

SUPPLEMENT TO RES – COST SHARING UCSD RES# _____

Effective 5-8-96 cost sharing is considered “formal cost sharing” if it meets one or more of the following criteria:

- 1) Included and quantified (e.g., % effort and/or dollar amount) in the proposal budget; or
- 2) Specifically identified and/or quantified in any area of the proposal pages (examples of such pages: budget justification, narrative, facilities page, etc.); or
- 3) Included and/or quantified in the award document, either directly or by reference to the proposal.
- 4) PI effort exceeding 5% included/quantified in the RES page, or 1, 2, or 3 above will be considered as formal cost sharing. (Effort constituting 5% or less while still considered Formal, is defined as immaterial and therefore not officially reported.)

Formal cost sharing will be processed as follows:

- 1) Effective 7-1-99: Reported on UCSD’s Cost Sharing Subsystem in IFIS.
- 2) PI to provide person preparing the proposal written approval to commit cost sharing monies by the appropriate authority prior to submittal of the proposal.
- 3) Cost sharing liened/budgeted as part of the project at the time of award or pre-award spending authority, and
- 4) Tracked as part of project costs, (including fund liens for future cost sharing commitments), and reported on official project financial reports.

PI CERTIFICATION

I certify that I have disclosed to the department administrator assisting in preparation of this proposal all specifically identified and/or quantified cost sharing in the proposal budget and narrative. Furthermore, I am aware that it is my responsibility to have secured prior written approval from the Chair, Dean or appropriate source for all cost sharing agreements noted in the proposal. Therefore, I can not hold the Department, Jacob’s School of Engineering or University accountable for any additional cost sharing not already specifically revealed in the budget pages of this award.

Signature: _____

Date: _____

CSE IMPLEMENTING PROCEDURE:

No index will be supplied for a new award until CSE Financial Administrator has reviewed the funding agency’s Award Documentation. In cases where the PI uses their own funds as cost sharing, it is the PI’s responsibility to insure adequate funds remain in their accounts to support required cost sharing. After reviewing agency award paperwork and verifying cost sharing support is available, an index number will be provided to PI. At the same time, any noted cost sharing will immediately be liened on indexes identified by the PI as supporting cost sharing requirements.