not borne by the sponsor. 2 CFR 200.306 refers to cost sharing or matching without distinguishing between the two. For the purpose of this presentation, the terms are synonymous.



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2 CFR 200.306

- Be readily verifiable from the university's official records
- Not be included as cost sharing for any other sponsored award
- Be necessary and reasonable for the accomplishment of the project objectives
- Allowable under 2 CFR 200 Subpart E – Cost Principles
- Be provided for in the approved budget when required
- Not be paid by the federal government under another award (except where authorized under Federal Statute to be used for cost sharing)

UAH Policy

- Cost sharing on sponsored projects will only be approved when it is specifically required by the agency. Cost sharing simply “to increase the probability of the proposal being funded,” will not be permitted
- The Vice President for Research must approve any exceptions to include waived F&A and any cost sharing that requires their office to provide cash contributions



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Cost Sharing Definitions

- **Mandatory Cost Sharing** - Cost sharing that is required by the sponsor as a condition for proposal submission and award acceptance.
- **Voluntary Committed Cost Sharing** - cost sharing that is offered in a proposal but not required by the sponsor as a condition of proposal submission. Once offered by the institution and agreed to by the sponsor, it becomes an obligation the university must fulfill.
- **Voluntary Uncommitted Cost Sharing** - cost sharing that is over and above that which is committed and budgeted for in a sponsored research agreement. It is neither pledged explicitly in the proposal nor stated in the award documents, but it occurs in the course of executing a project, primarily when an individual expends more effort on the project than his or her commitment requires.



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Mandatory Cost Sharing

Must be included in federal award **2 CFR 200.210**

Required by the sponsor as a condition of eligibility for an award

Must be properly documented and tracked for cost accounting and compliance purposes

Voluntary Committed

Not expected and cannot be used during the merit review of applications or proposals

“Criteria for considering voluntary committed cost must be explicitly described in the notice of funding opportunity” **2 CFR 200.306**

Becomes a binding and auditable obligation

Must be properly documented and tracked for cost accounting and compliance purposes



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Voluntary Uncommitted

Not required by the relevant program solicitation

Not referenced in the proposal or award

Not formally tracked (or auditable)

No cost share account setup in banner





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Methods of Cost Share

Cash Contributions

Third party

Institutional

- New funding source must be identified

In Kind Contributions (Non Cash)

Third Party

- Volunteered Services
- Donated Equipment & Supplies

Institutional

- Item of cost for which institutional support is already in place

Indirect Cost

- Unrecovered ICR
 - Approval needed from the agency



MEMORANDUM

TO: Office of Sponsored Programs
FROM: Sarita Cochran
COE Engineering, Dean's Office
DATE: April 6, 2015
SUBJECT: Transfer of Cost-Share Funds

For salary, operating, and/or equipment, please transfer \$8,112.00:

From State Org org code # -236100-7801 (Fund 15000)
To Cost Share Org org code # -236239-7801 (Fund 15901)

For fringes, please transfer \$718.00:

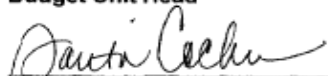
From State Org org code # ²³⁶¹⁰⁰236100-7802 (Fund 15000)
To Cost Share Org org code # ²³⁶²³⁹236239-7802 (Fund 15901)

A budget change is attached to move the funds to the correct account codes within the cost share org code once the journal entry has been processed by Accounting and Financial Reporting.

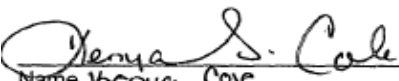
Thank you for your assistance in this matter. Please call me at -6476 if you have any questions.

