

Division of Research and Innovation Policy 24-003

Cost Share on Sponsored Projects

I. Policy Statement

This policy summarizes Oregon State University's responsibilities and assists Principal Investigators and staff to ensure that cost sharing charges on sponsored awards are properly allocated in compliance with regulations and provisions of the specific agreement.

II. Reason for Policy

Oregon State University ("OSU") has a responsibility to comply with OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR §200) ("Uniform Guidance"), specifically section §200.306 which sets forth the requirements for cost sharing or matching for federal awards.

III. Scope & Audience

University wide. Approving colleges, departments and other units, as well as OSU personnel involved with the conduct and administration of sponsored award activities are affected by this policy.

IV. Definitions

- **Cost Sharing** - That portion of a project or program cost that is not reimbursed by the sponsor but is nonetheless part of the costs of that project or program. Cost sharing represents a commitment by OSU or a third party and may be in the form of dollars, commitment of effort (which is considered a cash contribution), or in-kind contribution.
- **Mandatory Cost Sharing** - Project costs that are not paid by the sponsor and are required as a condition of the award. For federal awards, requirements should be stipulated in the Funding Opportunity Announcement. Mandatory Cost Sharing must be tracked and reported.
- **Voluntary Committed Cost Sharing** - Costs specifically pledged on a voluntary basis in the proposal and specifically included in the award budget. Voluntary Committed Cost Sharing must be tracked and reported.
- **Voluntary Uncommitted Cost Sharing** - Costs not required by the sponsor or included in the award budget. Cost sharing that is not included as part of the submitted proposal or subsequent award is considered voluntary uncommitted cost sharing and is not covered by this policy.
- **In-Kind Cost Sharing** – Contributions with a value that can be determined, but where no actual cash transaction takes place to secure the goods or services. Examples include donation of volunteer time and donation of non-institution space for the activity where there normally would be a charge to use the space.
- **Third Party Cost Sharing** – Project costs that are provided by an outside party.

V. Website (specific to this policy)

<https://research.oregonstate.edu/osraa/osraa-policies>

VI. Contacts

Department	Phone Number	Website
Office for Sponsored Research and Award Administration (OSRAA)	541.737.4933	https://research.oregonstate.edu/osraa

VII. Responsibilities & Procedures

Once an award is made, all cost sharing commitments included in the sponsored project proposal are considered to be mandatory and represent binding obligations by the university regardless of whether cost sharing is mandated by the sponsor or it is voluntarily offered by the university or Principal Investigator. Therefore, the use of cost sharing should be kept to a reasonable level because of the burden that cost sharing places on university and departmental resources.

The amount of cost sharing should be balanced between what is mandated by the sponsor, what is necessary for the proposal to be competitive, and what can be committed and accounted for after an award is made. If cost sharing is not required by the sponsor, necessary for completion of the project, or to ensure the competitiveness of a proposal, principal investigators should refrain from making such commitments voluntarily.

Where cost sharing is not required as a condition of the award, mandated for the competitiveness of the proposal, and if the effort expected to be contributed to the project is less than 5 percent of an individual’s total effort, the following statement should be inserted in the text of the proposal or on the budget justification:

"Oregon State University assures that the faculty member will make a contribution to this project, but the expected level of effort is not a significant portion of the individual’s overall effort."

Additional guidelines and procedures are found in the document titled [Guidelines for Cost Sharing](#) on the OSRAA website.

ROLES AND RESPONSIBILITIES

A comprehensive list of OSU Roles and Responsibilities may be viewed at: <http://research.oregonstate.edu/osraa/osraa-organization/roles-and-responsibilities>

VIII. Forms & Tools

Frequently Asked Questions

[See OSRAA Website](#)

IX. Related Information

[OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards § 200.306 – Cost Sharing or Matching](#)

X. History

Last review date: April 30, 2024

Next scheduled review date: June 1, 2025

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