OFFICE OF THE CONTROLLER

Grants and Funds Management

Understanding Cost Share

April 2024

UNIVERSITY OF
South Carolina

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Introduction to Cost Share

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What is Cost Share?

Cost sharing is the portion of project costs not provided by the sponsor. Cost sharing occurs whenever any portion of project costs is provided at USC's expense rather than at the expense of the sponsor.

Most sponsors expect cost share to be charged in **ratio** throughout the life of the project. Record cost share in ratio with project spending – do **<u>NOT</u>** wait until the end of the project to record cost share.

Sponsors **_can and will_** withhold reimbursement if you are not meeting cost share requirements!

Always reach out to your Post Award Accountant (PAA) to verify cost share if you have questions.

Ways to Meet Cost Share Requirements

The method of meeting cost share requirements is determined at the proposal stage and must be approved by the sponsor.

1. Cash Match

Definition: Cash outlay by USC using departmental funds or sponsored award funds specifically for cost share or externally provided cash for cost share.

Example 1: A sponsor awards $400,000 for research but stipulates in the agreement that USC must spend $50,000 toward the award.

Example 2: Department of Commerce gives USC $50,000 to spend as cost share on another sponsored award such as PTAC.

2. Waived Indirect Cost (IDC)

Definition: When IDC is "waived" the University agrees not to charge its federally negotiated IDC rate to the sponsor. The portion waived is considered "unrecovered IDC" and can be used as cost share if this is allowed by the sponsor.

Example: USC may agree to charge less than our federally negotiated rate in order to meet our cost share requirements.

3. Third Party Match

Definition: Third-party in-kind matching includes, but is not limited to, the valuation of non-cash contributions provided by a third party. An in-kind match may be in the form of services, supplies, real property, and equipment. Sometimes a third party will give us the cash instead of the value.

Example: A consultant is volunteering a portion of their time worked on a project, and the value of the time can be used to meet cost share.

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Uniform Guidance: Cost Share and Matching

Uniform Guidance 200.306 - Cost Sharing or matching

For all Federal awards (USCSP), any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all the following criteria:

1. Are verifiable from the non-Federal entity's records;
2. Are not included as contributions for any other Federal award;
3. Are necessary and reasonable for accomplishment of project or program objectives;
4. Are allowable under <u>subpart E of this part</u>;
5. Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
6. Are provided for in the approved budget when required by the Federal awarding agency; and
7. Conform to other provisions of this part, as applicable.

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Types of Cost Share

Mandatory

Cost sharing that is required by the sponsoring agency. It may be in the form of a specific dollar amount or a certain percentage of total costs.

- Non-compliance leads to funding loss.

- Considered binding commitment on the part of University.

Voluntary Committed

Cost sharing that has been proposed by the institution to voluntarily commit a specific portion of the costs of the project when it is not required.

- Included in the proposal as condition of receiving funding.

- Is a binding commitment to the University

Voluntary Uncommitted

Cost sharing that is not required by the terms of the sponsored program and is not included or budgeted for as part of the sponsored program.

- May be needed to cover actual effort/cost that is over and above what was committed in the proposal.

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Where to View the Cost Share Proposal ?

The Cost Share Proposal can be found in USCeRA.

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COLLEGE OF ENGINEERING AND COMPUTING

October 18, 2018

To: Dr. ████████, Chemical Engineering

From: ████████████, Senior Associate Dean for Research and Graduate Education

Re: CEC Cost-sharing on DOE Proposal with RPI

Cc: ████████████████████████████████████

Congratulations on the invitation to submit a full proposal on a team project titled "Deposition Tailor-made Size-sieving Sorbents for Post-combustion CO2 Capture". DOE requires a 20% cost share for the program, however, due to GTI's inability to provide cost share RPI requested we provide 25% which we agreed to do.

The three year project includes has a total budget of $850,000 including $283,488 in cost share as discussed above. If awarded, USC's share will generate $211,733 in IDC. The cost share budget includes 8 months of ██████████ academic salary and 1.54 months of ████████████ salary. Because ██████████ is a research grant employee, the cost share of his salary will be covered by IDC return to the Department and PI.

If the grant is funded, the college will assist with documentation of cost share. Please contact ██████████████████ if there are any questions.

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What is Allowable?

Matching and cost share funds have the same restrictions as sponsored funds. These funds must follow the same allowable and unallowable guidelines in their sponsored award.