Approvals:

Budget Unit Head


Name Sarita Cochran Date 4/6/15

OSP


Name Kenya Cole Date 4/10/15

C&G Accounting

Accountant Signature
Name _____ Date _____



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Organization/Index No.: 236239

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
REQUEST FOR NEW BANNER FUND, ORGANIZATION, AND INDEX

Fund No.: 15901

To: Office of Accounting & Financial Reporting

Date: 03/31/2015

Prepared By: Kenya Cole-Jones

Department Name: Office of Sponsored Programs

Suggested Account Name:

C/S for 695160 (5-29013) 2-70895

Financial Manager Name:

Dr. Kunning Xu

Financial Manager A#:

A25184535

Campus Address:

(Off. 10/25/12)

Fiscally Resp. Dept.:

MAE

PI Home Labor Dept.:

MAE

Funding Type: Cost Share

Amount: \$8,830 KC

Proposal No: ~~2015 242R~~



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Cost Share

Account Distribution

Date: 4/6/2015

2-70895 Budget Unit Head	[REDACTED]
Principal Investigator (5-Account)	[REDACTED]
Fiscally Responsible Unit	PRC
Cost Share Account Title	Cost Sharing for Org No. 695160 (5-29013)
Proposal Number	2015-242R
Grant Number	NNM15AA02A
Cost Share Org No	236239 (2-70895)
Period of Performance	4/1/2015 to 3/31/2016
Current Budget Change	\$8,830.00
Cumulative Budget Change	\$8,830.00
Total Commitment	\$24,994.00
Remaining Commitment	\$16,164.00 When can we expect these funds?
Source of Funds (Current Commitment)	236100

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

UAH RESEARCH PROPOSAL NO. 2015-242 R

COST ESTIMATE FOR A TWELVE MONTH PERIOD

Title: Low-Cost Plasma Micropropulsion Using 3-D Printing and Off-the-Shelf Components

Thrust: 1400

Affiliation: MAE

	Agency 5/1/2015 4/30/2016	UAH Cost Share 5/1/2015 4/30/2016	TOTAL 5/1/2015 4/30/2016
A. SALARIES AND WAGES /1/			
[REDACTED]			
11% x 0.25 / 12 x \$121,350		\$278	\$278
6% x 3.50 / 12 x \$121,350	\$1,997	\$0	\$1,997
11% x 1.25 / 12 x \$121,350		\$1,390	\$1,390
11% x 7.00 / 12 x \$126,204		\$8,029	\$8,029
2. Graduate Research Assistant 1			
100% x 12 / 12 x \$23,000	\$23,000	\$0	\$23,000
TOTAL SALARIES & WAGES	\$24,997	\$9,697	\$34,694
B. FRINGE BENEFITS /2/			
1. 34.0% of A.1.	\$679	\$3,297	\$3,976
2. GRA Tuition A.2 (\$1,148/\$1,193)**/ ***	\$0	\$14,136	\$14,136
3. GRA Insurance A.2 (\$96/\$100)**	\$0	\$1,184	\$1,184
TOTAL FRINGE BENEFITS	\$679	\$18,617	\$19,296
TOTAL SALARIES, WAGES, & FRINGE BENEFITS	\$25,676	\$28,315	\$53,990
C. OPERATING COSTS			
1. Materials and Supplies	\$0	\$6,000	\$6,000
2. NMDC Facility***	\$0	\$6,000	\$6,000
TOTAL OPERATING COSTS	\$0	\$12,000	\$12,000
TOTAL DIRECT COSTS	\$25,676	\$40,315	\$65,990
D. FACILITIES AND ADMIN. COSTS (48% MTDC) /4/			
NASA collaborator Dr. Kurt Polzin****	\$12,324	\$9,686	\$22,010
	\$12,000		\$12,000
TOTAL ESTIMATED COSTS	\$50,000	\$50,000	\$100,000

Notes:

*Faculty salary converted to calendar equivalent

** LSAMP will cover the GRA tuition and health insurance (see attached letter). MAE will cover PI salary, fringe, and suppl

***F&A is not calculated on B.2. GRA Tuition or C.2. NMDC Facility

**** Solicitation requires a 1:1 match.

/1/ See 2a. of attached Financial Data Sheet

/2/ See 2b. of attached Financial Data Sheet

/3/ See 2c. of attached Financial Data Sheet

/4/ See 2d. of attached Financial Data Sheet

9,697

3,297

1,184

6,000

\$20,178

$$20,178 * .48 = 9,685.44$$



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Cash transfer from state account
 into cost share org
 7801 - Transfer of Salaries &
 Operating
 7802 - Transfer of Fringes

