



OFFICE OF SPONSORED RESEARCH

BROWN BAG

Small-Group Participation
Open-Forum Discussions
Get Your Questions Answered!

Summary of Discussion Point Takeaways from June 11, 2013 Brown Bag

ABC's of Cost Sharing

- When appropriate, departments should contact OSR Post-Award to set up a cost sharing PTA to track the voluntary un-committed cost sharing. (What is “voluntary un-committed cost sharing”? See Stanford’s policy: <http://doresearch.stanford.edu/policies/research-policy-handbook/financial-aspects-sponsored-projects-administration/cost-sharing>)
- For projects where you’ve opened an early PTA: if that project also has committed cost sharing, then you may also want to also open an early cost sharing PTA rather than parking those cost sharing expenses on an unrestricted PTA.

Subawards: Project Management Pre and Post

- If your foreign subrecipient wants to charge the cost of their US Visa to the subaward, check the prime sponsor terms to see if this is an allowable cost. This will most likely not be allowable if the subrecipient is not conducting the work in the US and is only coming for publication or conference reasons.
- Stanford requires our Form 33 to be completed by our subrecipients at time of proposal, regardless of sponsor requirements.
- In the same way that a Stanford sponsor might have the right to request supporting documentation for Stanford’s invoices to the extent the Sponsor deems necessary, Stanford may also have that same right with its subrecipients.
 - If the subaward agreement allows, the department can request backup documentation and spot-check subrecipient invoices prior to approving it for payment. It is a recommended control process, but not a required one unless there are existing issues regarding the subrecipient where such a requirement would be in Stanford’s best interest.
- While Departments/Pis are responsible for monitoring subawards at the project level, OSR monitors subrecipients at the entity level.
- Administrators are encouraged to review the Research Policy Handbook (RPH) to determine whether the third-party Scope of Work should be treated as a subaward or a consulting agreement. If further clarification is required they should contact their OSR contract & grant officer (CGO) for help.