If, for example, a conference is unallowable under the grant award that has matching requirements, then grantees would not be able to use the matching funds instead. The expense must be allowable with sponsored funds for it to be allowable with matching or cost share funds.

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What is Allowable?

Allowable

1 Other direct costs, travel, lab supplies, etc.

2 Contributed Effort

3 Program Income

4 Approved unrecovered IDC

5 Contributions from 3rd parties (non-USC Entities)

Not Allowable

1 Items categorized as IDC. For example, USC space and utilities, administrative/clerical salaries, and postage.

2 Any costs specifically disallowed by the Sponsor.

3 Other Sponsored Programs (Federal Funds should not be cost shared on Federal Funds)

**Note: Cost Share must follow the same guidelines as the award.

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Demonstration

- Where to find Cost Share information in USCeRA?

Recording Cost Share

Various Ways to Meet Cost Share

✓ **Travel Expenses**

✓ **Payroll (Salaries & Fringe)**

✓ **Direct Payment Requests**

✓ **Internal Charges**

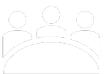✓ **POs/Requisition**

✓ **Journal Entry**

✓ **Purchasing Cards**

✓ **Tuition Supplements**

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Various Ways to Meet Cost Share

In-kind The departments responsibility to provide GFM and PAA documentation (memo from the organization outlining the services they provided) to support the in-kind match being received in order for the Post Award Accountant to post to the General Ledger. In-kind documentation should be received quarterly giving Grants and Funds Management the opportunity to report properly.

Waived: Grants and Funds Management is responsible for posting waived IDC monthly.

Cost Share Chartfield Creation Process

Step 1

Step 2

Step 3

Step 4

Step 5

GFM reviews the project and reaches out to the Chartfield Maintenance Team to set up the cost share chartfield.

The Chartfield Maintenance Team creates the Cost Share chartfield.

If salaries will be cost shared, GFM reaches out to the department to complete the Cost Share Request form.

The department completes the form and submits it to gfmpay@mailbox.sc.edu.

The combo code that will be used in payroll as cost share for the grant is created. **Now departments can make account funding changes and begin recording cost share!**

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HCM Cost Share Combo Codes

- Cost Share account codes or "Combo Codes" must be created in HCM in order for cost share to be properly recorded for payroll expenses.

- Cost Share Combo Codes begin with a "C".

- Forms are Available Online at: http://hr.sc.edu/forms.html

- Account change forms should be used to update and allocate applicable salary charges as cost share on the project.

- Forms should be submitted timely and are subject to the Cost Transfer Policy just like direct expenses.

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HCM Cost Share Combo Codes

USCID	Supervisor USCID	Pay Group	Combo	Project BU	From Pay Period	Num of Records
					ALL	10000
Name	**Empl.Rcd**	**Pay End Date (m/d/y)**	**Operating Unit**	**Project**	**To Pay Period**	**Order By**
		to			ALL	Chartfield,Name
Job	**Empl.Class**	**Earn End Date (m/d/y)**	**Department**	**CFDA**	**Fiscal Month**	☐ Total
		to			JULY	☐ Sub-Total
HCM Dept.	**Full/Part**	**Dist.Status**	**Fund**	**Contract**	**Fiscal Year**	☑ Detail
	All	ALL			ALL	☐ Sum.Adjustments
Journal.	**Reg/Temp**	**Dist.Type**	**Class**	**Sponsor**	**Pay Run ID**	**Output**
	All	ALL				Fringe-Summary[Hor
Check	**Std.Hours**	**Dist.Class**	**Account**	**Costshare**		
		ALL		10012120		
Check Date (m/d/y)	**HCM BU [Campus]**	**Dist.Code**				
to	All					

[Submit] [Clear] [CSV] [RETRO]

Records Found: 22

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR $	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG $	FRNG %	TOT $
		2324-1 : PAY0167742	UG76	155201	C12	07/15/2023	8001343671	07/14/2023	C00000007285	CL040-155001-A0001-101- -10012120	1,981.34	8.92%	154.20	493.54	0.02	0.14	54.54	0.60	703.04	35.48%	2,684.38
		2324-1 : PAY0168835	UG76	155201	C12	07/31/2023	8001353686	07/31/2023	C00000007285	CL040-155001-A0001-101- -10012120	1,981.34	8.31%	37.77	493.55	0.02	0.13	50.82	0.55	582.84	29.42%	2,564.18
TOTAL											3,962.68		191.97	987.09	0.04	0.27	105.36	1.15	1,285.88	32.45%	5,248.56

Cost Share on Tuition Supplements

- Complete a departmental tuition supplement form, charging the departmental account covering the cost share.

