

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"/> Voluntary (Proposed by Temple)	<input type="checkbox"/> Salary Cap	<input type="checkbox"/> Other
			<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
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.

Fund	Org	Account	Program	% Effort		Amount
		▼			or	
		▼			or	
		▼			or	

Other Project Expenses
Additional cost-share is projected for the following expenses. Indicate FOAP, short description and amount. Attach additional sheet for more items.

Fund	Org	Account	Program	Description	Amount

APPROVAL	<i>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.</i>		
	Investigator or other personnel	Signature	Date
	Business Manager or Administrator	Signature	Date
	Department Chair	Signature	Date
	Dean's Office	Signature	Date