

**NORTH CAROLINA STATE UNIVERSITY  
OFFICE OF CONTRACTS AND GRANTS  
COST SHARING AND TEARS CHECKLIST**

**Action upon New Award, Continuation, Modification, Renewal, and/or No-Cost Extension**

- |   | <u>Action Date</u> |
|---|--------------------|
| 1. Review Award for Cost Sharing Commitments and Cost Sharing Categories  | 1. _____           |
| 2. Review Budget for PI Effort.<br>If none budgeted, a cost sharing commitment has been made.   | 2. _____           |
| 3. If percentage of effort is not specified in the budget and/or budget justification, contact the PI for an estimated amount of "planned" effort to be expended on the project. Explain to the PI that the amount should be a true representation of planned effort on the project. For example, 5% is equal approx. 2 hours per week. | 3. _____           |
| 4. If cost sharing is committed in Salary/Effort, process a TEARS set up record.  | 4. _____           |
| 5. If cost sharing is committed in Non-Salary categories (supplies, travel, equipment, tuition, etc.), secure purchases/expenditures and documentation.   | 5. _____           |
| 6. If cost sharing is committed by Subcontractor and/or Third Party, secure letter of intent and/or memorandum from contributor.  | 6. _____           |
| 7. Upon receipt of Cost Sharing Confirmation memo, confirm and verify commitments and complete, sign, and submit form to CNG.   | 7. _____           |

**Action upon Periodic Review (Semi-Annual at minimum)**

- |  | <u>Action Date</u> |
|--|--------------------|
| 1. Review Effort Charged to the Project in accordance with the budget.   | 1. _____           |
| 2. Is the amount of effort being expended as budgeted?   | 2. _____           |
| 3. Is there a reduction of more than 25% in effort being charged?  | 3. _____           |
| 4. Is there a period of more than 3 months where effort hasn't been charged?   | 4. _____           |
| 5. Do we need to obtain agency approval for a reduction of effort or for an absence of PI for more than 3 months?  | 5. _____           |
| 6. In lieu of agency approval, does cost sharing need to be set up in TEARS to meet the effort commitments?  | 6. _____           |
| 7. Review cost sharing commitments in Salary/Effort, add and/or update TEARS record. Check cost sharing reports to ensure commitments are being captured in TEARS  | 7. _____           |
| 8. Review cost sharing commitments in Non-Salary categories (supplies, travel, equipment, tuition, etc.), confirm receipt of documentation of expenditures.  | 8. _____           |
| 9. Review cost sharing commitments by Subcontractor and/or Third Party, confirm receipt of documentation from Subcontractor and/or Third Party.  | 9. _____           |
| 10. Upon receipt of any interim Cost Sharing Confirmation memos, confirm and verify commitments and complete, sign, and submit form to CNG.  | 10. _____          |
| 11. PI's will certify their effort reports once a year in the TEARS system.<br>Any changes made to the effort report in TEARS directly affects the amount of cost cost sharing captured and reported in TEARS. | 11. _____          |

**Action upon Closeout**

- |   | <u>Action Date</u> |
|---|--------------------|
| 1. Review Award for Cost Sharing Commitments and Cost Sharing Categories  | 1. _____           |
| 2. Review PI Effort expended on the project & ensure all commitments have been met.   | 2. _____           |
| 3. Review cost sharing commitments in Salary/Effort, add and/or update TEARS record.  | 3. _____           |
| 4. Print annual cost sharing reports for all project period years.<br>Print most recent monthly/grad cost sharing reports from current year.                | 4. _____           |
| 5. Review cost sharing commitments in Non-Salary categories (supplies, travel, equipment, tuition, etc.), confirm receipt of documentation of expenditures. | 5. _____           |
| 6. Review cost sharing commitments by Subcontractor and/or Third Party, confirm receipt of documentation from Subcontractor and/or Third Party.             | 6. _____           |
| 7. Complete Final Cost Sharing Report and submit to CNG along with appropriate documentation  | 7. _____           |