



<b>RGC Procedure Name:</b> Hospital Cost Sharing	<b>Revised:</b> 1/5/2005
<b>Procedure Owner:</b> Deborah Golden-Eppelein	<b>Approval:</b> Thomas Marcussen

## I. PURPOSE

The purpose of this procedure is to provide guidance on how to address cost-sharing committed to sponsored projects applications and proposals when the source of cost-sharing is the OHSU hospital or an organizational code assigned to the hospital.

## II. DEFINITIONS

Hospital cost-sharing is defined as mandatory or voluntary committed cost-sharing, e.g., generally effort, committed in the carrying out of a sponsored project where the source of the cost-sharing is to be provided by an organizational code assigned to the hospital (these org numbers begin with a '3').

## III. RESPONSIBILITIES

**Department Administrator:** The department administrator is responsible for gaining approval from the relevant hospital fiscal authority for the org. from which the commitment has been made.

**Principal Investigator (PI):** The principal investigator is responsible for the overall content and compliance with all applicable regulations having to do with the application/proposal being submitted by OHSU on his/her behalf.

**Grants & Contracts Administrator (GCA):** The GCA is responsible for ascertaining whether the appropriate approval has been granted. The GCA is also responsible for providing assistance to departments and principal investigators in following this procedure.

**Grants & Contracts Manager (GCM):** The GCM is responsible for monitoring compliance with this procedure and follow-up to ensure the procedure stays current with OHSU policy and practice.

**Operations Manager:** The RGC Operations Manager is responsible for dissemination of this procedure to RGC staff, for posting this procedure on the RGC web-site and for keeping the procedure up-to-date as modifications become necessary.

**Hospital Financial Services (HFS) Accounting Manager:** The HFS Accounting Manager is responsible for identifying appropriate hospital fiscal authority when requested by PIs and



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Department Administrators. The HFS Accounting Manager is also responsible for updating Oracle to allow hospital org numbers to be used with research mission code transactions.

**Sponsored Projects Administration (SPA):** SPA is responsible for collecting hospital cost-sharing in the same manner other OHSU mandatory and voluntary committed cost-sharing is collected and for reporting on this cost-sharing as required.

#### IV. PROCEDURE

##### At Application

When potential hospital cost-sharing is identified through the salary verification process that is performed during application/proposal review, e.g., a person listed as project personnel is appointed in an org. associated with the hospital, the GCA will communicate to the department administrator or PI that the appropriate hospital fiscal authority must approve the commitment.

The PI or department administrator will be directed to contact the Accounting Manager in Hospital Financial Services (HFS) to obtain the name of the appropriate fiscal authority for the org. They will then contact the fiscal administrator via email to obtain the approval to commit hospital resources and transmit such approval to the HFS Accounting Manager and the GCA. The [OHSU Committed Cost Sharing Agreement Form](#) may also be used to document approval of these commitments.

When hospital cost-sharing is identified, this will be noted on the Department Award Checklist (DAC) as an item needing completion prior to award set-up. However, a good faith effort to obtain approval prior to RGC Institutional sign-off will be made in each case where knowledge of potential hospital cost-sharing exists.

##### At Award

At time of award, the Grants & Contracts Administrator will contact the HFS Accounting Manager via email in order to disable the cross-validation rule in Oracle that will allow the research mission code to be used with the hospital org number.

GCA's will also forward copies of the fiscal authority's approval to SPA in the set-up packet with each new award/project.

When completing the SPA set-up packet, the mission code of '32' should be used for the hospital cost-sharing portion of the budget.



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**V. REVISION HISTORY**

N/A

**VI. OPEN ISSUES**

N/A