

Cost-Sharing on Sponsored Project Applications

Cost-sharing occurs when Mount Sinai, rather than the external funding agency, is responsible for bearing a cost or a portion of a cost on a sponsored project. One example of cost sharing is when a Mount Sinai Professor commits effort on a project, does not request salary on the application budget and uses his or her seed funds instead to cover the cost of the effort. Another example is when a department commits to purchasing a piece of equipment for the project as documented in a letter of support in the application. Some external funding agencies require cost sharing as a condition of the award. Others may allow voluntary cost sharing on the part of the applicant organization to show its commitment to the project.

Cost sharing mentioned anywhere in the proposal is binding and Mount Sinai must comply with the commitment whether the cost sharing is mandatory or voluntary. Federal regulations ([200.306 of the Uniform Guidance](#)) do require that Mount Sinai track and monitor cost sharing. Mount Sinai uniformly applies its cost sharing policy across federal and non-federal applications.

Other Related Terms:

Cost matching is the amount pledged by Mount Sinai or a third party to match some portion of the funds provided by the external funding agency.

An **in-kind contribution** is a non-cash donation of a good or service from Mount Sinai or a third party directly benefiting and specifically identifiable on the project. Examples are Mount Sinai's donation of excess medical supplies or used equipment. Effort from unpaid volunteers would also be an in-kind donation. **Do not confuse in-kind donations with voluntary cost sharing.** In-Kind does not refer to Mount Sinai's paid employees who request effort but not salary on an application budget. It also does not refer to goods that Mount Sinai will purchase for the conduct of the study. These are cost sharing examples.

Process

A [cost sharing form](#) must be completed and then signed by the chair and administrator of the department where the cost share resides. After the chair and administrator signs, the form is forwarded to Sponsored Projects Accounting (SPA) for signature. Once the form has been reviewed and approved, SPA will return a fully executed copy to the department to include with the proposal submission to GCO. The approved cost sharing form should be uploaded into the Internal Documents tab of the InfoEd submission. If a proposal contains cost sharing commitments from more than one department, submit cost sharing forms for each of them.

The purpose of this procedure is to ensure that departments have identified an appropriate (i.e., not another grant) source to cover any proposed cost sharing prior to making an institutional commitment. Failure to include a fully executed copy of the cost sharing form with your InfoEd application may result in delays in processing and approving your application. **Cost sharing commitments will be removed from your sponsored project application without a signed form.**