

DEPARTMENTAL COST SHARE TO DO LIST FOR BUDGET OFFICE

A. Is there a salary match for a permanent EHRA or SHRA employee?

1. If the cost share fund is a general fund with a different account code than that of the permanent position funding source, prepare a one-time SRCI flex to transfer salary and benefit budget from position # ____ in 913100 (example 121050-913100) to position # ____ in the newly-established cost share fund in 911100 (example 121C50-911100).

The org and program of the cost share fund will be the org and program of the grant.

Example:		INCREASE	DECREASE
121050-913100-101	Pos 001234		10,000
121050-918100-101			765
121050-918400-101			1,180
121050-918600-101			2,464
121C50-911100-110	Pos 001234	10,000	
121C50-918100-110		765	
121C50-918400-110		1,180	
121C50-918600-110		2,464	

a. The following documents must be submitted with the SRCI flex:

- I. SPARC Form 10-Grant Cost Share (2 copies – one to start and stop cost share labor distribution)
 - Section II, Assignment/Status Changes, will show the cost share fund, amount of salary to be charged to the cost share fund, cost share period of time, and change in FTE.
 - Section III, Position/Fund Number Assignment Detail, will show the change from the current labor distribution to the new labor distribution.
 - Section IV, Prepared by, must be Sponsored Programs and Research Compliance Business Officer.

2. If the cost share fund is a general fund and is the **same account and program code** as the permanent position funding source, a budget revision will need to be prepared for salary only, and submit to the budget office email box, budgetoffice@uncw.edu. If the cost share fund is a trust/auxiliary fund, a budget revision will need to be prepared for salary and benefits, and submit to the budget office email box, budgetoffice@uncw.edu.

a. The following documents must be submitted with the budget revision:

- I. SPARC Form 10-Grant Cost Share (2 copies – one to start and stop cost share labor distribution)
 - Section II, Assignment/Status Changes, will show the cost share fund, amount of salary to be charged to the cost share fund, cost share period of time, and change in FTE.
 - Section III, Position/Fund Number Assignment Detail, will show the change from the current labor distribution to the new labor distribution.
 - Section IV, Prepared by, must be Sponsored Programs and Research Compliance Business Officer.

B. Is there a salary match for temp wages?

1. If the cost share fund is a general fund, prepare an SRCI flex to transfer salary and benefit budget if needed from the funding source to pool position # ____ in the newly-established cost share fund in 911100, 915100, or 915550.

The org and program of the cost share fund will be the org and program of the grant.

2. If the cost share fund is a trust/auxiliary fund, then a budget revision will need to be prepared to cover the cost share salary and benefits, submit to the Budget Office by email to budgetoffice@uncw.edu.
 3. If this is a new cost share and a new pool position needs to be setup, prepare the Request for Pool Position form for the new cost share fund and submit with the SRCI flex and/or budget revision.
- C. Are there operating expenses associated with the cost share?
1. If cost share is general funds, prepare a SRCI flex to realign funding to the cost share fund. **The org and program of the cost share fund will be the org and program of the grant.**
 2. If the cost share fund is a trust/auxiliary fund, prepare and submit a budget revision to the Budget Office.
- D. If the cost share crosses fiscal years and is a general fund, a new SRCI flex (different account codes) or budget revision (same account codes) with new SPARC Form 10 must be prepared for the new fiscal year.

If the cost share fund is a trust/auxiliary fund, a new budget revision and new SPARC Form 10 must be prepared for the new fiscal year to cover the operating expenses and salary and benefits associated with the cost share.