

COST SHARING CONFIRMATION FORM
NCSU OFFICE OF CONTRACTS AND GRANTS

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

_____ **Fiscal Manager Spec Code**

Project #: _____ **Lead PI:** _____

Sponsor: _____

Budget Begin Date: _____ **End Date:** _____ **Due Date:** _____

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

COST TYPE AND REQUIRED DOCUMENTATION

College Confirmation

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

\$ _____

EFFORT (Salary and related fringe benefits)
PI EFFORT

\$ _____

A TEARS cost sharing set-up form must be completed on-line Admin Portal: HR: TEARS 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 be 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.***

**Cost Sharing
Per Agreement**

Project #: _____

**College
Confirmation**

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

\$ _____

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 (below) 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/.

Confirmation Completed 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 \$)

\$ _____

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