KANSAS STATE UNIVERSITY

SPONSORED PROJECT COST SHARING FORM

Principal Investigator: _____ **Department: _____** **College: _____**

Date: _____ **Project Start Date: _____** **Project End Date: _____**

Sponsor: _____ **Action (e.g., proposal, revised proposal, award): _____**

Project Title: _____

Cost sharing is defined *as project costs not borne by the sponsor*. The university must account for all costs attributable to the project, including cost sharing. *Please remember that any quantifiable cost* (either mandatory or voluntary) *offered in the proposal becomes a legally binding commitment of the university upon award*. This form is to be used to identify any cost share, whether or not required by the sponsor, but explicitly offered in the proposal (e.g., faculty contributed effort, equipment, supplies, etc.). If cost sharing includes faculty contributed effort, please supply the individual's name under "Description", the percent effort, direct cost, associated facilities and administrative costs (F&A) and the total. Please note that it is not possible to cost share direct costs without also cost sharing the associated F&A costs. It should also be noted that any unit approving the voluntary (not mandated by the sponsor) cost sharing of F&A costs will be agreeing to a waiver of cost reimbursement to their respective unit for the designated project. The standard distribution of sponsored research overhead (SRO) will be adjusted for each unit accordingly to reflect this decision to waive reimbursement for such costs.

All proposed cost sharing must be detailed on this form. If "hard-dollar" cost sharing is proposed, then appropriate signatures must be obtained on the Sponsored Projects Transmittal Sheet or appropriate commitment letters must be obtained and signed by those units providing the funding. This form is to accompany the Sponsored Projects Transmittal Sheet and becomes a permanent attachment to that document for the particular project. If the sponsor reduces the level of support thereby necessitating a change in cost sharing, please revise the form at the award (or revised proposal) stage accordingly. Unless a new form is submitted, it will be assumed that this form covers the full term of the award.

Description (If contributed effort, list by individual. All other should be listed consistent with budget)	**% Effort AY CY SU**	**Direct Amount $**	**F&A Amount $**	**Total $**	**Remarks**
_____	___ ___ ___	_____	_____	_____	_____
_____	___ ___ ___	_____	_____	_____	_____
_____	___ ___ ___	_____	_____	_____	_____
_____	___ ___ ___	_____	_____	_____	_____
_____	___ ___ ___	_____	_____	_____	_____

(Use additional pages as necessary – paginate and sign the last page)

Grand Total $ _____

Principal Investigator: _____
(Signature)

AGREE TO COST SHARING COMMITMENT(S):

Department Head(s)/Chair(s): _____ _____ _____ _____

Dean(s)/Director(s): _____ _____ _____ _____

Associate Vice President for Research: _____

PAS (08/07)