

COST SHARING TEMPLATE

RECORDING POST-AWARD COST SHARING OBLIGATIONS

Last Revised: 10/11/07

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	Valuation and Documentation Guidelines for Cost Sharing which is Funded by MIT and Cost Sharing which is not Funded by MIT	
	Cost Sharing Template Form	
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Data Warehouse	Query: COEUS Cost Sharing Data Change Form	http://web.mit.edu/warehouse/metadata/reports/business_area/financial.html#8
	Query: Cost Sharing Commitments by DLC	

Cost Sharing Template
(Complete separate template for each fiscal year)

Level One WBS Element: _____

Level One WBS Project Period: _____

Please Shade Cell of Cost Sharing Type		Cost Sharing Detail	FY	Amount	Funding Source	Destination Account****
(a) Funded Cost Sharing						
MF	VF	Salary & EB*: [Individual Name]				
MF	VF	Non-Salary				
MF	VF	F&A**				
MF	VF	Tuition Subsidy			0000005	9999999
MF	VF	UROP			0000006	
MF	VF	Unrecovered F&A				
MF	VF					
MF	VF					
(b) Non-Funded Cost Sharing						
MNF	VNF	Volunteer Services			0000000	9999999
MNF	VNF	Subrecipient***			0000000	9999999
MNF	VNF	Non-Federal Sponsored Support			0000000	9999999
MNF	VNF	Equipment			0000000	9999999
MNF	VNF	Other			0000000	9999999
				Total Cost Sharing	0.00	

Comments: _____

Important Note: Comments are entered only on the Level One WBS and may be viewed by all COEUS users.

- * When a salary % (not \$s) is committed as cost sharing, use the current FY salary to calculate future year amounts. Then when actual salary and EB are known, complete and submit to OSP a COEUS Cost Sharing Data Change Form. When cost sharing salary is funded by a cost object outside the administering DLC, enter a separate line for each individual adding the individual's last name. (Individual names will not be entered in COEUS.)
- ** Unless otherwise negotiated, enter Institute account 1402600 as funding source for Mandatory-Funded (MF) F&A. Enter a DLC account for Voluntary Funded (VF) F&A.
- *** Must be entered if subrecipient cost sharing is proposed.
- **** Destination account must be entered only when more than one lower level WBS cost sharing account is requested. If cost sharing accounts have not yet been created, enter Destination "A", "B", "C", etc. to identify the separate accounts.

Approval of funding source(s) outside the administering DLC

<u>Funding Source</u>	<u>Approval</u>
_____	_____
_____	_____
_____	_____

Cost Sharing Types

Code	Name	Description
(a) Funded Cost Sharing (cost sharing funded by DLC/MIT)		
MF	Mandatory Funding	Sponsor requires cost sharing.
VF	Voluntary Funded	Sponsor does not require cost sharing, but PI offers cost sharing in proposal.
(b) Non-Funded Cost Sharing (cost sharing funded by external source, not funded by DLC/MIT)		
MNF	Mandatory Non-Funded	Sponsor requires cost sharing.
VNF	Voluntary Non-Funded	Sponsor does not require cost sharing, but PI offers cost sharing in proposal.

Funding Source Codes

Code	Description
0000000	Non-Funded
0000001	Institute
0000002	Provost
0000003	School
0000004	DLC
0000005	Tuition Subsidy
0000006	UROP
0000007	Unknown
9988899	Third Party Cash Donation

Completing the cost sharing template

For help with completing the template, please call Marilyn Smith, x3-0473.

When a sponsor makes an award to MIT that contains an obligation for cost sharing, the DLC must complete and return to OSP the cost sharing template. The DLC will complete a template for the life of the project – one for *each* fiscal year. The template has two components:

- **Funded** cost sharing plan must be entered in detail.
- **Non-funded** cost sharing plan may be entered at the level of detail desired by the DLC, except for subrecipient cost sharing which must be entered separately.

Entering the funded cost sharing plan

- A. For each applicable line in the Funded Cost Sharing section, select (by shading cell) the cost sharing type, described below:

Funded Cost Sharing Types (cost sharing funded by DLC/MIT)		
Code	Name	Description
MF	Mandatory Funded	Sponsor requires cost sharing.
VF	Voluntary Funded	Sponsor does not require cost sharing, but PI offers cost sharing in proposal.

