

MANDATORY OR VOLUNTARY COMMITTED COST SHARE APPROVAL FORM

Requests to include mandatory or voluntary committed cost share (including in-kind or matching funds) on a grant application or extramurally funded project must be pre-approved by Dr. Meharvan Singh, Vice Provost for Research.

Be mindful that cost sharing negatively impacts our future F&A rates. F&A is used to help cover our operating costs (staff salary, utilities, building maintenance, etc.), so it is important that we recover all we can.

- Date:
- Form Preparer/Contact:
- LU Number:
- PI:
- Department:
- Funding Agency/Project Sponsor:
- Full Title of the Proposal:
- Proposal Due Date:
- Anticipated Project Start and End Dates:
- Total Sponsor Budget:
- Total Cost Share Budget:
- Total Project Costs (Total Sponsor Budget + Total Cost Share Budget):
- Percent Cost Share (Total Cost Share Budget / Total Sponsor Budget):

How the cost share will be paid:

			Year 1	Year 2	Year 3	Total
Accounting Unit	Account Code	Item	Amount	Amount	Amount	Amount
TOTAL						

- Justification for your request. Why are you asking us to incur cost share for this project?

Attach a copy of the budget, abstract, and proposal guidelines as documentation for the request.
(For third-party, off-campus cost sharing, also attach a commitment letter from the off-campus source.)

Department Chair

Date

SSOM/MNSON/PARKS Director of Business Operations

Date

This Cost Share Budget has been

Approved

Denied

Meharvan Singh, PhD
Vice Provost for Research

Date