

**AFTER THE FACT COST SHARING DOCUMENTATION  
REGULAR MONTHLY EFFORT ONLY**

DATE: \_\_\_\_\_

COST SHARING FOR ACCOUNT # 5-\_\_\_\_\_

The following employee(s) worked on the above referenced project. Because their effort was not billed to the sponsor, the effort should be documented as cost sharing.

<b>Name and PeopleSoft ID</b>	<b>Pay Source and Object Code</b>	<b>Cost Share Percentage</b>	<b>Survey Period for cost sharing</b>
-----------------------------------	---------------------------------------	----------------------------------	---

*Example:*

John Doe -000246810	246810-51410	2%	07/01/2002 06/30/2003
---------------------	--------------	----	--------------------------

Survey Periods: 07/01/2XXX – 06/30/2XXX      PLEASE USE A SEPARATE LINE FOR EACH FISCAL YEAR  
08/16/2XXX – 05/15/2XXX

For C&G Office Use


**CERTIFICATION: I certify that I have first hand knowledge that the effort shown above is a reasonable approximation of actual effort expended during the relevant time period.**

- 1) \_\_\_\_\_  
Name (Please Print)                      Employee or Other\* Signature and DATE                      Relation if other than employee
  - 2) \_\_\_\_\_  
Name (Please Print)                      Employee or Other\* Signature and DATE                      Relation if other than employee
  - 3) \_\_\_\_\_  
Name (Please Print)                      Employee or Other\* Signature and DATE                      Relation if other than employee
- \*(Principal Investigator, Supervisor, or Department Head)

**Please explain in detail why this was not documented in the TEARS system:**

---



---



---

Prepared by: \_\_\_\_\_ Department: \_\_\_\_\_

Telephone extension: \_\_\_\_\_ Campus Box Number: \_\_\_\_\_