- In the **Comment** box indicate which project is being cost shared.

- Submit the form to Financial Aid as normal, however a copy will also need to be sent to your PAA.

- Financial Aid will charge your department. Your PAA will add the cost share combo code to the transaction when it comes over from Banner.

Cost Share Chartfield in PeopleSoft Finance

Entering chartfield information on a Payment Request.

Add a New Line

Instructions ⑦

Line	Description	Quantity	Unit	Unit Price	*Line Amount	SpeedChart Key
1			🔍		1000.00	🔍

*Office Location 978 🔍   COLLEGE OF ARTS AND SCIENCES

Accounting Details

	Line	Quantity	*Amount	*GL Business Unit	Operating Unit	Department	Fund Code	Account	Class	PC Business Unit	Project	Activity	Cost Share
➕ ➖	1		1000.00	USC01 🔍	CL071 🔍	135500 🔍	A0001 🔍	52250 🔍	101 🔍	🔍	🔍	🔍	10012971 🔍

[OK]   [Cancel]

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Cost Share Chartfield in PeopleSoft Finance

Entering chartfield information for Travel expense report.

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Cost Share Chartfield in PeopleSoft Finance

Entering chartfield information on a P-Card Expense Report.

Cost Share Chartfield in PeopleSoft HCM

Step 1: Search for the employee using the **Search for Person** field.
Step 2: Click the **Actions** arrow and select **Account Funding Change** from the list.

Cost Share Chartfield in PeopleSoft HCM

Step 3: Select the applicable **Effective Date**, if different than the default.
Step 4: Click the **No** button to toggle to **Yes** indicating you want to copy the row that needs to be changed.
Step 5: Click the **Select Chartstring** button.

Cost Share Chartfield in PeopleSoft HCM

Step 6: On the Select Chartstring page, click in the **Combination Code** field and enter the **Cost Share Combination Code** that was requested using the Cost Share Request form.

Step 7: Click the **Search** button.

Select Chartstring									✕

Combination Code C00000007204 🔍

Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share
CL040 🔍	155001 🔍	A0001 🔍	51200 🔍	101 🔍	🔍	🔍	🔍	🔍

Search

Step 8: On the ePAF page, notice the **Cost Share Combination** code is now added to the New Distribution line.

◄ My Homepage   EPAF   ⌂ 🔔 ⋮ ⊘

Effective Date

Pay Period Effective Date 2023-09-01 🔍

Current Distribution

This segment displays current funding. Use select buttons to copy any current funding into new funding. Copy any rows of funding you want to keep as is, and copy any rows you want to keep and update.

1 row

Percent of Distribution ◇	Amount ◇	Operating Unit ◇	Department ◇	Fund Code ◇	Account ◇	Class Field ◇	Business Unit ◇	Project/Grant ◇	Activity ID ◇	Cost Share ◇	Select ◇
1	100.000000	96135.000000 CL040	155001	A0001	51200	101					Yes

Deselect All

New Distribution

Build new funding in the table below. Include any rows you want to keep from current funding. Use the + and - buttons on the far right side of the table to add or delete rows as needed. Delete any rows without a funding percent/amount. Funding percent must total to 100%.

1 row

Percent of Distribution ◇	Amount ◇	Select ChartString	Operating Unit ◇	Department ◇	Fund Code ◇	Account ◇	Class Field ◇	Business Unit ◇	Project/Grant ◇	Activity ID ◇	Cost Share ◇	Combination Code ◇	Insert A Row	Delete A Row
1	100.000000	96135.000000	Select ChartString	CL040	155201	A0001	51200	101				10012120	C00000007204	➕	➖

Total Distribution

Cost Share Chartfield in PeopleSoft HCM

Step 9: Click the **Submit** button to move the request through the approval process. (**Note:** Applicable attachments supporting the employee's move to cost share on the project should be uploaded, including PI's instruction/approval.)