- B. The DLC enters the Individual's last name (if cost shared salary is funded by cost object outside administering DLC), fiscal year, amount, funding source, and destination account for the funded cost sharing. (The destination account is entered only when more than one lower level WBS cost sharing account is requested.) A separate line should be created for each individual cost shared salary funded by cost object outside administering DLC. Individual names will not be entered in COEUS. The DLC may record this information in one of three ways, depending on when the DLC chooses to fund the cost sharing, i.e., when CAO should process the funding JVs:
1. By **project year** (see Example 1)
 2. By **fiscal year** (see Example 2)
 3. **Incrementally**, at anniversary date of award (see Example 3)

- C. Approval of funding sources outside the administering DLC:

If the funded cost sharing plan includes funding source cost objects outside the administering DLC, the completed Cost Sharing Template must be routed in paper form or electronically for approval by an approved authorizer for each outside funding source, before being forwarded for input to OSP. For example, cost shared faculty effort would require that the completed Template be routed for approval of the faculty home department when the award is not administered by the home department, or the relevant Dean's office when Department Head effort, or the VPR office when Lab/Center Director effort.

Entering the non-funded cost sharing plan

- A. For each applicable line (Note: The DLC may consolidate the amounts for all non-funded cost sharing as "Other", except for that to be provided by subrecipients.) in the Funded Cost Sharing section, select (by shading cell) the cost sharing type, described below:

Non-Funded Cost Sharing Types (cost sharing funded by external source, not funded by DLC/MIT)		
Code	Name	Description
MNF	Mandatory Non-Funded	Sponsor requires cost sharing.
VNF	Voluntary Non-Funded	Sponsor does not require cost sharing, but PI offers cost sharing in proposal.

- B. The DLC enters the fiscal year and amount for the non-funded cost sharing corresponding to the funded plan periods, although no JV will result.

Funding Strategies

The following scenario is used for all funding strategy examples:

On 12/1/2001, Award is granted for project period 1/1/2002-12/31/2003 with \$39K/year mandatory cost sharing. OSP creates Level One WBS element 6543210.		
	<i>Cost Sharing</i>	
	YR01	YR02
PI Salary & EB	5,000	5,000
Chemicals	10,000	10,000
F&A	6,000	6,000
Tuition Subsidy for 2 RAs	3,000	3,000
Subrecipient (Harvard University)	<u>15,000</u>	<u>15,000</u>
	<u>39,000</u>	<u>39,000</u>
After DLC submits completed template to OSP, cost sharing child account 6xxxxxx is created for the project.		

Example 1 — Creating a **Project Year** cost sharing plan

The entire Project YR01 cost sharing amount is entered in the FY in which the first month of the award falls, even if the Project Year crosses fiscal years:

- The YR01 \$39,000 cost sharing amount for project year 1/1/2002-12/31/2002 is entered in FY02.
- The \$39,000 for Project YR02 is entered in FY03.

For the current fiscal year, the DLC must enter the funding source **accounts**; for subsequent fiscal years, funding source accounts should be entered, if known; otherwise, source **codes** are entered.

When source codes are entered, the DLC must provide OSP with the funding source accounts (for funded cost sharing except tuition subsidy and UROP) prior to July 15 of each subsequent FY.*

In most cases only one cost sharing child account will be required. When the DLC wants more than one cost sharing child account to meet unusual reporting requirements, the DLC must enter the Destination Account for all funded cost sharing (except RA Tuition Subsidy). Since the cost sharing child accounts are yet to be created, the DLC should enter the Destination Account as "A", "B", "C", etc. to identify the multiple cost sharing child accounts.

Example 2 — Creating a **Fiscal Year** cost sharing plan

Only the cost sharing amount for the project months that fall into the first fiscal year is entered in the current FY.

- The Project YR01 \$39,000 cost sharing amount is split between FY02 and FY03:
 - The 1/1/2002-6/30/2002 \$19,500 amount is entered in FY02.
 - The 7/1/2002-12/31/2002 \$19,500 amount is entered in FY03.
- The Project YR02 amount is split between FY03 and FY04.

For the current fiscal year, the DLC must enter the funding source **accounts**; for subsequent fiscal years, funding source accounts should be entered, if known, otherwise, source **codes** are entered.

When source codes are entered, the DLC must provide OSP with the funding source accounts (for funded cost sharing except tuition subsidy and UROP) prior to July 15 of each subsequent FY.*

In most cases only one cost sharing child account will be required. When the DLC wants more than one cost sharing child account to meet unusual reporting requirements, the DLC must enter the Destination Account for all funded cost sharing (except RA Tuition Subsidy). Since the cost sharing child accounts are yet to be created, the DLC should enter the Destination Account as "A", "B", "C", etc. to identify the multiple cost sharing child accounts.

