

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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