Policy Number: 720 (revised)

Policy Title: Cost-Sharing and In-Kind Contributions on Sponsored Projects

Original PPAB Approval Date: 02/08/11

**POLICY:**

Georgia Perimeter College will monitor and maintain documentation of cost-sharing (matching) and/or in-kind contributions for sponsored projects as required by the sponsoring agencies.

**PROCEDURE:**

1. The Principal Investigator/Project Director (PI/PD) must notify the Office of Grants and Sponsored Programs (OGSP) of the intent to respond to solicitations that require cost-sharing. Documentation that contains both mandatory and/or voluntary cost sharing pledged by the department, dean, and/or college must be submitted to OGSP at the time the proposal is reviewed.

2. The PI/PD for an awarded project or program is responsible for the allowability and management of all costs funded by a sponsor including the cost-sharing expenses accumulated and reported under the award. These expenditures must follow GPC Policy Number 721- Expenditure Compliance under Sponsored Agreements.

3. Upon award notification, OGSP will provide a budget breakdown of cost-sharing expenses to the Office of Budgets (OB) so all cash contributions can be verifiable in a separate account. OB will then create a cost-share budget that correlates with the grant budget created by the Office of Accounting Services as well as the home department where the grant resides.

4. Each quarter, OSGP will monitor expenditures recorded in the cost-sharing account in accordance with any applicable guidelines.

5. Any internal or external organization providing cost-share or in-kind contributions to a project must be substantiated with a formal letter of commitment filed in the OGSP prior to proposal submission.

Policy Council Review Date(s):

AAPC: __________, FAPC __________, SAPC __________,
IAPC __________, ITPC __________

PPAB Approval Date: _______________