



## Sponsored Projects Cost Share Form (SP-11)

This form is required when cost share is provided on a sponsored project. Complete this form to indicate what University expenditures will be used to satisfy the cost share commitment and to budget the cost share worktag in Workday when an award is received. Upload completed form to the InfoEd proposal record prior to routing the proposal for internal review and approval.

### Contact Information

Date:

Completed By:

Phone:

### Proposal Information

Investigator Name(s):

Proposal Number:

GR Number (if applicable):

Proposal Title:

### Cost Share Information

#### Cost Share Type

Mandatory—required by the sponsor. (Please attach supporting documentation of cost share requirement.)

Voluntary—offered by the investigator(s). \*

#### Cost Share Value Basis

Percentage of total award. Percentage:

Ratio of expenditures. Ratio (e.g., 1:2):

Specific dollar amount. Dollar amount:

Partial or full waiver of F&A costs. F&A rate to be applied to sponsor award portion:

Other (please explain below). Cost share value:

\*[Sponsored Projects cost sharing policy](#) states that “cost sharing (regardless of type) should only be provided when required by the sponsoring agency.”

## Cost Share Commitment Expenditures

Complete the table below indicating what University expenditures will be used to satisfy the cost share commitment. Any expenditures reported as cost share must be for the sole purpose of completing the project scope of work and cannot be used for any other University objective. Expenditures must come from non-sponsored accounts unless approved by the sponsor(s).

Budget Item	Amount	Source	Workday Fund (FDXXX)	Workday Program (PGXXXXX) or Gift (GFXXXXX)
Letter of Appointment Salary				
Professional Salary				
Graduate Assistant Salary				
Classified Salary				
Wages				
Fringe				
Travel				
Materials and Supplies				
Services				
Rentals—Off Site Facilities				
Participant Support				
Tuition and Fees				
Capital Equipment				
Other (third party, volunteers, program income)				
<b>Total Direct Costs</b>				
Modified Total Direct Costs				
F&A on Cost Share*				
Unrecovered F&A*				
<b>Total UNR Cost Share</b>				

\*Please see next page for explanations on how to calculate F&A on cost share and unrecovered F&A.

## Cost Share Calculations

### F&A on Cost Share

Calculate full F&A on the cost share by applying the full, applicable UNR F&A rate to the Modified Total Direct Cost amount on the previous page.

### Unrecovered F&A

Unrecovered F&A occurs when UNR is required by a sponsor to charge less than UNR's full, applicable F&A rate. For example, UNR's full applicable F&A rate is 46%, but the sponsor requires UNR to use a 10% F&A rate. With sponsor approval, unrecovered F&A may be used to meet cost share obligations. Calculate unrecovered F&A as follows: Full, applicable UNR F&A rate minus sponsor required F&A rate multiplied by the sponsor modified total direct cost portion.

## Cost Share Notes

Below, please provide any additional information regarding the cost share that may be helpful to Sponsored Projects.

## Approvals

If the completed form is being uploaded to the InfoEd proposal record prior to the internal review and approval routing, approvals will be obtained electronically through the InfoEd routing and signatures are not needed below. If the form is completed after InfoEd proposal review and approval routing, signatures are needed below.

Principal Investigator

Date

Chair/Director

Date

Dean/Vice President

Date