

## COST SHARING COMMITMENT FORM

Cost sharing indicates the use of institutional funds to supplement a sponsor's support of a project. This form should be used for cost sharing commitments in **proposal budgets** and must be submitted to the Office of Sponsored Research & Programs (OSRP) along with the proposal. **Please refer to page 2 for definitions.** Your proposal cannot be processed unless this form is submitted for projects that involve cost sharing. **If this is a revision of a previously submitted cost sharing commitment form, please provide documentation (a revised budget and /or a letter to the sponsor).**

<b>Principal Investigator</b>				<b>OSRP File No.:</b>	
<b>Contact Person</b>		<b>Email</b>		<b>Phone</b>	
<b>Project Title</b>					
<b>Sponsor Name</b>					
<b>Project Period</b>		<b>Budget Period</b>		<b>GL Acct</b>	
<b>Mandatory Amount</b> <i>Required by Sponsor</i>		<b>+ Voluntary Amount</b> <i>Quantified in Proposal</i>		<b>= Total Amount</b>	

Cost Sharing Consists of:				Self Service Budget Code	Budget Period Amount	Total Project Period Amount <sup>1</sup>
<input type="checkbox"/>	Salary		+ Fringe			
<input type="checkbox"/>	Supplies					
<input type="checkbox"/>	Travel					
<input type="checkbox"/>	Other Expenses					
<input type="checkbox"/>	Equipment					
<input type="checkbox"/>	Subcontracts					
<input type="checkbox"/>	F&A Reimbursement Cost Shared by Department					
<input type="checkbox"/>	In-kind F&A (Unfunded Indirect costs on account)					
				<b>Subtotal</b>		
<input type="checkbox"/>	Other Proposed Cost Sharing (amount from other departments)					

<sup>1</sup> Complete this column for New, Competing Continuations/Renewal applications. For Non-Competing Continuation/Continuation applications only complete this column if they have undergone any changes to alter these amounts.

Federal and Non-Federal awards may not be utilized as cost sharing unless otherwise approved by both sponsors in writing. The University strongly discourages cost sharing of equipment and space.

**Justification** (maximum 550 characters and spaces)

### Signatures

_____ Principal Investigator(PI)/Program Director(PD)    Date	_____ Chair    Date
_____ Dean    Date	

**Dean and Chair:** Signing this form represents verification that the source (general ledger) account numbers provided are currently valid and guarantees that funds are readily available to cost share towards the referenced project upon award. If in-kind cost sharing is involved, please contact [OSRP@campbell.edu](mailto:OSRP@campbell.edu). If multiple account numbers are used, as a source of cost sharing, please use a separate form for each department.

## COST SHARING DEFINITIONS

Cost sharing is the cost of a project not borne by the sponsor. Cost sharing, also known as “matching” or “institutional support” is all contributions, including cash, in-kind and third party contributions. To be eligible for cost sharing, contributed costs must meet the same requirements as direct-charged project costs; the costs must be allowable, verifiable, reasonable, and necessary for the performance of the project.

A sponsor may require Campbell University to contribute to the cost of a project (mandatory) or the University may choose to offer to cost share a portion of the project cost (voluntary). Once cost sharing is included in the proposal (mandatory or voluntary) and accepted by the sponsor it becomes legally binding Mandatory Cost Sharing and is subject to audit.

When the project is funded, the cost sharing commitment funds specified on the form will be transferred by the Accounting Office from the source budget code account indicated. Failure to provide the level of cost sharing reflected in the approved and awarded budget may result in the termination of the award, disallowance of costs and/or refund of funds to the sponsor by Campbell University.

Cost sharing has a profound impact on the institution's budget. Whether cost sharing is mandated by the sponsor or is voluntarily contributed, the institution must provide the resources needed to meet the cost sharing requirement.

In-Kind Contributions are the value of third party non-cash contributions. Examples of in-kind contributions include the fair market value of volunteer services (other than by university employees), donated supplies, donated equipment (normally depreciation thereon), the donated use of non-university space (fair rental value), or the donated use of non-university equipment (fair rental value). A form for reporting in-kind cost sharing can be requested from the Office of Sponsored Research & Programs.

Using Waived F&A as Cost-Share: Many sponsors who require cost-sharing also limit the amount of F&A they will pay, often capping it at 8%-15%. In such circumstances, the first goal should be to use the portion of F&A the sponsor will not pay to meet the cost-share requirements. Campbell's standard F&A rates are well above these common caps, a required cash match of perhaps 25% can be achieved using this method alone. This sort of match requires additional internal tracking by the Principal Investigator, the Office of Sponsored Research & Programs and the Accounting Office.

Many sponsors will accept this approach, but it may require negotiation. It may be helpful to describe these expenses more fully. Some sponsors will not accept costs labeled “indirect costs” as match, but will permit an allowance for “utilities, space maintenance, and accounting” to count as cost-share. The OSRP will contact the sponsor to conduct this negotiation after meeting with the project personnel.

For National Science Foundation (NSF), mandatory cost sharing requirements will be clearly identified in the solicitation and must be included on Line M of the proposed budget. **The proposed mandatory cost sharing cannot exceed the amount specified in the solicitation. Any inclusion of voluntary cost sharing for NSF is strictly prohibited.**

Principal investigators are responsible for reviewing limitations of each respective sponsor and the announcement.