**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.)

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Department Chair Date

\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SSOM/MNSON/PARKS Director of Business Operations Date

This Cost Share Budget has been

Approved

Denied

\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meharvan Singh, PhD Date  
Vice Provost for Research