Responsibilities for Cost Sharing set up

Proposal Stage:

Department Admin: If a proposal has cost sharing, it is the department's responsibility to make sure that the specific cost sharing information is entered into the proposal transmittal form (ie, chartstring, dollar amount, time period, purpose). The Department Administrator should make sure that the Proposal Transmittal Form is workflowed to the appropriate authorized individuals.

Award Stage:

Department Admin: Downloads Cost Sharing Approval /Budget Reallocation Form from the OSP Website. Completes the Cost Sharing Approval/Budget Reallocation Form and sends it directly to the OSPPAN mailbox (OSPPAN@BC.EDU) as an attachment. The cover email should specifically specify who the next approvers are (individuals who need to sign off for the department where the funds are coming from). This email should have a CC to the respective PreAward Person.

OSP IT: OSP IT reviews the completed Cost Sharing Approval/Budget Reallocation Form and if completed correctly, will send it to the next authoritative office in the workflow list specified in the email from the Department Administrator. If there is a problem with the form/numbers etc., the OSP IT person will contact the Department Administrator directly to discuss.

Continuing Award :
Department Admin: Will initiate and complete the Cost Sharing Approval/Budget Reallocation Form when cost sharing needs to be increased or added during the subsequent award year (i.e. year two of the award) The Dept. Admin will send this Cost Sharing /Budget Reallocation Form to the OSPPAN mailbox (OSPPAN@BC.EDU)directly accompanied by an email cover letter clearly stating who the approvers are. This email should have a CC to the respective PreAward Person.

OSP IT: Once these documents are received and reviewed, OSP IT will forward the Cost Sharing Approval/Budget Reallocation form to the next authoritative person listed in the email from the Department Administrator. If there is a problem with the form/numbers, etc., the OSP IT person will contact the department admin directly to discuss.

OSP IT: Will create a cost sharing milestone when the cost sharing crosses fiscal years. This will trigger an email reminder to the OSP IT person to directly contact the department administrator to remind them that they need to send another Cost Sharing Approval/Budget Reallocation Form to cover the cost sharing amount that crossed fiscal years.

The Boston College Cost Sharing Approval / Budget Reallocation Form can be found on the OSP Website under Forms. The OSPPAN email address is: osppan@bc.edu