‹ My Homepage   EPAF

Effective Date

Pay Period Effective Date   2023-09-01 🔍

Current Distribution

This segment displays current funding. Use select buttons to copy any current funding into new funding. Copy any rows of funding you want to keep as is, and copy any rows you want to keep and update.

1 row

	Percent of Distribution ◇	Amount ◇	Operating Unit ◇	Department ◇	Fund Code ◇	Account ◇	Class Field ◇	Business Unit ◇	Project/Grant ◇	Activity ID ◇	Cost Share ◇	Select ◇
1	100.000000	96135.000000	CL040	155001	A0001	51200	101					Yes ⬤

[Deselect All]

New Distribution

Build new funding in the table below. Include any rows you want to keep from current funding. Use the + and - buttons on the far right side of the table to add or delete rows as needed. Delete any rows without a funding percent/amount. Funding percent must total to 100%.

1 row

	Percent of Distribution ◇	Amount ◇	Select ChartString	Operating Unit ◇	Department ◇	Fund Code ◇	Account ◇	Class Field ◇	Business Unit ◇	Project/Grant ◇	Activity ID ◇	Cost Share ◇	Combination Code ◇	Insert A Row	Delete A Row
1	100.000000	96135.000000	[Select ChartString]	CL040	155201	A0001	51200	101				10012120	C00000007204	➕	➖

Total Distribution

Percent Total   100.00

File Attachments

1 row

	Status	Action	Description ◇	File Name ◇	Delete
1		[Upload]	[▾]		[Delete]

[Add]

▸ **Comments**

[Search] [Save] [**Submit**]

Cost Share Chartfield in PeopleSoft HCM

Step 10: The form is submitted and routed to the next approval step.

Demonstration

- How to record Cost Share on a Payment Request

Roles and Responsibilities

Cost Share Roles and Responsibilities

Principal Investigator & Grant Support (Dept.)

- Review Cost Share Budget (Use USCeRA and Grant Dashboard)
- Request Cost Share account set up (Combo Codes, etc.)
- Process any needed account change forms to ensure cost share is recorded timely (i.e., salaries, P-Cards, etc.)
- Monitor & track cost share is recorded in ratio with spending.
- If Cost share requires a re-budget, be sure to follow the proper procedures and coordinate with your SAM administrator.
- If 3rd Parties are providing cost share, remind contributors of obligations and obtain needed documentation. Submit documentation to GFM so it can be properly recorded.

Grant and Funds Management

- Report Cost share on any required financial reports and invoices.
- Review 3rd Party Cost Share request submissions and record entries.
- Record waived IDC.

Please note:
GFM is not responsible for ensuring charges other than waived IDC post to your grant(s).

GFM **audits** for allowability as it relates to Cost Principles and Uniform Guidance.

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Working Without Sponsored Funding

A no-cost extension allows work to continue on a project beyond the project's end date as long as the project does not need additional funding from the sponsor. You should use cost share to capture your time and effort in no cost extensions if there is no sponsored funding remaining.

No-cost extensions help to ensure all sponsored project activities can be completed. No-cost extensions should not be requested for the sole purpose of expending remaining unencumbered funds.

It is important to be familiar with the award's terms and conditions regarding no-cost extensions. Sponsors may require that a request for extension be submitted well in advance of the project end date.

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Working Without Sponsored Funding

No Cost Extension Procedures

1. Requests for no-cost extensions should be initiated by the PI and/or the associated departmental business administrator.

2. All no-cost extension requests should be submitted as a Post-Award Action in USCeRA .
   - Your USCeRA request must include a proposed end date for the project and a justification for the extension.
   - Please upload your justification as a PDF document.
   - Your SAM administrator will prepare and submit the request for the no-cost extension to the sponsor. Upon receipt of approval by the sponsor, SAM will extend the project.

NSF No-Cost Extension Requests: The request has to be submitted by your SAM administrator. The PI can initiate the request in Research.gov, under Awards & Reporting > Notifications & Requests.

NIH No-Cost Extension Requests: The request must be submitted via eRA Commons by your SAM administrator. Refer to the current version of the NIH Grants Policy Statement for additional information.

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Cost Share
Budget vs. Actual

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Cost Share: Budget vs. Actual

Use the Grant Dashboard in the Finance Intranet to view cost sharing, the portion of project costs not provided by the sponsor. Most sponsors expect cost share to be charged in **ratio** throughout the life of the project.

