

RSP CSWG Business Process #7 (How RSP will handle post award accounting, monitoring, and reporting of cost sharing)

Last revised 11/16/10

ISSUE:

The University of Wisconsin-Madison is accountable to each sponsor for the amount of cost sharing agreed upon in the award document.

Cost sharing may be provided through payroll, non-payroll, or third party expenses. These expenses will be reported to RSP on a regular basis, either through the set up and verification of payroll cost share or through providing RSP with information on non-payroll or third party expenses. RSP will enter information on non-payroll or third party expenses in the Cost Sharing Bolt-On.

BACKGROUND

As described in RSP CSWG Business Process #5, campus users will send Cost Share/Commitment Update forms to RSP (costshare@rsp.wisc.edu) in order to:

- a. Report on updates to payroll cost share
- b. Report non-payroll or third party in-kind cost share expenses

Updates to payroll cost share will be made by a sub-team of RSP staff. See RSP CSWG Business Process # 8 for how forms will be distributed among sub-team members and processed.

PROCESS for Monitoring of Cost Sharing:

Reports will be made available to RSP accountants and managers that indicate:

- a. Which awards have cost sharing obligations, enabling accountants to flag these awards for future action; and
- b. Which awards have cost sharing obligations, but no cost sharing expenditures, enabling accountants to follow up with the college, school, and division dean's and director's offices on situations where cost sharing requirements are not being met.

PROCESS for Reporting of Cost Sharing:

1. If required by the sponsor, the RSP accountant will report, with the assistance of the department, the fulfillment of cost sharing to the sponsor. Either the terms and conditions of the award or the sponsor's policies will indicate whether the cost sharing is reportable. If the sponsor is silent on the issue, RSP will not report the fulfillment of the cost sharing contribution to the sponsor. However, departments must maintain supporting documentation for all transactions.
2. The RSP accountant will submit cost sharing information to the sponsor as required. Information will be drawn from the WISDM Cost Share Expenditures tab. Note that certain sponsors limit the amount of unrecovered F&A (or other expenses) that may be used to meet cost sharing obligations. The accountant should review such limitations and take them into consideration when reporting on cost sharing. Manual adjustments may be needed.

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