

Request for Faculty Academic Year Salary Cost Share Approval

When University salary (effort) is committed in a proposal for sponsored funding, PI/PD must obtain the necessary approvals for the proposed in-kind effort as shown below. Once signed, this form should be uploaded to the Attachments section in Kuali.

The university practice is to make a cost-sharing commitment **only when required by the sponsor**. Further, cost share may be committed only to the extent necessary to meet the agency requirements and the proposed project. The Office of Pre-Award Services (OPAS) must have written verification of the sponsor's cost sharing requirements. Specific commitments to cost sharing should not be included in proposals unless they are mandated in the program announcement/guidelines. This does not mean that PIs should not devote effort to projects that do not supply salary, nor does it mean that the university should not contribute resources toward the project. If there is no mandatory cost share requirement, PIs should instead describe their participation in terms that do not commit the institution to a specific percentage of effort or to other non-salary expenses.

PI/PD Name _____ **PI/PD College/Department** _____

Sponsor Agency Name: _____ **This College/ Department** _____

Title of Project: _____

Project Start Date: _____ Project End Date: _____

Total Amount of Cost Share Required by Sponsor: _____

Cost Share amount via: **AY Salary** **AY Fringe** **Associated Indirect** **Total**

For this proposal: _____ _____ _____ _____

For this Department: _____ _____ _____ _____

List all commitments of Academic Year (AY) effort to sponsored projects, whether included as a direct cost or as a cost share, during each period:

Year 1 dates: _____ to _____ Cost Share Speed Type: A _____

Name of Employee(s) cost sharing effort	Months effort	% of AY effort	Salary	Benefits	Sponsor Name	Source of funds (Choose one)	Status of Project (Choose one)
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> <i>Pending</i> <input type="checkbox"/> <i>Awarded</i>
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> <i>Pending</i> <input type="checkbox"/> <i>Awarded</i>
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> <i>Pending</i> <input type="checkbox"/> <i>Awarded</i>
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> <i>Pending</i> <input type="checkbox"/> <i>Awarded</i>
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> <i>Pending</i> <input type="checkbox"/> <i>Awarded</i>
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> <i>Pending</i> <input type="checkbox"/> <i>Awarded</i>

Notes:

Year 2 dates: _____ to _____

Name of Employee(s) cost sharing effort	Months effort	% of AY effort	Salary	Benefits	Sponsor Name	Source of funds (Choose one)	Status of Project (Choose one)
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded

Notes:

Year 3 dates: _____ to _____

Name of Employee(s) cost sharing effort	Months effort	% of AY effort	Salary	Benefits	Sponsor Name	Source of funds (Choose one)	Status of Project (Choose one)
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded

Notes:

Year 4 dates: _____ to _____

Name of Employee(s) cost sharing effort	Months effort	% of AY effort	Salary	Benefits	Sponsor Name	Source of funds (Choose one)	Status of Project (Choose one)
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded

Notes: _____

Year 5 dates: _____ to _____

Name of Employee(s) cost sharing effort	Months effort	% of AY effort	Salary	Benefits	Sponsor Name	Source of funds (Choose one)	Status of Project (Choose one)
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded
						<input type="checkbox"/> Cost Share <input type="checkbox"/> Sponsor	<input type="checkbox"/> <i>This Proposal</i> <input type="checkbox"/> Pending <input type="checkbox"/> Awarded

Notes: _____

I recommend approval of the above proposed Academic Year effort commitment by the named faculty. I have evaluated this request for its impact on both existing research commitments (both funded and unfunded) as well as teaching and other departmental or institutional obligations, and I certify that the effort is available for the project(s) and period(s) listed above.

Department Head/Chair _____ Date: _____

I approve the proposed academic year salary cost sharing commitment(s) presented above:

Dean _____ Date: _____