1. Meeting minutes – a record of the presentation and discussion at Roundtable on 3/4/2019.
2. Cost Share Workbook – a modified version of the excel workbook provided by Cathy Knock, UI CNR. Cathy presented how she projects, allocates, and tracks cost share with the grants team in CNR, for sponsored projects. She uses the attached to help with projections, tracking, and the allocations. Kenwyn Richards modified the attached based on feedback at the meeting.
	1. Question from Kenwyn, to help further update the workbook: **Is there a need to project cost share over the life of the award? If so, let’s discuss elements of the spreadsheet that you all would like to see. What information will you need to project cost share? – Please respond to Kenwyn at** **kenwynr@uidaho.edu****.**
3. Cost Share Allocation form – this form needs to be completed and returned to OSP Post Award (postaward@uidaho.edu) for all new projects that have cost share (as outlined in the minutes) and all amendments allocating additional cost share. Any new index request that contains a cost share element (Companion) will need this form completed and returned as well. **The departments need to respond in a timely manner with the cost share detail, so that the University can mitigate the risk being created by delinquent cost transfers (and payroll cost transfers) on sponsored funding cost share grant codes. OSP has been allowing the PCTs due to the lag created by the new Cost Share processes in Chart V, but that grace period will be ending soon in order to best protect the University from the risks associated with PCTs and cost transfers.**
4. Cost Share talking points – general information on how cost share works in Chart V and Banner 9. If you have any questions on cost share, please let Wendy Kerr know.