### Procedure for Mandatory Cost Sharing Approval

Revised 01/12, 02/13

<table>
<thead>
<tr>
<th>Action Sequence</th>
<th>Action Description</th>
<th>Responsible</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 1               | College Grant Coordinator reviews sponsor guidelines and determines C/S is mandatory.                                                                                                                                | CGC                       | General reasons:  
  - Sponsor guidelines require cost sharing.                                                                                                                                                          |
| 2               | College Grant Coordinator prepares the package for Mandatory C/S approval from the Vice President for Research at least 5 business days prior to the proposal being submitted to the sponsor. | CGC, PI, Dept.Ch., ADR    | Approval package contains:  
  - Completed Cost Sharing Agreement Form  
    1. PPN#  
    2. PI Name  
    3. Sponsor Name  
    4. Project Title  
    5. Amounts to be cost shared  
    6. Signed by Dept, College, Center officials as appropriate  
  - Section of the Sponsor Guidelines with the requirement  
  - Summary Budget that contains:  
    From Sponsor | Cost Sharing  
    Direct Costs (summary) | Direct Costs (summary)  
    F&A | F&A  
    Total requested | Total C/S |
| 3               | CGC emails package to respective OSP-Grants Administrator.                                                                                                                                                           | CGC, OSP-GA               | CGC will note in the Subject Line of email: C/S PPN#, PI Name, Sponsor Name.                                                                                                                                                                        |
| 4               | OSP-GA reviews package and obtains VPR’s signature. The VPR is the only person authorized to approve or disapprove cost share.                                                                                       | OSP-GA                    | Approval Signature is on the Cost Sharing Agreement Form OR Note “Disapproved” on the Cost Sharing Agreement Form.                                                                                                                                  |
| 5               | Via email, OSP-GA will provide copy of the Approved/Disapproved Cost Sharing Agreement Form to CGC and copy ABO..                                                                                                                                                                  | OSP-GA                    | OSP-GA will note in the subject line of this email: C/S: PPN#, PI Name, Sponsor Name.                                                                                                                                                                |
| 6               | CGC will incorporate Final Cost Sharing Agreement Form to the InfoEd proposal package.                                                                                                                                 | CGC                       | Completed C/S Agreement Form is uploaded to InfoEd with proposal package.                                                                                                                                                                               |

OSP-GA = Office of Sponsored Programs Grants Administrator  
CU AOR = Clemson University Authorized Organization Representative  
CGC= College Grant Coordinator  
CFM= College Fiscal Manager/College Accountants  
Dept. Adm. = Departmental Administrator  
Dept. Ch. = Department Chair  
GCA-FM = Grants and Contracts Administration Fiscal Manager  
GCA- Director = Grants and Contracts Administration Director  
PI = Principal Investigator  
CUOSP= OSP general office email address  
ADR=Associate Dean for Research  
ABO=VPR’s Associate Business Officer
## Procedure for Non-mandatory Cost Sharing Approval

Revised 01/12, 02/13

<table>
<thead>
<tr>
<th>Action Sequence</th>
<th>Action Description</th>
<th>Responsible</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 1               | Principal Investigator requests College Grant Coordinator review sponsor guidelines and include Non-mandatory C/S in proposal. | PI, CGC         | General reasons:  
|                 |                                                                                     |                 | • Sponsor guidelines encourage cost sharing.                          |
| 2               | College Grant Coordinator prepares the package for Non-mandatory C/S approval from the appropriate signature authority of the department, school, college, center, and institute level as appropriate at least 5 business days prior to the proposal being submitted to the sponsor. | CGC, PI, Dept.Ch., ADR | Approval package contains:  
|                 |                                                                                     |                 | • Completed Cost Sharing Agreement Form  
|                 |                                                                                     |                 | 1. PPN#  
|                 |                                                                                     |                 | 2. PI Name  
|                 |                                                                                     |                 | 3. Sponsor Name  
|                 |                                                                                     |                 | 4. Project Title  
|                 |                                                                                     |                 | 5. Amounts to be cost shared  
|                 |                                                                                     |                 | 6. Signed by Dept, College, Center officials as appropriate  
|                 |                                                                                     |                 | • Section of the Sponsor Guidelines with the requirement  
|                 |                                                                                     |                 | • Summary Budget that contains:  
|                 |                                                                                     |                 | **From Sponsor** | **Cost Sharing**  
|                 |                                                                                     |                 | Direct Costs (summary) | Direct Costs (summary)  
|                 |                                                                                     |                 | F&A | F&A  
|                 |                                                                                     |                 | Total requested | Total C/S |
| 3               | CGC will incorporate Final Cost Sharing Agreement Form to the InfoEd proposal package. | CGC             | Completed C/S Agreement Form is uploaded to InfoEd with proposal package. |