



(Doc. 5) **GEAR UP Southern West Virginia (GEAR UP SWV)**
Policy and Procedures
Submission of Matching Funds

PURPOSE

To establish consistent, effective procedures for the submission of matching documentation.

A. POLICY

All funds and in-kind services used as Match must be accurately documented. Only funds or services directly benefiting GEAR UP SWV cohort students will be counted as Match. All Matching contributions must be documented and verified.

B. PROCEDURE

1. Matching documentation will be submitted monthly along with the Claim Reimbursement. Upload to PI database.
2. Complete the *Matching Claim Form (doc. 6)* and attach ALL required back up documentation to support the salary, Time and Effort or monetary value of materials. This form is designed to be completed electronically, printed, and signed. A brief narrative is required to detail all Match.
3. Match contribution report must include the *Matching Documentation/Reimbursement Request Form (doc.2)* per activity.
4. Match contribution report should consist of expenses encumbered within the period of performance for the federal, fiscal grant year.
5. Upload the signed originals to the PI database by the 15th of each month for the previous month.
6. Monthly match documentation that is incomplete, incorrect or late will delay payment and the processing of future claims submitted.
 - **Incomplete** is defined as: narrative data is missing, Student Services database not complete and updated, amounts not matching the narrative or other concerns as identified by the director.
 - **Incorrect** is defined as: charges not being accurate, allowable, allocable, or reasonable.

See <https://www.concord.edu/gearup> for all necessary documents.