

Cost Sharing and TEARS Checklist

Quick Reference Guide

Topic	Action	New *	Periodic Review**	Project Closeout
		Record your Action Dates Below: Mo. Da. Yr.		
Cost Sharing?	Review Award for Cost Sharing commitments and categories.	__ __ __		__ __ __
Initial Set-Up	Review budget for Cost Sharing commitments: <ol style="list-style-type: none"> If effort percentage not specified, contact PI for estimated amount of "Planned" effort (true representation). Example: 2 hrs/week = 5% If committed in Effort, process TEARS set-up record. If committed in Non-Salary categories (supplies, travel, equipment, tuition, etc.) secure purchases/expenditures and documentation. If committed by Subcontractor/Third Party, secure letter of intent and/or memorandum from contributor. Submit Cost Sharing Confirmation memo, confirm and verify commitments, complete, sign and submit form to C&G. 	(1) __ __ __ (2) __ __ __ (3) __ __ __ (4) __ __ __ (5) __ __ __		
Review PI Effort Reporting for Changes	Review effort charged to project in accordance with budget: <ul style="list-style-type: none"> Is there a reduction of more than 25% in effort being charged? Is there a 3-month or greater period with no effort charged? If so, do we need to obtain agency approval? In lieu of agency approval, should cost-sharing be set up in TEARS? 		__ __ __ Notes: _____ _____ _____	
Review Salary/Effort	Review cost sharing commitments in Salary/Effort: <ol style="list-style-type: none"> Add or update TEARS record. Check cost sharing reports to ensure commitments captured in TEARS. For Close-out, ensure that all cost sharing commitments were met. 		(1) __ __ __ (2) __ __ __	(1) __ __ __ (2) __ __ __ (3) __ __ __
Page 1		* NEW includes Continuation, Modification, Renewal, No-Cost Extension ** Periodic Review completed at least twice per year or as needed, e.g., renewal, extension, etc.		

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Review Non-Salary	Review cost sharing commitments in Non-Salary categories: Confirm receipt of expenditure documentation.		__ __ __	__ __ __
Review Subcontractor/Third Party	Review cost sharing commitments by Subcontractor/Third Party: Confirm receipt of expenditure documentation.		__ __ __	__ __ __
Review any Cost Share Confirmation Memos	Review Cost Share Confirmation Memos (if any): 1. Confirm and verify commitments. 2. Complete, sign, and submit form to C&G.		(1) __ __ __ (2) __ __ __	(1) __ __ __ (2) __ __ __
Review Annual PI Certification of Effort in TEARS	PI's certify their effort reports once a year in TEARS. Check for any recorded changes since it directly affects the amount of cost sharing reported in TEARS.		__ __ __	
Print Final Reports	Print Reports for Close-Out: 1. Print annual reports for all project period years. 2. Print current year most recent monthly/grad reports			__ __ __
Complete and Submit Final Report	Complete and Submit Final Report for Close-Out: 1. Complete final cost sharing support. 2. Submit report to C&G along with appropriate documentation.			(1) __ __ __ (2) __ __ __
<p>Page 2</p>			<p>* NEW includes Continuation, Modification, Renewal, No-Cost Extension</p> <p>** Periodic Review completed at least twice per year or as needed, e.g., renewal, extension, etc.</p>	