

Third-Party and In-Kind Cost Sharing

Cost sharing may be from other third party contributors or in-kind match from sub-recipients we sub out to. Since third-party and in-kind expenses are not recorded in the University's general ledger financials, the contributors will typically provide ORA with a Statement of Expenditures indicating how much they have contributed. Principal investigators and/or project directors should work closely with their collaborators so that they can submit their expense reports to the University at intervals that coincide with the University's reporting requirements.

The Statement should include, at a minimum, the following information:

- A description of the goods or services contributed
- The value of the goods or services
- The period (date) that the contribution was made

All statements of expenditures provided by the third party contributors should be forwarded to the project's financial contact person listed in GL. The accountant will include the contributions on the financial report as cost sharing. Copies of the statements that third parties provide will be kept in the project file and are considered official University records.