

## Responsibilities for Cost Sharing set up

### Proposal Stage:

**Department Admin:** If a proposal has cost sharing, it is the department's responsibility to make sure that the specific cost sharing information is entered into the proposal transmittal form (ie, chartstring, dollar amount, time period, purpose). The Department Administrator should make sure that the Proposal Transmittal Form is workflowed to the appropriate authorized individuals.

### Award Stage:

**Department Admin:** Downloads Cost Sharing Approval /Budget Reallocation Form from the OSP Website. Completes the Cost Sharing Approval/Budget Reallocation Form and sends it directly to the OSPPAN mailbox ([OSPPAN@BC.EDU](mailto:OSPPAN@BC.EDU)) as an attachment. The cover email should specifically specify who the neC( )10/4(.u)2. fy