C/S for 24010 MCHL

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
 REQUEST FOR BUDGET CHANGE
 SPONSORED RESEARCH ACCOUNTS

BUDGET CHANGE NO. _____
 DATE April 6, 2015

CENTER _____
 DEPARTMENT Mechanical

CHECK ONE
 Original Budget (BD02)
 Budget Revision (BD04)

ID	ORG NO.	ACCT	FUND NO.	DESCRIPTION	AMOUNT
D	236239	7801	15901	Cost Share	\$2,112.00
I	236239	6125	15901	Faculty Research	\$2,112.00
D	236239	7802	15901	Cost Share	\$718.00
I	236239	6500	15901	Fringe Benefits	\$718.00
D	236239	7801	15901	Cost Share	\$6,000.00
I	236239	7000	15901	Operating	\$6,000.00

employees or its contractors and subcontractor employees, or to the loss of its property or that of its Contractors and subcontractors, whether such injury, death, damage or loss arises through negligence or otherwise, except in the case of willful misconduct.

(b) In addition, the Recipient agrees to indemnify and hold the U.S. Government and its Contractors and subcontractors harmless from any third party claim, judgment, or cost arising from the injury to or death of any person, or for damage to or loss of any property, arising as a result of its possession or use of any U.S. Government property.

(End of Term and Condition)

20. 1800.919 COOPERATIVE AGREEMENT SPECIAL CONDITION (DEC 2014)

(a) This award is a cooperative agreement as it is anticipated there will be substantial NASA involvement during performance of the effort. NASA and the Recipient mutually agree to the following statement of anticipated cooperative interactions which may occur during the performance of this effort:

(Reference the approved proposal that contains a detailed description of the work and insert a concise statement of the exact nature of the cooperative interactions NASA will provide.)

(b) The terms "grant" and "Recipient" mean "cooperative agreement" and "Recipient of cooperative agreement," respectively, wherever the language appears in terms and conditions included in this agreement.

(c) NASA's ability to participate and perform its collaborative effort under this cooperative agreement is subject to the availability of appropriated funds and nothing in this cooperative agreement commits the United States Congress to appropriate funds therefor.

(End of Term and Condition)

21. 1800.922 COST SHARING (DEC 2014)

(a) NASA and the Recipient will share in providing the resources necessary to perform the agreement. NASA funding and non-cash contributions (personnel, equipment, facilities, etc.) and the dollar value of the Recipient's cash and/or non-cash contribution will be on a 50 percent Recipient basis.

(b) The funding and non-cash contributions by both parties are represented by the following dollar amounts:

Government Share \$38,000 (plus MSFC provided in-kind test support valued at \$12,000 and nominal FTE labor support)
Recipient Share \$50,000
Total Amount \$100,000

We need to obtain certification of the in-kind value. Contact OSP

Verify information with approved budget

Standard Cost Share Analysis Form

Last Updated: 04/24/15

Cost Share For: 695160

Cost Share Acct(s): 236239

End Date on Contract 03/31/16

What was the Sponsoring Agency's original budget? (5-account) 50,000.00

What are actual expenditures as of today for fund 695160 50,000.00

ITD totals from budget statement

What was the total of the Original Cost Share Commitment? 50,000.00

What are actual expenditures as of today for

Cost Share (Direct Expenditures)	236239	20,178.00
Cost Share (Tuition & Other No F&A)		20,136.00
Cost Share 48% "F & A "		9,685.44
Use this row for "In-Kind" totals		-
TOTAL from all forms of cost share		\$49,999.44

Percentage of 695160 expended is: 100.00%

Percentage of all cost sharing expended is : 100.00%

Figures below are based on the % expended in the 5-account & 2-70account

Percentage expended	100.00%	695160
C/S Required to date:	\$50,000.00	
C/S Expended to date:	\$49,999.44	
C/S expenditures needed to meet obligation		\$0.56 **

*If negative, cost share is being met at a rate greater than the primary five account. OR if the accounts period of performance is finished and there is a negative then it will represent the amount that has been OVER cost shared.

