### Sponsored Awards Cost Sharing Responsibilities at UC Berkeley

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>Vice Chancellor for Research and Executive Vice Chancellor and Provost</td>
<td>• Approving or denying requests for central campus funding for mandatory cost sharing.</td>
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| Department Chairs, Organized Research Unit Directors, and Deans | • Providing their consent/concurrence on requests for central campus funding for mandatory cost sharing  
• Approving or denying requests for departmentally funded cost sharing by signing the Proposal Review Form.  
• Ensuring that adequate space and infrastructure are available to conduct the project with the proposed cost share.  
• Providing a statement or letter verifying that the cost sharing can be honored. |
| Principal Investigators | • Limiting the inclusion of cost sharing commitments in proposals to situations where it is in the best interest of the University.  
• Ensuring funds and resources being committed for cost sharing are adequate and available at the time of the proposal submission.  
• Obtaining proper approvals regarding any cost share commitments.  
• Certifying the cost shared expenditures on the Cost Sharing Contribution Report.  
• Certifying any cost shared effort in the Effort Reporting System. |
| Departmental Administrators | • Advising Principal Investigators on the University's cost sharing policy and procedures.  
• Ensuring that cost sharing commitments, when appropriate, are properly included in proposals and recorded on the Proposal Review Form.  
• Tracking and reporting of cost sharing commitments, including preparing the Cost Sharing Contribution Report.  
• Providing the certified Cost Sharing Contribution Report to Contracts & Grants Accounting (CGA, formerly EFA).  
• Including cost share in the Effort Reporting System.  
• Retaining all documentation substantiating cost sharing expenditures in accordance with University record retention policies. |
| Sponsored Project Office (SPO) | • Providing guidance to departmental administrators on the University's cost sharing policies and procedures.  
• Reviewing proposals for cost sharing commitments for compliance with University policies and procedures and sponsor requirements.  
• Submitting proposals with cost sharing to the appropriate sponsoring agency.  
• Recording cost share commitments in COEUS/PHOEBE  
• Communicating cost share commitments to departments if proposal is awarded. |
| Contracts & Grants Accounting (CGA) | • Providing guidance and training on federal regulations, sponsor terms and conditions, and University policies and procedures regarding cost sharing.  
• Examining awards for cost share commitments and ensuring that any cost share commitments are properly reflected in the Berkeley Financial System.  
• Advising departments on how to track and report cost share commitments.  
• Reviewing the cost shared expenditures on the Cost Share Contribution Reports submitted by campus departments.  
• Reporting cost sharing to sponsors according to the sponsor requirements and the terms and conditions of the sponsored agreement. |

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