*In mid-July, CAO will process a funding JV for the current FY cost sharing obligations per Coeus data; hence, prior to July 15, DLCs should submit all changes to the current FY cost sharing plan via the "Coeus Cost Sharing Data Change Form": http://web.mit.edu/warehouse/metadata/reports/business_area/financial.html#8

Example 1 — Project Year Cost Sharing Template

Shade Cell of Cost Sharing Type		Cost Sharing Detail	FY	Amount	Funding Source
(a) Funded Cost Sharing					
MF	VF	Salary & EB	2002	5,000	15xxxxx
MF	VF	Non-Salary	2002	10,000	2xxxxxx
MF	VF	F&A	2002	6,000	1402600
MF	VF	Tuition Subsidy	2002	3,000	0000005
MF	VF	UROP			0000006
MF	VF	Unrecovered F&A			
(b) Non-Funded Cost Sharing					
MNF	VNF	Volunteer Services			0000000
MNF	VNF	Subrecipient	2002	15,000	0000000
MNF	VNF	Non-Federal Sponsored Support			0000000
MNF	VNF	Equipment			0000000
MNF	VNF	Other			0000000
Total Cost Sharing				39,000	

On 1/1/02
CAO will process \$21K funding JV.

Shade Cell of Cost Sharing Type		Cost Sharing Detail	FY	Amount	Funding Source
(a) Funded Cost Sharing					
MF	VF	Salary & EB	2003	5,000	15xxxxx
MF	VF	Non-Salary	2003	10,000	2xxxxxx
MF	VF	F&A	2003	6,000	1402600
MF	VF	Tuition Subsidy	2003	3,000	0000005
MF	VF	UROP			0000006
MF	VF	Unrecovered F&A			
(b) Non-Funded Cost Sharing					
MNF	VNF	Volunteer Services			0000000
MNF	VNF	Subrecipient	2003	15,000	0000000
MNF	VNF	Non-Federal Sponsored Support			0000000
MNF	VNF	Equipment			0000000
MNF	VNF	Other			0000000
Total Cost Sharing				39,000	

On 7/15/02
CAO will process \$21K funding JV.

Example 2 — Fiscal Year Cost Sharing Template

ShadeCell of Cost Sharing Type		Cost Sharing Detail	FY	Amount	Funding Source
(a) Funded Cost Sharing					
MF	VF	Salary & EB	2002	2,500	15xxxxx
MF	VF	Non-Salary	2002	5,000	2xxxxxx
MF	VF	F&A	2002	3,000	1402600
MF	VF	Tuition Subsidy	2002	1,500	0000005
MF	VF	UROP			0000006
MF	VF	Unrecovered F&A			
(b) Non-Funded Cost Sharing					
MNF	VNF	Volunteer Services			0000000
MNF	VNF	Subrecipient	2002	7,500	0000000
MNF	VNF	Non-Federal Sponsored Support			0000000
MNF	VNF	Equipment			0000000
MNF	VNF	Other			0000000
Total Cost Sharing				19,500	

On 1/1/02
CAO will process \$10.5K funding JV.

ShadeCell of Cost Sharing Type		Cost Sharing Detail	FY	Amount	Funding Source
(a) Funded Cost Sharing					
MF	VF	Salary & EB	2003	5,000	15xxxxx
MF	VF	Non-Salary	2003	10,000	2xxxxxx
MF	VF	F&A	2003	6,000	1402600
MF	VF	Tuition Subsidy	2003	3,000	0000005
MF	VF	UROP			0000006
MF	VF	Unrecovered F&A			
(b) Non-Funded Cost Sharing					
MNF	VNF	Volunteer Services			0000000
MNF	VNF	Subrecipient	2003	15,000	0000000
MNF	VNF	Non-Federal Sponsored Support			0000000
MNF	VNF	Equipment			0000000
MNF	VNF	Other			0000000
Total Cost Sharing				39,000	

On 7/15/02
CAO will process \$21K funding JV.

ShadeCell of Cost Sharing Type		Cost Sharing Detail	FY	Amount	Funding Source
(a) Funded Cost Sharing					
MF	VF	Salary & EB	2004	2,500	15xxxxx
MF	VF	Non-Salary	2004	5,000	2xxxxxx
MF	VF	F&A	2004	3,000	1402600
MF	VF	Tuition Subsidy	2004	1,500	0000005
MF	VF	UROP			0000006
MF	VF	Unrecovered F&A			
(b) Non-Funded Cost Sharing					
MNF	VNF	Volunteer Services			0000000
MNF	VNF	Subrecipient	2004	7,500	0000000
MNF	VNF	Non-Federal Sponsored Support			0000000
MNF	VNF	Equipment			0000000
MNF	VNF	Other			0000000
Total Cost Sharing				19,500	

On 7/15/03
CAO will process \$10.5K funding JV.