The University of Alabama in Huntsville
MEMORANDUM

TO: **Name**, Principal Investigator
Department: **xxxx**

FROM: Accountant, Contracts and Grants Accounting

SUBJECT: Cost Sharing Requirements for Org **xxxxxxx**
Cost Sharing Org **xxxxxxx**

DATE: **xx/xx/xx**

Current Status of the cost share requirement:

- Cost sharing requirements are being met
- Cost sharing requirements are not being met

Cost share required to date: \$ xxxx Cost Share expended to date: \$ xxxx

Cost share expenditures needed to meet obligation \$ xxxx

Budget Funding needed to meet obligation:

Org XXXXXX	\$ <u>XXXX</u>
Org XXXXXX	\$ <u>XXXX</u>
Org XXXXXX	\$ <u>XXXX</u>

- The current budgeted funding is not adequate for your cost sharing requirements, and the cost sharing account expenditures are not spent at the agreed upon rate (%) equal to the primary award expenditures. Please charge expenditures to the cost share account(s) or transfer appropriate expenditures to the cost share account(s). Retros must be used to transfer salary and fringe expenditures.
- The cost share (2XXXXX) for the primary account needs a budget change increasing the budget to fulfill cost sharing requirements for the current fiscal year.
- The current budgeted funding is adequate for your cost sharing requirements, but the cost sharing account expenditures are not spent at the agreed upon rate (%) equal to the primary award expenditures. Please charge expenditures to the cost share account(s) or transfer appropriate expenditures to the cost share account(s). Retros must be used to transfer salary and fringe expenditures.
- If you cannot meet your cost share commitment, please contact the Contract Administrator in the Office of Sponsored Programs (OSP) to initiate a possible reduction of the cost sharing requirements from the agency.
- The primary account will be non data enterable (frozen) until this issue has been resolved.
- Cost share funds are being spent at a higher rate compared to agency funds. The negative number reflects the amount that is currently being over-cost shared.

Please be aware that a portion of funding must be returned to the awarding agency if UAH fails to comply with the cost sharing requirements.

cc: OSP
Budget Analyst



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Questions?



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Cost Transfers

October 23, 2015

Presented by: De'Onah Norfleet



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CFR §200.405(c)

Any cost allocable to a particular Federal award under the principles provided for in this part **may not be charged to other Federal awards to overcome fund deficiencies**, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons.

UAH Cost Policy

Transferring costs between accounts is considered legitimate only when necessary to correct an error, properly allocate charges between accounts involving closely related work, or redistributing charges in those few cases where the university's billing systems will not allow for charging the appropriate amount to the proper accounts upon original posting.



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UAH Cost Policy

- Cost transfers must be made “promptly”
 - No later than 90 days of the original transaction
- 91 to 120 days
 - Requires P.I. signature and Department Chair approval
- 120+ days
 - Requires applicable Dean’s signature, P.I., and Department Chair

*****Requests for late cost transfers should include an explanation of the extenuating circumstances which prevented the transaction from being made earlier.***



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Transfer Authorizations

TRANSFER AUTHORIZATION

TRANSFER COST:

DATE: October 13, 2015

TO: BUDGET UNIT TO BE CHARGED
SED 388-5A


INDEX NUMBER
29327 815537-7514

FROM: BUDGET UNIT TO BE CREDITED
Reliability and Failure Analysis Lab

INDEX NUMBER
813008-7514

QUANTITY	DESCRIPTION	Unit Price	Total Amount
102	Modeling and Simulation	\$ 127.41	\$ 12,995.82
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL			\$ 12,995.82

RECEIVED
 OCT 13 2015
 UAH
 Accounting & Finance


RECEIVED
 OCT 14 2015


Approvals

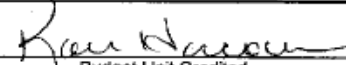
25,991.64

I certify that:

- the expenses indicated hereon were incurred by me in the performance of official University of Alabama in Huntsville business pursuant to authority granted to me.
- I have not been and will not be reimbursed for any of these expenses by any other entity
- there are no alcoholic beverages included in these expenses
- I agree to the rate at which I am being reimbursed
- this voucher has been completed in compliance with University of Alabama in Huntsville policies and no expenses included herein have been previously submitted.

