



Tuesday Tips is a new outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: UAF-GCReATE@alaska.edu. For more Tips visit [OGCA website](#).

Match/Cost Sharing Commitment vs. Match/Cost Sharing Certification

Cost sharing also known as matching is the portion of the project expense borne by the university and not by the sponsoring agency. It includes all contributions, including cash and in-kind, that a recipient makes to an award. Shared costs are typically paid from departmental or discretionary funds or provided by a third party.

Cost sharing disclosed to the sponsor in the proposal constitutes a promise that university funding will be provided to directly support the project. Once an award is made, the cost sharing documented in the proposal becomes a binding commitment.

Pre-award: (Match/Sharing Commitment)

The PI prepares a cost share pledge by:

- Clearly documenting cost sharing in the proposal budget justification.
- Omitting from the proposal text any normal university resources necessary for the project which are not offered as voluntary committed cost sharing. If deemed necessary, this type of information should be narrative in nature and must not include quantifiable financial information.
- Obtaining signed documentation from each funding source that has promised to contribute. Letters of funding commitment from third parties must be on the contributor's letterhead.
- If the contribution is from the university, a signed letter from the chancellor, provost, dean/director or the authorized official's signature is acceptable.
- Submitting all signed documentation with the proposal package to OGCA

Post-award: (Match/Sharing Certification)

- Department administrators are responsible for recording and tracking cost share expenses. The PI is responsible for ensuring that all cost share contributions are captured correctly and that cost sharing obligations are met in a timely manner.

The PI and/or the department administrator must finalize and approve cost share contribution reports (certification) so that OGCA can submit the cost share data to the sponsor in accordance with the reporting terms defined in the award agreement. A commitment letter is not a certification.

Certification of cost sharing/match documents that what was proposed actually happened and that the third party has provided what they indicated they would in their commitment letter.

[Third Party Cost/Match Certification Template](#)