Form must be completed even if no cost sharing is provided.

1. Provide the name of the person who is ultimately responsible for the proposed work on the Principal Investigator line.
2. Provide the title of the project.
3. Provide the name of the sponsor.
4. Provide the start and end date of the proposed project.
5. Determine if there will be any required cost sharing on the project by first separately determining all of the expenses (including benefits and additional or renovation of existing space) associated with conducting the project. Then subtract any costs being requested from the sponsor. The difference is cost sharing. For information regarding how to handle reassigned time, please click here.
6. Provide a yes or no answer to the Institutional Cost Sharing question. (If no, then simply sign, have your chair and dean sign, and attach to the other required internal paperwork.)
7. If yes, then you will need to provide an amount of total cost sharing.
8. Then you need to indicate in the table whether the cost sharing will be a departmental cash match, college cash match, or university/provost or other in-kind match per each category of expense types for each year of the project. Once you have completed the table, the total amount should match the total provided earlier on the form.
9. Sign the form as PI, have your chair and dean sign, and attach to the other required internal paperwork.

Note: If you are required to report/describe cost share in the actual proposal to the sponsor, then the total on this form must match the amount being reported to the sponsor.