Merk Gauldin Printed Name	→ sign		10/13/15 Date
		Budget Unit Charged	

Accountants signature must be present

Karen Hancock Printed Name	→ sign		10/13/15 Date
		Budget Unit Credited	

DeOronah Norfleet → sign → 



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The University of Alabama in Huntsville
TRANSFER AUTHORIZATION

TRANSFER COST:

TO:

BUDGET UNIT TO BE CHARGED
SED 388-5A

FROM:

BUDGET UNIT TO BE CREDITED
Reliability and Failure Analysis Lab

The account code is needed for data entry. 5899 should never be used for the budget to be charged.

INDEX NUMBER
29327 815537-7514

INDEX NUMBER
813008-7514

QUANTITY	DESCRIPTION	Unit Price	Total Amount
102	Modeling and Simulation	\$ 127.41	\$ -
			\$ -
			\$ 12,995.82
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

- 1. Is the cost allowable?
- 2. Was the transfer made "promptly" within 90 days of the original transaction posting in banner? Refer to cost policy.
- 3. Is there a budget available?

This amount must be supported by banner printouts.

U.S. Army Research, Development and Engineering Command, AMRDEC
Software, Aviation and Weapon Systems Research, Engineering and Lifecycle Support - UAH
YEAR 5 - 1 October 2014 - 23 September 2015

TASK ORDER NO. SED# 0388-5A

Task Title:

FY15-16 HUMS

CONTRACT:

W31P4Q-10-D-0092

Date:

4-May-15

UAH Principal Investigator:

Mark Gauldin

Requested By:

Mark Gauldin

PHONE:

(256) 824-2685

PAN:

Office Symbol:

RI

PREDOMINANCE OF WORK PERFORMED AT UAH? (Y/N)

Y

47.3%

COST ANALYSIS ESTIMATE

1. LABOR

LABOR CATEGORY	# OF HOURS	RATE	SUB TOTAL
Professor/Project Director	648	\$ 179.22	\$ 116,134.56
Associate Professor	1700	\$ 126.08	\$ 214,336.00
Assistant Professor		\$ 140.28	\$ -
Research Scientist II		\$ 137.90	\$ -
Research Scientist I		\$ 88.90	\$ -
Engineering Research Associate II	1900	\$ 60.16	\$ 114,304.00
Engineering Research Associate I		\$ 40.46	\$ -
Simulation Analyst II		\$ 44.13	\$ -
Information Specialist	1896	\$ 79.91	\$ 151,509.36
Test Engineer/Postdoctoral Research Associate		\$ 53.73	\$ -
Engineering Assistant/Technician		\$ 33.18	\$ -
Jr. Engr. Asst.		\$ 26.30	\$ -
Graduate Assistants		\$ 47.41	\$ -
Senior Technical Specialist	800	\$ 72.41	\$ 57,928.00
Technical Specialist		\$ 51.30	\$ -
Design Engineer (Ballistics)		\$ 93.67	\$ -
Senior Research Information Scientist		\$ 151.15	\$ -
Senior Research Information Associate		\$ 70.78	\$ -
Research Program Coordinator		\$ 49.15	\$ -
Undergraduate Assistant		\$ 17.04	\$ -
	6,944	TOTAL LABOR COST	\$ 654,211.92

2. MATERIALS/SUPPLIES (Attach Waiver or CAPR, if applicable)

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
Modeling & Simulation	510	\$ 127.41	\$ 64,979.10
			\$ -
			\$ -
		TOTAL COST	\$ 64,979.10
		OP EXPENSE 47.3%	\$ 30,735.11
		TOTAL MATERIALS	\$ 95,714.21