Category	Budget	Current Month Activity	Life to Date Expenses	Balance	Encumbrances	Available Balance	Cost Share Budget	Cost Share Actual	Balance
SALARIES	265,559.00	16,942.01	232,400.91	33,158.09		33,158.09	113,458.00	38,886.51	74,571.49
FRINGE BENEFITS	100,912.00	6,411.06	84,264.06	16,647.94		16,647.94		17,508.33	(17,508.33)
CONTRACTUAL SERVICES	53,846.00	8,951.50	42,488.98	11,357.02		11,357.02	585,118.00		585,118.00
TRAVEL	25,250.00		8,980.54	16,269.46		16,269.46	25,500.00		25,500.00
SUPPLIES	17,385.00	250.23	9,252.21	8,132.79		8,132.79			
FIXED CHARGES	336,000.00	5,250.00	220,615.14	115,384.86		115,384.86	247,602.00		247,602.00
DIRECT EXPENSE	798,952.00	37,804.80	598,001.84	200,950.16		200,950.16	971,678.00	56,394.84	915,283.16
INDIRECT COST RECOVERY	9,259.00	651.10	7,547.78	1,711.22		1,711.22	14,481.00	20,302.03	(5,821.03)
INDIRECT EXPENSE	9,259.00	651.10	7,547.78	1,711.22		1,711.22	14,481.00	20,302.03	(5,821.03)
TOTAL EXPENSE	808,211.00	38,455.90	605,549.62	202,661.38		202,661.38	986,159.00	76,696.87	909,462.13

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Demonstration

- Viewing Cost Share Budget on the Grant Dashboard

- Viewing Cost Share Actuals on the Grant Dashboard

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Salary Cap

What is Salary Cap?

A Salary Cap is an imposed limit for the total salary rate allowed to be charged for an individual by a sponsor. For example, NIH currently has a salary cap of $221,900.

Any amount above the salary cap must recorded as cost share and will be considered mandatory uncommitted cost share to properly capture total expended effort and cannot be used as effort on another sponsored project.

This is to prevent double counting of effort and ensure faculty do not become overcommitted.

Please note: This is different from voluntary uncommitted cost share because this is a sponsor-imposed limitation and represents costs that are specifically unallowable by the sponsor.

Salary Cap Example

Dr. Greyhound's annual institutional base salary is $300,000 and they have committed (and expended) 10% effort on an NIH grant that has a salary cap of $221,900.

Due to the NIH limit, the max we can directly charge this NIH grant is $22,190 ($221,900 x 10%).

In order to properly record the effort committed (and expended) on the NIH grant, the remainder would have to be booked as cost share on the grant:

10% Effort at IBS: $30,000   ($300K x 10%)
Allowed per Cap: $22,190   ($221,900 x 10%)
Amount to Cost Share: $7,810   ($30,000 – $22,190)

Payroll form would directly charge 7.07% and cost share 2.93% to the grant to account for the full 10% effort expended.

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Total Expended Effort Example

	Percent of Distribution ⬦	Amount ⬦	Operating Unit ⬦	Department ⬦	Fund Code ⬦	Account ⬦	Class Field ⬦	Business Unit ⬦	Project/Grant ⬦	Activity ID ⬦	Cost Share ⬦	Select ⬦
1	7.940000	15755.739000	CL071	135800	A0001	51300	101					No
2	32.060000	63618.261000	CL071	135800	F1000	51300	202	USCSP		1		No
3	60.000000	119061.000000	CL071	135800	A0001	51300	101					No

Salary Cap Calculation Template

The Salary Cap Calculation template can be found on the Salary Allocation section of the [Business Manager, Grant Administration, and Principal Investigator Training Toolbox](#) pages on the Controller's Office website.

Salary Cap Calculation Template

To help with salary distribution allocations related to Salary Caps, we've developed the following Excel spreadsheet template to assist.

When using this template, you will need to know:
- Employee's total salary per pay period (remember bonuses or cash awards are excluded)
- Sponsor Salary Cap
- Total effort percentage committed

You can find this template here:
- Salary Cap Calculation Workbook Template
- There is a tab for 12, 11, and 9-month Appointments

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Key Takeaways

Cost Share – Key Takeaways

It is very important to ensure there are departmental funds available to cover your cost share responsibility.
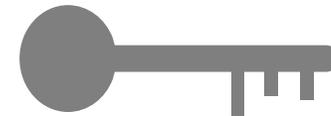
Review Cost Share Budget at the beginning of the award.

