



AN HONORS UNIVERSITY IN MARYLAND

### COST SHARING STATEMENT AND APPROVAL

(Attach this form to proposals committing cost sharing dollars)

**REFERENCES:**

Sponsoring Agency \_\_\_\_\_

Proposal Title \_\_\_\_\_

Proposed Support Period \_\_\_\_\_ Total Cost Sharing Funds Committed \$ \_\_\_\_\_

- A. **Cost sharing** is the portion of a project or program costs that is not borne by the sponsor.
- B. Cost sharing may only be proposed to a sponsor when it is required in the program announcement or RFP.
- C. If cost sharing is involved, the proposal budget and budget narrative **must contain detail** of the type of cost, description of the item, and the amount. For example: salaries - name, position title, amount, together with the corresponding fringe benefits & F&A (indirect cost); or, equipment - microscope, amount (no F&A because equipment is not subject to F&A costs).
- D. For **third party** contributions, list below the name of the company/individual providing the free or discounted service, description & fair value of the contribution. Third party contributions are always from **external sources**.
- E. **USE ADDITIONAL COPIES OF THIS FORM to capture signatures for cost sharing that is committed by a department/school other than the department/school in which the PI holds a primary appointment.**

For the attached proposal, cost sharing/matching funds will be available from the following sources to pay for the cost sharing expenses identified in the budget and budget narrative:

Chartstring	Item Description (ie., Salary, Supplies)	Faculty name (if salary)	Cost Sharing Amount
1			\$
2			\$
3			\$
4			\$

Total University of Maryland Cost Sharing Contribution \$ \_\_\_\_\_

**Third party match:** contributions from sources outside the University (*Note: a letter signed by an authorizing official of the third party and documenting the type and amount of the match **must** be attached*):

Company/Individual	Item Description	Anticipated Value of Third Party Contributions
1		\$
2		\$
3		\$

The undersigned understand that if the award is received, the PI and Department Administrator are responsible for tracking recording and documenting the University's cost sharing contribution. For third party contributions, the PI is responsible for obtaining letters from companies/individuals documenting the type and amount of the third party match and forwarding them to OSP. Once the award is received, the department/school will cost share the amounts shown above. If third party contributions do not materialize, the department/school will bear the hard dollar costs of completing the cost share/match identified to the sponsor in the proposal.

Signatures

Date

Principal Investigator \_\_\_\_\_

Department Chair or Center Director \_\_\_\_\_

Dean or Designee \_\_\_\_\_