MEMORANDUM

TO: Name, Principal Investigator
Department: XXXX

FROM: Accountant, Contracts and Grants Accounting

SUBJECT: Cost Sharing Requirements for Org 2XXXXX
Cost Sharing Org 2XXXXX

DATE: xx/xx/xx

Currently, Contracts and Grants Accounting (C&G Accounting) records indicate that the cost sharing requirements are not being met. Either there is inadequate funding of budget dollars or the expenditures are not being spent in accordance with the terms and conditions of the contract or grant.

Cost share required to date: $ XXXX
Cost Share expended to date: $ XXXX

Cost share expenditures needed to meet obligation: $ XXXX

☐ The cost share (2XXXXX) for the primary account needs a budget change increasing the budget to fulfill cost sharing requirements for the current fiscal year.

☐ The current budgeted funding is adequate for your cost sharing requirements, but the cost sharing account expenditures are not spent at the agreed upon rate (%) equal to the primary award expenditures. Please charge expenditures to the cost share account(s) or transfer appropriate expenditures to the cost share account(s). Retros must be used to transfer salary and fringe expenditures.

☐ If you cannot meet your cost share commitment, please contact the Contract Administrator in the Office of Sponsored Programs (OSP) to initiate a possible reduction of the cost sharing requirements from the agency.

☑ The primary account will be non data enterable (frozen) until this issue has been resolved.

Please be aware that a portion of funding must be returned to the awarding agency if UAH fails to comply with the cost sharing requirements.

cc: Department/Budget Analyst
Office of Sponsored Programs
File