3. TRAVEL

DESTINATION	# OF TRIPS	# OF PEOPLE/DAYS	COST
TBD - Not to exceed budget amount			
		TOTAL COST	\$ -
		OP EXPENSE 47.3%	\$ -
		TOTAL TRAVEL	\$ -

4. EQUIPMENT (Attach Waiver or CAPR, if applicable)

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
			\$ -
			\$ -
			\$ -
			\$ -
		TOTAL COST	\$ -
		OP EXPENSE (0%)	\$ -
		TOTAL EQUIPMENT	\$ -

5. TOTAL COST SUMMARY

a. Total Labor	\$ 654,211.92
b. Total Material (inc. fees)	\$ 95,714.21
c. Total Travel (inc. fees)	\$ -
d. Total Equipment	\$ -
e. TOTAL EST. COST (a-b-c-d)	\$ 749,926.13

Name of Service Center: RFAL
 Contract Name: SED 388-5A

Daily Usage Log
 Contract #: 8-15537

All users must complete this form to track usage and maintain adequate accounting records for cost transfers and billings.

Name	Company/Department	Start	Finish	Type of Work	Total Usage Number of Metrics	Rate	Total	
CH-47 HUMS	SED	9/30/2015	10/12/2015	Modeling & Sim	102	\$ 127.41	\$ 12,995.82	
						\$ -	\$ -	
						\$ -	\$ -	
						\$ -	\$ -	
							\$ -	
							\$ -	
							\$ -	
							\$ -	
							\$ -	
							\$ -	
							\$ -	
Total								\$ 12,995.82

Research Engineer (print/sign): Kari Morris/



Date: 10/12/15

Service Center Manager (print/sign): Mark Gauldin /



Date: 10/12/15

Chart of Accounts: **Grant Year:** **Include Revenue Accounts**

Index: **Fund:** **Organization:** **Exclude Indirect Costs**

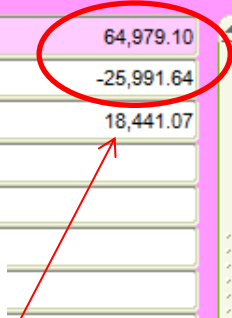
Program: **Activity:** **Location:** **Hierarchy**

Account Type: **Account Summary:** **Fund Summary**

Date From (MM/YY): / **Date To (MM/YY):** / **By Sponsor Account**

Account Type		Adjusted Budget	Activity	Commitments	Available Balance
7000	E Expenditures	64,979.10	0.00	0.00	64,979.10
7514	E Transfer Lab Fees	0.00	25,991.64	0.00	-25,991.64
7910	E Indirect Cost Recovery	30,735.11	12,294.04	0.00	18,441.07
Net Total:		95,714.21	38,285.68	0.00	57,428.53

Review balance of operating expenses excluding F&A





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Accountant must check the signature authority database to ensure the signature for the budget unit charged and the budget unit credited has approval to sign on the account.

Approvals

I certify that:

- the expenses indicated hereon were incurred by me in the performance of official University of Alabama in Huntsville business pursuant to authority granted to me.
- I have not been and will not be reimbursed for any of these expenses by any other entity
- there are no alcoholic beverages included in these expenses
- I agree to the rate at which I am being reimbursed
- this voucher has been completed in compliance with University of Alabama in Huntsville policies and no expenses included herein have been previously submitted.

Mark Gaudin

sign

Printed Name

→

Budget Unit Charged

10/13/15

Date

Karen Hancock

sign

Printed Name

→

Budget Unit Credited

10/13/15

Date

DeOrach Norfleet

sign



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TO: **BUDGET UNIT TO BE CHARGED**
SED 388-5A

INDEX NUMBER
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			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL	\$ 12,995.82		

RECEIVED
OCT 13 2015
Accounting

RECEIVED
OCT 14 2015
/

The accountant must write in the document total before this form is submitted for data entry.

Approvals

25,991.69

I certify that:



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Questions?