Cost Sharing Form

The purpose of this Cost Sharing Form is to ensure all required and voluntary committed cost sharing obligations are identified and documented in accordance with CSUSM Corporation Cost Sharing Procedure for Sponsored Projects and federal regulations (Uniform Guidance 200.29 and 200.306).

It is the PI/PD's responsibility to provide OSP with cost sharing documentation to substantiate the actual cost sharing contribution *no less frequently than quarterly and when the sponsor requires cost share to be reported.* All documentation is subject to internal, Chancellor's Office, and/or granting agency audits.

PI/PD Name _____	Fund-Project No. _____
Sponsor/Prime _____	Project Dates _____
Sponsor Award No. _____	Reports Due Quarterly Annually _____
Award Amount _____	Invoices Due Quarterly Monthly _____
Cost Share Amount _____	Required Cost Share matches SPAF? Yes No

Summary of Cost Sharing Commitment

Contributed Effort	Effort (%/hrs)	Salary	Benefits	Funding Source / Account
Employee:				
Employee:				

Other Direct Costs	Amount	Funding Source	Description of Cost Share Expense
Supplies & Materials			
Equipment			
Travel			
Other			

Indirect Costs (F&A)	Amount	Rate	Notes, if applicable
In-kind F&A (unrecovered)			

Third Party Contributions	Amount	Third Party Name	Cost Share Contribution Description
Cash, Goods or Services			

Addendum attached. To include additional cost share commitments, comments, and/or letter(s) to verify Third Party Contributions.

As PI/PD,

I certify the proposed cost sharing will not be used as cost sharing/match for any other project.

I certify the proposed cost sharing is not supported by other federal projects.

I understand my responsibilities to monitor, track, & provide OSP cost sharing documentation.

I understand cost sharing documentation is due to OSP _____ for invoicing/reporting.

PI/PD Signature_____   Date_____

Copy Sent to College Budget Analyst on _____.   OSP SPA Name: _____

Please return the completed Cost Share Form to OSP.