

**COST SHARING CONFIRMATION FORM (CG-)**

**NCSU OFFICE OF CONTRACTS AND GRANTS**

\_\_\_\_\_ New Award  
\_\_\_\_\_ Renewal/Continuation/Supplement  
(Amounts represent Cumulative Planned C/S to date)

TO:  
FROM: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Fiscal Manager, Office of Contracts and Grants  
SUBJECT: **Cost Sharing Confirmation for Sponsor: Name/Project #**  
**LEAD PI Name:** \_\_\_\_\_

**EXAMPLE**

Our review of award documentation indicates that cost sharing commitments are present on this project. Please confirm and identify the cost type and amount of cost sharing that will be used to fulfill the University's cost sharing obligations in the column labeled "College Confirmation".

**Cost Sharing Per Agreement**      **Budget Begin Date: 03/07/2006**      **Budget End Date:** \_\_\_\_\_      **College Confirmation**  
(\* used if amount not determinable by C&G)      **COST TYPE AND REQUIRED DOCUMENTATION**

\$ \_\_\_\_\_      EFFORT (Salary and related fringe benefits)      \$ \_\_\_\_\_  
**PI EFFORT**

A TEARS cost sharing set-up form must be completed on-line (www.acs.ncsu.edu/Tears98) within 60 days of project begin date.

\$ \_\_\_\_\_      NON-SALARY MTDC      \$ \_\_\_\_\_

The documentation (PO's, IDT's, Travel Reimbursements, Vouchers, etc.) must be maintained by the college/school/department and should be identified as cost sharing for this specific project. This documentation should be available upon request.

A \_\_\_\_\_       A) EQUIPMENT       B) TUITION      A \_\_\_\_\_

B \_\_\_\_\_      The documentation for equipment and tuition must be maintained by the college/school/department and should be identified as cost sharing for this specific project. The documentation should be available upon request.      B \_\_\_\_\_

\$ \_\_\_\_\_      CONTRACTS AND GRANTS      \$ \_\_\_\_\_

Other contract and grant projects which will be used to meet the cost sharing commitments should be identified by PS project number and account code (if total expenditures will not used as cost sharing) and provided to the Office of Contracts and Grants when this memo is returned. A technical relationship to this project must be established. This can be accomplished by identifying explicit statements in the other contract/grant proposal linking the work to this project or should be certified in a memo from your Associate Dean for Research based on his/her technical review of the project(s). \_\_\_\_\_

\$ \_\_\_\_\_      SUBCONTRACTORS      \$ \_\_\_\_\_

Approved Subcontractors who have committed in their signed agreements with the University to support cost sharing commitments must provide documentation of their actual cost sharing expenses by category (salaries/fringes, supplies, travel, equipment, etc.). This external cost sharing should be supported by actual expenditures in their financial accounting records. In determining allowable cost sharing items, subcontractors must follow their DS-2 (if applicable), Circular A-21, and any other regulations cited in the subcontract agreement. **Documentation to C&G at closeout.**

(\* used if amount not determinable by C&G)

**COST TYPE AND REQUIRED DOCUMENTATION**

\$ \_\_\_\_\_

**THIRD PARTY/OTHER**

\$ \_\_\_\_\_

The documentation for third-party cost sharing should include the cost categories (salaries/fringe, supplies, equipment, etc.) being offered and the value of each. ***Final statements from third parties documenting their actual cost sharing will be required by the Office of Contracts and Grants at the end of the project. These statements should be on official letterhead/documents from the external provider.***

\$ \_\_\_\_\_

**MULTIPLE PROJECT UNDER PARENT AWARD**

\$ \_\_\_\_\_

Some or all of the committed cost sharing for this project can be met by other colleges with segments (sub-accounts) established under this parent project. Please list each PS project number so that we may forward a Confirmation Memo to the College(s) responsible for the following projects:

\_\_\_\_\_

\$ \_\_\_\_\_

**SUB-TOTAL (DIRECT COSTS ONLY)**

\$ \_\_\_\_\_

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**      Waived overhead allowable on this project? [Y/N]

**This form should be completed and returned to the Office of Contracts and Grants within 30 days. Follow-up on cost sharing commitments for awards with a period of performance of longer than 1 year will occur every 6 months, after the first year, until the project ends. Immediately** notify C&G of any changes in planned cost sharing.

Additional information regarding details about cost sharing can be found by visiting the C&G home page at [www7.acs.ncsu.edu/CNG/](http://www7.acs.ncsu.edu/CNG/). If you have any questions or need additional information, please call me at the telephone number listed on Pge 1 of this form.

COLLEGE CONFIRMATION BY: \_\_\_\_\_ Ext: \_\_\_\_\_ Date: \_\_\_\_\_

***C&G use only:***

**FACILITIES & ADMINISTRATIVE (F&A) ON CONFIRMED COST SHARING**

\$ \_\_\_\_\_

In addition to direct costs which may be claimed as cost sharing (Effort and Non-Salary MTDC), F&A costs can also be claimed on MTDC direct costs which are allowable as cost sharing if not prohibited by the sponsor. APPLICABLE Rate: \_\_\_\_\_%

**ALLOWABLE UNDER-RECOVERED/WAIVED F&A**

\$ \_\_\_\_\_

*(Difference between FULL allowable rate and rate PAID by the Sponsor. Look at base calculation method.)*

Under-recovered or waived F&A used to meet cost sharing requirements must have been approved in the proposal process by the Sponsor (Federal/Federal flow through). Based on the percentage waived, this cost sharing component is calculated based on the actual project-to-date expenditures (MTDC) for this project. PERCENTAGE WAIVED: \_\_\_\_\_%

**TOTAL (DIRECT AND F&A COST SHARING \$)**

\$ \_\_\_\_\_

**EXAMPLE**

LEAD PI Name: \_\_\_\_\_

**EXAMPLE**

Budget Begin Date: \_\_\_\_\_

Budget End Date: \_\_\_\_\_

College  
Confirmation

\$ <u>0.00</u>	<u>EFFORT (Salary and related fringe benefits)</u>	\$ _____
\$ <u>0.00</u>	<u>NON-SALARY MTDC</u>	\$ _____
A <u>0.00</u>	A) <u>EQUIPMENT</u>	A _____
B <u>0.00</u>	B) <u>TUITION</u>	B _____
\$ <u>0.00</u>	<u>CONTRACTS AND GRANTS</u>	\$ _____
\$ <u>0.00</u>	<u>SUBCONTRACTORS</u>	\$ _____
\$ <u>0.00</u>	<u>THIRD PARTY/OTHER</u>	\$ _____
\$ <u>0.00</u>	<u>MULTIPLE PROJECT UNDER PARENT AWARD</u>	\$ _____
\$ <u>0.00</u>	<b>SUB-TOTAL (DIRECT COSTS ONLY)</b>	\$ _____