II. Should cost share be in your proposal?

Cost Sharing Checklist – You must answer “Yes” to all these questions to include cost sharing in a proposal.

1) Is the cost sharing either mandatory or is there persuasive evidence that cost sharing is necessary?
2) Is the proposed cost sharing directly related to the project?
3) Will it be possible to document the cost sharing for reporting purposes?
4) Is the type and source of cost share allowed by the sponsor?
5) Will the cost sharing taking place within the project period?
6) Has the contributed effort of Oregon State University’s project personnel been approved by each individual’s chair/dean or director?
7) Have all OSU cash contributions been documented/approved by someone authorized to do so?
8) Have all third party contributions been documented/approved by each organization’s authorized representative?

Unallowable Cost Sharing

1) Use charges for equipment, computers, or networks that already exist, except when those costs are in an approved University recharge fee.
2) Use charges for land or buildings owned by OSU.
3) Salary and fringe benefits of administrative/clerical personnel, unless otherwise approve during the proposal process.
4) Costs incurred from a federally-funded source, unless both federal agencies agree.
5) Expenditures that have been previously reported as cost share on another federal project.