You are responsible for recording your cost share.

Record cost share in ratio with project spending – do **NOT** wait until the end of the project to record cost share!

Sponsors *can and will* withhold reimbursement if you are not meeting cost share requirements!

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Resources and Contacts

Available Resources

Visit the Controller's Office website for the following resources:

- [Cost Share Information](#)
- For Cost Share and Salary Allocation training resources visit the [Business Manager, Grant Administration, and Principal Investigator](#) pages in the Resource and Training Toolbox.

Visit the SAM Office website for the following resource:

- [No Cost Extensions](#)

Visit the Grant Administration page on the Controller's Office website for the following resource:

- [Using the Account Funding Change eForm](#)

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Where to Find the Resources

For Cost Share resources, visit the Sponsored Award Management page found in the Grants and Funds Management section.

Where to Find the Resources

For Cost Share training resources, visit our Grants Administration page in the Resource and Training Toolbox section.

Within the screenshot:

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SEARCH SC.EDU

Office of the Controller

- Office of the Controller
- General Accounting
- Grants and Funds Management
- Compliance and Tax Management
- Payroll Department
- Operational Management and Reporting
- External Financial Reporting and Transparency
- Resource and Training Toolbox
  - Business Manager
  - Grant Administration
  - Principal Investigator
  - Policies & Procedures
  - Forms
  - Newsletters
  - PeopleSoft Finance Training Schedule
  - Listservs
  - Social Media
- Contact Us

Grant Administration

Grant Administration of Sponsored Awards supports academic and administrative business units to include personnel management, fiscal operations, and coordination with multiple governing areas to ensure compliance with Uniform Guidance and grant awards. Understands and executes the various stages of the grant lifecycle including pre-award review, grant progress monitoring, and award closure in coordination with the Principal Investigators.

Below is a list of Grant Administration tasks you may be responsible for within your college/department. Sections include links to training resources that support each task.

Note: Each year the Controller's Office provides refresher trainings starting the month of February thru the end of April. Registration links for all scheduled trainings are sent to our BIZMANAGER listserv end of January, provided in our monthly newsletter, and in a prior week reminder email. On demand training can be found in the sections below.

Expand all

- Account Funding Change (+)
- Close Out Matrix (+)
- Cost Share (+)
- Cost Transfers (+)
- Indirect Cost (IDC) (+)
- Introduction to Grants Management (+)
- Milestone Notifications (+)
- Monitoring Awards (+)
- No Cost Extensions (+)

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Controller's Office Contact List

General Accounting (JEs, JVs, Apex, GL issues/Questions	Email Address
General Email Address	genacctg@mailbox.sc.edu
Cash Advance Settlement	cashadvc@mailbox.sc.edu
Payroll Retro Journal Entries	retroje@mailbox.sc.edu
Chartfield Maintenance	cfmaint@mailbox.sc.edu
Moving & Relocation Mailbox	moving@mailbox.sc.edu
PeopleSoft Finance Security Requests	pssecure@mailbox.sc.edu
Accounts Payable	**Email Address**
General Email Address	ap@mailbox.sc.edu
AP Uploads	apupload@mailbox.sc.edu
Supplier Maintenance	apsupplr@mailbox.sc.edu
Travel Office	**Email Address**
General Email Address	teoffice@mailbox.sc.edu
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	tesubmit@mailbox.sc.edu

Controller's Office Contact List

Capital Assets	Email Address
Physical Inventory	physinv@mailbox.sc.edu

Cash Management and Treasury	Email Address
General Treasury Email Address	treasury@mailbox.sc.edu
Program Expense Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	trvcard@mailbox.sc.edu

Compliance and Tax	Email Address
General Compliance Email Address	concpl@mailbox.sc.edu
General Tax Email Address	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Time and Effort Reporting	timeandeffort@sc.edu

Controller's Office Contact List

Grants and Funds Management	Email Address
Sponsored Award Specific Questions	Contact your **Post Award Accountant** (PAA)

Payroll	Email Address
General Email Account	payroll@mailbox.sc.edu

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Questions

THANK YOU!

Office of the Controller

Address:
1600 Hampton Street
Columbia, SC 29208

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Alone, we can do so little; together, we can do so much.

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