Faculty *of* **Arts** *and* **Sciences**
RESEARCH ADMINISTRATION SERVICES

Effective Date: April 27, 2020
Last Updated: April 24, 2020

FAS Cost Sharing Approval and Signature Requirements

Cost Sharing Commitments At Proposal Stage

With the April 2020 release of the new cost sharing functionality in GMAS, significant improvements have been made to how cost sharing approvals will be recorded.

Previously, two sets of signatures were recorded for proposals that included mandatory or voluntary committed cost sharing, one set indicating approval of the cost sharing (either recorded directly in GMAS or on the PDF version of the Cost Sharing form) and one set recorded on the request homepage indicating approval of the entire proposal. This dual-signature requirement would often require sign-off from the same people in two different places for a single proposal.

The new signature process has been streamlined, eliminating the need for two separate sign-offs by embedding approval of cost sharing within the sign-off process for the proposal as a whole. After clicking the Sign button, signatories will be presented with an overview screen highlighting key elements of the proposal, including cost sharing (see screenshot below). A link to the Cost Sharing form is provided here to allow signatories to review the cost sharing details prior to their sign-off.

Required signatures for all FAS proposals that include mandatory or voluntary cost sharing commitments are outlined in Table 1 below.

Table 1 - Signature Requirements At Proposal Stage

Signatory	Signature required?	Signature indicates:	Additional Information
Principal Investigator	Yes	Approval of mandatory and voluntary cost sharing commitments included in the proposal	
Interfaculty Involvement Principal Investigator (if applicable)	Yes	Approval of mandatory and voluntary cost sharing commitments related to the IFI's portion of the project	Project roles for an IFI PI may include Co-PI, Co-Investigator, or PD/PI IFIs should be added to the IFI section of the request and GMAS Research Team
Department Approver	Yes	Approval of mandatory and voluntary cost sharing commitments included in the proposal	GMAS signature roles may include Department Approver, Department Chair, Laboratory Director, etc. ***In FAS, at least one departmental signature is required on all proposals in addition to the PI's signature*** Departments/local managing units should follow their own internal GMAS signature processes
Interfaculty Involvement Dept. Administrator (if applicable)	Yes	Approval of mandatory and voluntary cost sharing commitments related to the IFI's portion of the project	At least one departmental signature is required from each department/unit participating in the proposed project
Cost Sharing Signatory (if your department/ unit uses this role)[1]	Yes	Approval of only the cost sharing-specific components of the proposal	A new Cost Sharing Signatory role has been added to GMAS to allow the addition of individuals who do not routinely sign proposals but need to approve all cost sharing commitments Department Approver will fulfill this role for many departments so a Cost Sharing Signatory may not always be necessary.
Dean/Designee Signatory	Yes	Mandatory and voluntary cost sharing commitments conform with sponsor and university policies and have been minimized whenever possible	

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[1] If your department/unit has an individual who meets the definition of a Cost Sharing Signatory, please contact Jennifer Lech (Jennifer_lech@harvard.edu). She can assist you in having the person added as the Cost Sharing Signatory for your org(s), so they are automatically added whenever a request with cost sharing is locked and routed.

Cost Sharing Revisions At Award Stage

Although it is best practice to update GMAS when any changes are made to cost sharing commitments during the life of an award, Table 2 (which has been adapted from the university-wide Cost Sharing Procedure Guide) outlines which types of changes to cost sharing will now require the submission of a GMAS Cost Sharing request. Please note that based on the terms and conditions of each award, any of these changes may require sponsor approval in addition to internal revision and approval in GMAS.

While RAS approval is required for all mandatory and voluntary cost sharing commitments offered at the time of proposal submission, not all types of cost sharing requests will require an additional school-level approval during the life of an award.

Table 2 – Types of Changes Requiring a GMAS Cost Sharing Request at Award Stage

#	Type of Change	GMAS Cost Sharing Request[2]	Dept Approval Required?	PI Approval Required?	RAS Approval Required?
1	Change in total cost sharing amount	Required	Yes	Yes	Yes
2	Change from One Source to Another (to or from University, Sponsored, In-kind, sub recipient)	Required	Yes	Yes	Yes
3	Change from one sponsored fund to another sponsored fund	Required	Yes	Yes	Yes
4	Change from one University fund to another University fund	Recommended[3]	Yes	Yes	No
5	Change to budget line items (no change to total)	Recommended	Yes	Yes	No
6	Change from one sub-recipient to another	Required	Yes	Yes	No
7	Change of In-Kind source and/or description	Required	Yes	Yes	No
8	Change to or from Voluntary / Mandatory	Required	Yes	Yes	Yes

Table 3 below further outlines which specific signatures may be required for each type of GMAS Cost Sharing Request.

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[2] All GMAS Cost Sharing Request change types marked as Required will be reviewed and approved by OSP regardless of whether the request needs to be submitted to the sponsor for approval.

[3] When departments/local units complete a GMAS Cost Sharing Request for the change types marked as Recommended (#4 and #5), department and PI signatures will then become Required.

Table 3 - Signature Requirements At Award Stage

Signatory	Signature Required?	For Which Types of Changes?	Signature indicates:	Additional Information
Principal Investigator	Always	All	Approval of changes to mandatory and voluntary cost sharing commitments accepted by Harvard as part of the original award or in subsequent award modifications	
Interfaculty Involvement Principal Investigator (if applicable)	Sometimes	Changes related to the IFI PI's portion of the project	Approval of changes to mandatory and voluntary cost sharing commitments related to the IFI's portion of the project	
Department Approver and/or Cost Sharing Signatory	Always	All	Approval of changes to mandatory and voluntary cost sharing commitments accepted by Harvard as part of the original award or in subsequent award modifications	Cost Sharing Signatory may be required to sign based on your department/unit's internal GMAS signature process If your department does not designate a Cost Sharing Signatory, a Department Approver must sign the request
Interfaculty Involvement Department Administrator (if applicable)	Sometimes	Changes related to the IFI PI's portion of the project	Approval of changes to mandatory and voluntary cost sharing commitments related to the IFI's portion of the project	
Dean/Designee Signatory	Sometimes	Change Types #1-3 and #8	Changes to mandatory and voluntary cost sharing commitments conform with sponsor and university policies and have been minimized whenever possible	

Contacts and Additional Resources

If you have questions about or suggestions to improve the guidance in this document, please reach out to Jennifer Lech (jennifer_lech@harvard.edu).

If you have general questions about offering cost sharing in a proposal or making modifications to cost sharing commitments during the life of an award, please contact your RAS Pre-Award representative:

Division	Name	Email	Phone
Science	Jennifer Lech	jennifer_lech@harvard.edu	617-495-9840
Social Science	Jimmy Matejek-Morris	jmatejek@fas.harvard.edu	617-496-6216
Arts & Humanities	Katherine Zuccala	kzuccala@fas.harvard.edu	617-496-3627

Not sure who to contact?   Please contact anyone listed above.

University-wide Cost Sharing Policy and Procedure Documentation:

- Cost Sharing Policy
- Cost Sharing Procedure Guide

RAS Cost Sharing Resources:

- Apply for Funding > Budget Preparation > Cost Sharing
- Research Finances > Monitoring and Reporting > Cost Sharing

GMAS Cost Sharing Roadshow Demo and Job Aids for Departmental Administrators:

- GMAS Roadshow: Cost Sharing
- Completing the GMAS Cost Sharing Form - Initial or Competing Renewal
- Completing a GMAS Cost Sharing Request
- Reviewing Cost Sharing - Department Administrator