



Overview

This resource summarizes the definitions and administrative requirements for various cost-sharing types in sponsored program budgets, detailing how mandatory and voluntary commitments must be documented and tracked. It provides specific guidance on utilizing budget templates, flagging cost-share in RAPSS, and managing companion accounts for different categories like effort, equipment, and over-the-cap salaries.

Important

A detailed cost share budget is not required to be submitted to our team at the proposal stage, but cost share must be flagged in RAPSS. If so, the cost share budget should be submitted to us with the proposal packet for review and will result in expedited award set-up, if an award is received. Departments must use the Rutgers Budget Template.

A cost share budget is required at time of proposal if the type of cost sharing is mandatory committed.

Mandatory Committed

Cost-share is required by the terms of the sponsored program and must be included and budgeted for as part of the sponsored award. It is explicitly required by the notice of funding opportunity and must be included in the proposal for consideration by the sponsor.

Voluntary Committed

Cost-share is not required by the terms of the sponsored program but is included and budgeted for as part of the sponsored award. It is not expected by the sponsor in the proposal and cannot be considered as a factor of merit review by the sponsor unless criteria for consideration are explicitly described in the notice of funding opportunity.

Voluntary Uncommitted

Cost-share is not required by the terms of the sponsored program and is not included or budgeted for as part of the sponsored program. It is neither proposed nor expected but may occur during program administration.



Cost Sharing Type Summary

Cost Share Type	Budget Template w/ Cost Share Detail at Time of Proposal	Budget Template w/ Cost Share Detail at Time of Award	Tracking Method
Mandatory Committed	Required	Required	Companion Account
Voluntary Committed	N/A	N/A	N/A
Effort unpaid by sponsor (e.g. State Lines)	Requested*	Required	Companion Account or Third Party Certified if Applicable
Supplies, Equipment, Other	Requested*	Required	Companion Account or Third Party Certified if Applicable
Over the Cap Salary, Tuition, and/or Health Benefits	N/A	N/A	Departmental Tracking
Voluntary Uncommitted	N/A	N/A	N/A