

COST SHARE CERTIFICATION MEMORANDUM

Cost Sharing CONFIRMATION for (title of grant project) _____
Grant Project Account # _____

Cost sharing is required for this project. Please confirm and identify the type and amount of cost sharing that will be used to fulfill the College's cost sharing obligations in the column labeled "Unit Confirmation".

Cost Sharing Begin Date (according to approved budget): _____
Cost Sharing End Date (according to approve budget): _____

TYPE AND REQUIRED DOCUMENTATION	Cost Sharing Amount	Cost Sharing Source Act. #
<u>Time and Effort (Salary and related fringe benefits)</u> Time and Effort reporting set-up must be completed within 60 days of the project start date or employment, whichever comes first.	\$ _____	- _____
<u>Materials/Supplies, Current Services, Fixed Charges, Equipment</u> The documentation (purchase orders, travel authorizations, invoices, etc.) for this type of cost sharing must be maintained by the department and should be identifiable as cost sharing for this specific project.	\$ _____	- _____
<u>Contracts and Grants</u> Other contract and grant accounts which will be used to meet the cost sharing requirements should be identified by account number and object code (if total expenditures will not be required) and provided to the Grants Account Specialists in the Business Services Office <u>when this memo is returned</u> . Department Administrators should approve the project(s) being offered as cost sharing.	\$ _____	- _____
<u>Subcontractors</u> Approved subcontractors who have committed as part of their agreement with the college to participate in cost sharing requirements must provide documentation of their actual cost sharing, including allowable facilities and administrative costs. All allowable expenses should be listed by category and must be supported by actual expenditures reflected in subcontractors' financial accounting records. In determining allowable cost sharing items, subcontractor must follow the applicable federal cost principles and any other regulations cited in their subcontract agreement.	\$ _____	N/A _____
<u>Third Party/Other</u> The documentation for third party cost sharing should include the cost sharing categories (salaries, supplies, equipment, etc.) and the value of each. Statements from third parties documenting their actual cost sharing will be required.	\$ _____	N/A _____
SUB-TOTAL (DIRECT COSTS ONLY)	\$ _____	_____

Waived overhead allowable on this project? Yes No

This form should be filled out and signed by the Project Administrator, which is typically the Dean of the Program Area and the original returned to the Business Service Office, with a copy forwarded to the Grants Department. A must also be retained by the Principal Investigator or Project Director of the Project. Certification of cost sharing expenditures will occur annually for projects lasting more than 12 months, or as required by the letter of award.

Final cost share certification will be conducted at the end of the project as part of the final financial report.

Please notify the Business Services Office and the Grants Department of any changes in planned cost sharing immediately.

CONFIRMED BY: (name) _____, (title) _____

Date ____/____/____