

From: Badalamenti, Vivian
Sent: Wednesday, May 10, 2006 4:06 PM
To: Spiroff, Anna
Subject: FW: Memo to All Departments Regarding Cost Sharing
Importance: High

-----Original Message-----

From: Badalamenti, Vivian **On Behalf Of** Walz, Daniel A.
Sent: Wednesday, May 10, 2006 2:20 PM
To: Chairs - (Basic Science); Chairs - (Clinical)
Cc: Chairs - Administrators (Basic Science); Chairs - Administrators (Clinical); Fiscal Affairs - All Staff; 'James Barbret'; Herbert, Michael; Klain, Larry
Subject: Memo to All Departments Regarding Cost Sharing
Importance: High

The institution of the enhanced cost sharing commitments by the Office of Sponsored Programs has necessitated an important revision in the School of Medicine policy for all grant proposals submitted where cost sharing is indicated.

As you are aware, the Faculty, Other Academic and Non-academic General Fund budgets and associated expenditures in the School of Medicine are centrally maintained and monitored by Fiscal Affairs. Thus, any planned cost sharing where a General Fund index or related charge is indicated on the "Form for External Support (FES)" MUST BE SUBMITTED TO EITHER Maria Mykolenko or Larry Klain in the Fiscal Affairs Office PRIOR to the final submission to SPA. This includes all cost sharing due to NIH salary cap limitations. Fiscal Affairs will review the proposed General Fund Index and the accompanying rationale and approve/disapprove the request. The approved FES form will then be returned to the department for submission to SPA with any modifications indicated.

In addition, any planned cost sharing on the FES form utilizing either a DMC Teaching Index or any Salary Reimbursement Index invoiced by Fiscal Affairs must have the specific PRIOR approval of Fiscal Affairs. Also, a clear rationale for the use of one of these types of accounts must accompany the FES form when it is submitted to Fiscal Affairs for review. The approved FES form will then be returned to the department for either submission to SPA with any modifications indicated.

Please note that any changes or entries made by a department on the "Verification of Cost Sharing Commitment" or on the FES form itself, not authorized in writing by either Fiscal Affairs or Dr. Daniel Walz (Associate Dean for Research and Graduate Programs) that increase a charge to the General Fund will become a cost to departmental resources directly. Any unauthorized charges to the DMC Teaching or Salary Reimbursement account(s) may result in a reduction of funding against those resources.

This policy is effective immediately as of the date of this email. Any General Fund, DMC Teaching Funds, or Salary Reimbursement accounts where cost sharing on grants has already been funded will be reviewed for appropriateness and may be revised to accurately reflect this policy.

If you have any questions, please contact either Larry Klain or Maria Mykolenko. Thank you.