Note: Due to lack of space, the template's "Destination Account" column has been excluded from above examples. Since these examples require only one cost sharing child, the Destination Account field may be left blank.

CAO JV Entries

Example 1 — *Project Year* JV entries

CAO will process the following funding JV entries based on the plan in COEUS using GL accounts 800701 (Cost Sharing – Transfer In) and 800702 (Cost Sharing – Transfer Out); both GL accounts are not subject to fund tax.

Date	Accounts	GL	Debit	Credit	WBS Offset
1/01/02	15xxxxx Salary & EB funding source	800702	5,000		6543210
	2xxxxxx Non-salary funding source	800702	10,000		6543210
	1402600 F&A funding source	800702	6,000		6543210
	6xxxxxx Project's cost sharing child	800701		21,000	6543210
7/15/02	15xxxxx Salary & EB funding source	800702	5,000		6543210
	2xxxxxx Non-salary funding source	800702	10,000		6543210
	1402600 F&A funding source	800702	6,000		6543210
	6xxxxxx Project's cost sharing child	800701		21,000	6543210

Example 2 — *Fiscal Year* JV entries

CAO will process the following funding JV entries based on the plan in COEUS using GL accounts 800701 (Cost Sharing – Transfer In) and 800702 (Cost Sharing – Transfer Out); both GL accounts are not subject to fund tax.

Date	Accounts	GL	Debit	Credit	WBS Offset
1/01/02	15xxxxx Salary & EB funding source	800702	2,500		6543210
	2xxxxxx Non-salary funding source	800702	5,000		6543210
	1402600 F&A funding source	800702	3,000		6543210
	6xxxxxx Project's cost sharing child	800701		10,500	6543210
7/15/02	15xxxxx Salary & EB funding source	800702	5,000		6543210
	2xxxxxx Non-salary funding source	800702	10,000		6543210
	1402600 F&A funding source	800702	6,000		6543210
	6xxxxxx Project's cost sharing child	800701		21,000	6543210
7/15/03	15xxxxx Salary & EB funding source	800702	2,500		6543210
	2xxxxxx Non-salary funding source	800702	5,000		6543210
	1402600 F&A funding source	800702	3,000		6543210
	6xxxxxx Project's cost sharing child	800701		10,500	6543210

Example 3 — Creating an *Incremental* cost sharing plan

In some cases, a DLC may wish to fund cost sharing incrementally on the Project's anniversary date during the fiscal year. Instead of funding the entire *fiscal year* 2003 cost sharing amount on July 15, 2002 (as in example 2), the DLC may:

- Fund the remaining six months (7/1/2002-12-31/2002) of *Project Year 01* on 7/15/2002, and
- Fund the first six months (1/1/2003-6/30/2003) of *Project Year 02* on the award's anniversary date, 1/1/2003.

To accomplish incremental funding:

- Prior to 7/15/2002 the funding source **accounts** must be entered in COEUS for the period 7/1/2002-12/31/2002.
- Source **codes** must be entered into COEUS for the period 1/1/2003-6/30/2003.

By entering the source codes, not funding source accounts, only the cost sharing for the remaining six months of Project Year 01 (7/1/2002-12/31/2002) will be funded on July 15.

On 1/1/2003, when the DLC submits to OSP a "Coeus Cost Sharing Data Change Form" with the funding source accounts (for funded cost sharing except tuition subsidy and UROP) for the period 1/1/2003-6/30/2003 and OSP enters them in COEUS, CAO will process the funding JV for the first six months of Project Year 02.

In most cases only one cost sharing child account will be required. When the DLC wants more than one cost sharing child account to meet unusual reporting requirements, the DLC must enter the Destination account for all funded cost sharing (except RA Tuition Subsidy). Since the cost sharing child accounts are yet to be created, the DLC should enter the Destination Account as "A", "B", "C", etc. to identify the multiple cost sharing child accounts.

