

PROCEDURES FOR ESTABLISHING SPONSORED ACCOUNTS ASSOCIATED WITH INSTITUTIONAL COST SHARING

PURPOSE: The purpose of this form is to relieve Principal Investigators, Departmental Chairs and Deans of the responsibility for preparing the accounting paperwork (e.g. *Transfer of Funds Form*) typically required to move institutional dollars to fund cost-sharing accounts that are associated with sponsored projects. Receipt of the completed **Cost Sharing Authorization Form** will authorize Grants and Contracts Accounting to fulfill the cost-sharing requirements on behalf of the PI, Chairs or Deans.

PROCEDURE: Effective July 1, 2001 sponsored projects with institutional cost sharing commitments will require the submission of the Tulane University **Cost Sharing Authorization Form**. The establishment of 5-ledger accounts for both a new sponsored project and its associated institutional cost-sharing will not be permitted until the Office of Research Administration receives a completed **Cost Sharing Authorization Form**.

If the cost-sharing commitment is shared between the academic department, cognizant Dean's office, or other institutional office, it is the responsibility of the Principal Investigator to obtain the information and signatures required on the **Cost-Sharing Authorization Form**.

The **Cost-Sharing Authorization Form** provides the account number to be used to fund the cost-sharing, the authorized signature for the specified account, and the date by which Grants and Contracts Accounting can make the transfer of funds into the 5-ledger cost-sharing account. If an award has multiple years of cost-sharing, the form must also provide the account number, authorized signature and fund transfer dates for each year of the project. Please note that information on multiple years must be provided at the beginning of year one prior to establishing the sponsored account and the cost-sharing account.

The **authorizing signator** should understand that his/her signature permits the Office of Grants and Contracts Accounting to transfer the funds from the account specified.

Principal Investigators wishing to establish accounts prior to the receipt of an official award notice from the granting agency must complete both the **Account Authorization Form** and the **Cost-Sharing Authorization Form** when the anticipated award provides for institutional cost-sharing. In these cases, cost-sharing amounts may be adjusted once the Office of Research Administration receives the award notice and can verify the level of funding from the sponsor.

The Office of Research Administration or Grants and Contracts Accounting will be happy to assist you or provide guidance on this procedure.