

# Sponsored Programs Monthly

## Matching / Cost Sharing



Matching & cost sharing are often interchangeable terms. They are basically defined as the portion of costs for a particular project that are **not** paid for by the sponsor. In other words, K-State is contributing funds from another source to pay for a portion of the project.

The bookkeeping side of matching and cost sharing can be confusing and complex. The reasons are two-fold:

1. It matters where the revenue for the matching funds originate.
  - Are we using State of Kansas allocated funds?
  - Are we getting goods or services from an external third party?
  - Are we using another sponsored project as match?
  
2. It also matters what type of expenses are being paid to meet the matching commitment.
  - Payroll expenses are reported as cost shared effort through our [Sponsored Programs](#) office.
  - Non-payroll expenses are paid from a match account (FIS project starting with “M”).
  - Third party match is reported on a [form](#) signed by the external entity providing the match.

Our office is trying to help make it more clear what procedures need to be taken in these different scenarios. The next two pages are an example of the summary form that will replace the matching letter that was previously sent with new awards. It includes specific information regarding the matching commitments for a particular award and the procedures you need to take to report the matching as it occurs. You will receive this summary as an email attachment any time there are matching or cost sharing commitments on a new award or modification.

Our intent is to give you all the matching information you need . . . all in one place.

Questions? Please call 2-6207

Federal cost sharing and matching regulations can be found at [2 CFR 200.306](#).

## Matching and Cost Sharing Commitment Summary

FIS Award #:		Award Start Date:	
FIS Project #:		Award End Date:	
Sponsor Agreement #:		PI:	
Sponsor Name:			
Project Title:			

The agreement for the project noted above promised that certain costs necessary to complete the project would be paid from funds other than those provided by this sponsor. These costs are referred to as cost sharing or matching. The commitment to fund these costs in this manner is considered to be legally binding and requires the use of specific accounting processes and documentation. Information regarding the costs committed and the associated accounting procedures is shown below.

<b>KSU funded costs</b>	Cumulative \$0.00
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Dept(s) providing matching funds:	Dept Number	Amount
Total		0

<b>KSU Payroll Costs -- Cost Sharing</b>	\$0.00
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- The budget should provide the level of effort budgeted as a direct charge to the sponsored project account and the level of effort committed as cost share.
- Payroll costs, not direct charged to the "G" account, should be charged to non-federally funded departmental "N" account(s).
- Report cost share effort percentages each semester via the [Cost Share Reporting system](#). Reported cost share should reflect an estimate of **actual effort** for the prior quarter. Go to [www.ksu.edu/finsvcs/sponsoredprograms/costshare](http://www.ksu.edu/finsvcs/sponsoredprograms/costshare) or contact our office (532-6207) for more information regarding this reporting system.

Other actions that may be needed:

- If funding provided by another department/unit (see list above) will be used for all or part of the payroll costs, those funds should be moved to the appropriate "N" account(s) where the payroll costs will be charged.
- If payroll costs of personnel in other departments were promised as cost sharing, it is the responsibility of the award-owning department to ensure the costs are reported via the Cost Sharing System by each department(s).

<b>Other Direct Non-payroll Costs paid with KSU funds -- Hard \$ Match (object codes E2xxx to E5XXX)</b>	\$0.00
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Matching Project #

- Charge these costs to FIS project # listed above (matching projects start with "M")
- Transfer funds to the "M" account to cover the costs to be charged. If funding provided by another department/unit (see list above) will be used for all or part of these costs, it is the responsibility of the award-owning department to ensure the appropriate transfers are completed.

Cumulative

**Non-Cash contributions from external entities ("Third Party In-Kind")**

\$0.00

Entity Name	Amount

- Once provided, this support must be documented using the KSU "Third Party Contributions Report" available on the Division of Financial Services website (eForms). If the sponsor provides their own form, it may be used instead.
- The valuation of the services or goods provided for federally funded projects must comply with guidance found in 2 CFR 200.306.
- Cash received from a third party constitutes a sponsored award – see section below.

Cumulative

**Costs funded by other external sources (sponsored awards)**

\$0.00

Sponsor Name	FIS # (Award / Project)	Amount

- All costs charged to this account(s) will be counted as cost sharing/matching.
- The award must have start and end dates within the start and end dates of the award noted in the heading of this document.
- If only a portion of a sponsored award is to be used as matching/cost sharing, then that portion has been set aside in the award/project number(s) provided above.

**Notes**