

Cost-Sharing Documentation Agreement

Federal regulations require, regardless of funding source, that recipients properly document all committed cost-sharing. If cost-sharing is requested for more than one person, a separate form must be provided for each instance.

PROJECT

Project Title _____

Principal Investigator _____

Sponsor _____

Prime Sponsor (If applicable) _____

COST SHARE

Type (Select One):		Reason (Select All that Apply):				
<input type="checkbox"/> Mandatory (Required by Sponsor)	<input type="checkbox"/> Salary Cap				<input type="checkbox"/> Other	
<input type="checkbox"/> Voluntary (Proposed by Temple)	<input type="checkbox"/> Contributed Effort (In-Kind Salary)				<input type="checkbox"/> Contributed Non-Effort (In-Kind Supplies/Services/Facilities)	
					<input type="checkbox"/> Non-University 3rd Party Support	
Explanation (Attach additional sheet if needed)						
Academic Year Salary						
<i>Salary will be cost-shared to account codes 6019 (F/T Faculty), 6219 (P/T Faculty), 6519 (F/T Non-Faculty) or 6619 (P/T Non-Faculty) in the indicated FOAP in proportion to effort applied to the project or a specified amount. Complete a separate form for each person who has cost-shared effort.</i>						
Fund	Org	Account	Program	% Effort		Amount
		▼			or	
		▼			or	
		▼			or	
Other Project Expenses						
<i>Additional cost-share is projected for the following expenses. Indicate FOAP, short description and amount. Attach additional sheet for more items.</i>						
Fund	Org	Account	Program	Description		Amount

APPROVAL

By signing below, we understand that cost-shared expenses are subject to the same policies and regulations as sponsor-funded expenses. We further agree to maintain documentation identifying the cost-shared expenses on this project and to retain this documentation as part of the official records of this project for at least three (3) years after its completion.

Investigator or other personnel	Signature	Date
Business Manager or Administrator	Signature	Date
Department Chair	Signature	Date
Dean's Office	Signature	Date