Matching Fund Policy

1. Matching funds that are committed to external grant proposals will be documented on The Lincoln University (LU) Grant/Contract Cover sheet. The person(s) committing funds will sign for the commitment and record the Source Activity Account from which the funds will be drawn, if/when the proposal is funded. The specific use for which the funds were committed will also be documented on the LU Cover sheet.

2. The Senior Grants Accountant will have a copy of the LU Grant/Contract Cover sheet which will explain each cost sharing commitment to a specific grant, and show signature of the person(s) who made the commitment(s).

3. If/when proposal is funded, ORSP will supply Fiscal Affairs with a template of all matching commitments, the Source Activity Account(s), and name of appropriate Account Manager(s) or person(s) who have committed the funds to this project.

4. The Senior Grants Accountant, in collaboration the ORSP Post Award Officer and the PI will set up a separate Conformance Report to allow the P.I. to monitor how and when the matching funds are being expended. It is important to note that the matching funds are to be used exactly as stipulated on the LU Grant/Contract Cover sheet.

5. P.I. must use matching funds according to the cost sharing budget approved by the appropriate signatories at the time the grant was submitted.