

FSU COST SHARING COMMITMENT FORM
DIVISION OF SPONSORED RESEARCH
Florida State University
 Last Updated 12/01/2005

1. Principal Investigator: _____ 2. Project Department: _____
 3. Project Title: _____
 4. Project Begin Date: _____ 5. Project End Date: _____

A DETAILED COST SHARING BUDGET MUST BE ATTACHED UNLESS ONE OF SUFFICIENT DETAIL IS INCLUDED IN THE PROPOSAL.

FSU COST SHARING COMMITMENTS – A cost sharing budget may be established in Commitment Control for certain types and sources of cost sharing.											
LINE	6. DIRECT COST BUDGET CATEGORY	7. ANNUAL COST SHARE AMOUNT REQUESTED					8. TOTAL AMOUNT REQUESTED	9. C/S REQUESTED FROM WHICH FSU ENTITY (Entity name or acronym)	10. SOURCE OF FUNDS		
		Project Year 1	Project Year 2	Project Year 3	Project Year 4	Project Year 5			DEPTID	FUND	PROJECT
1											
2											
3											
4											
5											
6											
7											
8											
11. TOTALS											

12. Overlapping Commitments: If any of the funds requested herein are already committed on another pending proposal, please enter OMNI Proposal ID: _____.

13. AUTHORIZED SIGNERS: Obtain signature of person authorized to obligate the funds requested on the corresponding lines above.

Line 1:	Line 5:
Line 2:	Line 6:
Line 3:	Line 7:
Line 4:	Line 8:

INSTRUCTIONS FOR COMPLETING THE COST SHARING COMMITMENT FORM

1. **Principal Investigator:** Enter the name of the Project's principal investigator listed on the Proposal Transmittal Form for this project.
2. **Project Department:** Enter the name of the administering department.
3. **Project Title:** Enter the same title used on the Proposal Transmittal Form
4. **Project Begin Date:** Enter the same begin date used on the Proposal Transmittal Form, or actual award begin date.
5. **Project End Date:** Enter the same end date used on the Proposal Transmittal Form, or actual award end date.
6. **Direct Cost Budget Category:** Select a direct cost budget category that best reflects how the funds will be used. Budget categories may be used multiple times if cost shared by multiple sources.
7. **Annual Cost Share Amount Requested:** Enter the amount of direct-cost cost sharing required each project year. Do not include F&A.
8. **Total Amount Requested:** Auto-calculates a total for each line.
9. **C/S Requested from which FSU Unit:** Show name or acronym of FSU entity from which the cost sharing funds are requested.
10. **Source of Funds:** At the time of commitment (signing this form), the contributing FSU party must enter the chart field combination (DeptID, Fund, Project ID if applicable) of the source of the cost sharing funds. If necessary, this source chartfield combination may be changed at time of award.
11. **Totals:** Auto-calculates a total for each column.
12. **Overlapping Commitments:** If any of the funds requested herein are already committed on another proposal, enter Proposal ID.
13. **Authorized Signers:** Obtain signature of person authorized to obligate the funds requested above.

IMPORTANT NOTES:

- A detailed cost sharing budget must be attached unless one of sufficient detail is included in the proposal.
- Sponsored Research will establish a budget (a.k.a., match account) in Commitment Control for cost sharing coming from certain sources. The Project Department will be required to spend cost sharing funds from this budget during the same budget period as the sponsored funds, and normally at the same rate of expenditure.
- If personnel costs are cost shared, the principal investigator is responsible to ensuring appropriate Personnel Activity Reports are completed accurately and submitted timely.
- If costs normally treated as F&A (indirect costs) are included in the cost sharing budget, a C.A.S. Exemption Form (<http://www.research.fsu.edu/contractsgrants/documents/casexceptions.doc>) must also be completed and submitted with the proposal. For further information on C.A.S. exemptions and allowable costs, see <http://www.research.fsu.edu/contractsgrants/directindirectcosts.html>.
- If third-party cost sharing is included in the proposal, the principal investigator is responsible for obtaining and submitting with the proposal a commitment letter from the donating party. The commitment letter must specify the type, source, and value of the donation. Restrictions on the use of Federal funds to match other Federal funds are applicable to third party donations.
- Expenses used as cost sharing—FSU or third party—must meet the definition of allowable costs according to the sponsor's regulations. In many cases, F&A (indirect costs) from third parties is not allowable as cost sharing.

REFERENCES:

- FSU Cost Sharing Policy - <http://www.research.fsu.edu/contractsgrants/costsharing.html>
- FSU Campus Cost Sharing Procedures - <http://www.research.fsu.edu/contractsgrants/policypro.html>