Example 3 — Incremental cost sharing plan template

Shade Cell of Cost Sharing Type		Cost Sharing Detail	FY	Amount	Funding Source
<i>(a) Funded Cost Sharing</i>					
MF	VF	Salary & EB	2002	2,500	15xxxxx
MF	VF	Non-Salary	2002	5,000	2xxxxxx
MF	VF	F&A	2002	3,000	1402600
MF	VF	Tuition Subsidy	2002	1,500	0000005
MF	VF	UROP			0000006
MF	VF	Unrecovered F&A			
<i>(b) Non-Funded Cost Sharing</i>					
MNF	VNF	Volunteer Services			0000000
MNF	VNF	Subrecipient	2002	7,500	0000000
MNF	VNF	Non-Federal Sponsored Support			0000000
MNF	VNF	Equipment			0000000
MNF	VNF	Other			0000000
Total Cost Sharing				19,500	

On 1/1/02
CAO will
process
\$10.5K funding
JV.

Shade Cell of Cost Sharing Type		Cost Sharing Detail	FY	Amount	Funding Source
<i>(a) Funded Cost Sharing</i>					
MF	VF	Salary & EB	2003	2,500	*15xxxxx
			2003	2,500	**0000004
MF	VF	Non-Salary	2003	5,000	*2xxxxxx
			2003	5,000	**0000004
MF	VF	F&A	2003	3,000	*1402600
			2003	3,000	**0000001
MF	VF	Tuition Subsidy	2003	3,000	0000005
MF	VF	UROP			0000006
MF	VF	Unrecovered F&A			
<i>(b) Non-Funded Cost Sharing</i>					
MNF	VNF	Volunteer Services			0000000
MNF	VNF	Subrecipient	2003	15,000	0000000
MNF	VNF	Non-Federal Sponsored Support			0000000
MNF	VNF	Equipment			0000000
MNF	VNF	Other			0000000
Total Cost Sharing				39,000	

*On 7/15/02
CAO will
process
\$10.5K funding
JV.

**On 1/1/03
when source
codes are
replaced with
source
accounts,
CAO will
process
\$10.5K funding
JV.

Shade Cell of Cost Sharing Type		Cost Sharing Detail	FY	Amount	Funding Source
<i>(a) Funded Cost Sharing</i>					
MF	VF	Salary & EB	2004	2,500	15xxxxx
MF	VF	Non-Salary	2004	5,000	2xxxxxx
MF	VF	F&A	2004	3,000	1402600
MF	VF	Tuition Subsidy	2004	1,500	0000005
MF	VF	UROP			0000006
MF	VF	Unrecovered F&A			
<i>(b) Non-Funded Cost Sharing</i>					
MNF	VNF	Volunteer Services			0000000
MNF	VNF	Subrecipient	2004	7,500	0000000
MNF	VNF	Non-Federal Sponsored Support			0000000
MNF	VNF	Equipment			0000000
MNF	VNF	Other			0000000
Total Cost Sharing				19,500	

On 7/15/03
CAO will
process
\$10.5K funding
JV.

Note: Due to lack of space, the template's "Destination Account" field has been excluded from above example. Since this example requires only one cost sharing child, the destination account field may be left blank.

Example 3 — Incremental cost sharing JV entries

CAO will process the following funding JVs based on plan in COEUS:

<u>Date</u>	<u>Accounts</u>		<u>GL</u>	<u>Debit</u>	<u>Credit</u>	<u>WBS Offset</u>
1/01/02	15xxxxx	Salary & EB funding source	800702	2,500		6543210
	2xxxxxx	Non-salary funding source	800702	5,000		6543210
	1402600	F&A funding source	800702	3,000		6543210
	6xxxxxx	Project's cost sharing child	800701		10,500	6543210
7/15/02	15xxxxx	Salary & EB funding source	800702	2,500		6543210
	2xxxxxx	Non-salary funding source	800702	5,000		6543210
	1402600	F&A funding source	800702	3,000		6543210
	6xxxxxx	Project's cost sharing child	800701		10,500	6543210
1/01/03*	15xxxxx	Salary & EB funding source	800702	2,500		6543210
	2xxxxxx	Non-salary funding source	800702	5,000		6543210
	1402600	F&A funding source	800702	3,000		6543210
	6xxxxxx	Project's cost sharing child	800701		10,500	6543210
7/15/03	15xxxxx	Salary & EB funding source	800702	2,500		6543210
	2xxxxxx	Non-salary funding source	800702	5,000		6543210
	1402600	F&A funding source	800702	3,000		6543210
	6xxxxxx	Project's cost sharing child	800701		10,500	6543210

*On 1/1/2003, when DLC submits to OSP the “Coeus Cost Sharing Data Change Form” to replace the source codes with source accounts, CAO will process this JV entry.