

University of Kentucky College of Medicine Research IBU	Identification M-_____		Contact: XXXX XXXX
	Date Effective:	XX-XX-13	
Standard Operating Procedure	Review Date:	XX-XX-XX	Page 1 of 1

## Cost Share

**Purpose:** The purpose of this operating procedure is to establish procedures for the College of Medicine Research Integrated Business Unit (IBU) regarding cost share.

**Introduction:** This procedure applies to the close out process on all College of Medicine grants

**Procedure:**

1. Receive Notice of Grant Award/PADR from OSPA and review accompanying detail **budget** for cost share commitments on grant.
2. Review PADR to ensure Cost Share Information Form is included and accurate. Contact CGO/RA in OSPA if corrections/additions are needed.
3. Review GMGRANTD cost share tab to ensure cost share information is accurate and determine the cost share cost center for the grant. Contact Account Clerk in SPA if corrections/additions are needed.
4. Notify Department of cost share commitment(s).
5. Review cost share account for each grant monthly to ensure charges are appropriate/complete and monitor cost share account for funding (completed by department).  
[http://www.uky.edu/IRIS/FI/2FMRP\\_RFFMEP1AX.html](http://www.uky.edu/IRIS/FI/2FMRP_RFFMEP1AX.html)
6. Verify cost share commitment has been satisfied at each budget year end and project end date.
7. Verify cost share account has been fully funded quarterly, at fiscal year end and at project end date.