

## Cost Share Form

**Responsible Office:** Office of Sponsored Projects

**Applicability:** A Principal Investigator (PI) engaging in any externally-funded research project that has budgeted (quantified) any in-kind, cash, or third party cost-sharing must submit a Cost Share Form at the time a proposal is submitted. An updated form should be submitted at the time of award, as applicable.

**Nature of Form:** Internal – the sponsor does not receive a copy of the form.

**Process for Preparation / Submission:**

1. The Principal Investigator (PI) will determine if cost sharing will be committed in the project proposal.
2. If cost sharing is included in a proposal budget, the PI will complete the cost share form and include appropriate associated account numbers.
3. One cost share form should be completed for each funding period.
4. The cost share form should be uploaded into OSP's Research Management System (RMS, <https://utdirect.utexas.edu/rms/>) via the Proposal Review Form (PRF) document upload tool at the time of proposal submission to OSP.
5. An OSP employee will contact the PI if any clarification is required.

For a more thorough discussion of cost sharing principles and clarification of terms pertaining to cost share, please visit: [Cost Sharing](#).

**By submitting this form to OSP, the PI certifies proper authorization has been obtained from the authorized account owners to use the account numbers listed herein.**

# Cost Share Form

Submission Stage: \_\_\_\_\_

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

OSP Number: \_\_\_\_\_

Budget Period: \_\_\_\_\_ to \_\_\_\_\_ *\*\* Please complete one cost share form for each budget period*

## UT Personnel Salaries/Contributed Effort (Cash Contributions)

| Name     | EID | Role | Monthly Base Salary | Contributed Effort (person month) | Calculated Contributed Effort (in \$) | Mandatory/Voluntary | Account Number* |
|----------|-----|------|---------------------|-----------------------------------|---------------------------------------|---------------------|-----------------|
| 1. _____ |     |      |                     |                                   |                                       |                     |                 |
| 2. _____ |     |      |                     |                                   |                                       |                     |                 |
| 3. _____ |     |      |                     |                                   |                                       |                     |                 |
| 4. _____ |     |      |                     |                                   |                                       |                     |                 |
| 5. _____ |     |      |                     |                                   |                                       |                     |                 |

*\*Assignment of Accounts is based on best available knowledge at the time of submission*

## Other Cash Contributions

| Cash Cost Share Item | Committed Amount | Mandatory/Voluntary | Account Number* | Notes: |
|----------------------|------------------|---------------------|-----------------|--------|
| 1. _____             |                  |                     |                 |        |
| 2. _____             |                  |                     |                 |        |
| 3. _____             |                  |                     |                 |        |
| 4. _____             |                  |                     |                 |        |
| 5. _____             |                  |                     |                 |        |
| 6. _____             |                  |                     |                 |        |
| 7. _____             |                  |                     |                 |        |

## Unrecovered/Waived Indirect Costs

| Calculation Base | Committed Amount | Mandatory/Voluntary | Notes: |
|------------------|------------------|---------------------|--------|
| 1. _____         |                  |                     |        |
| 2. _____         |                  |                     |        |

*Any other type of in-kind commitment must be pre-approved by OSP.*

## Third Party Cost Share

| Name     | Committed Amount | Third Party Line Item | Mandatory/Voluntary | Letter Attached? | Notes: |
|----------|------------------|-----------------------|---------------------|------------------|--------|
| 1. _____ |                  |                       |                     |                  |        |
| 2. _____ |                  |                       |                     |                  |        |
| 3. _____ |                  |                       |                     |                  |        |
| 4. _____ |                  |                       |                     |                  |        |

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