

Cost Sharing Commitment Documentation Template

Project Information

Project Title
Principal Investigator (PI)
Department/Unit
Sponsor Agency
Proposal Deadline

Cost Sharing Commitment Details

Type of Cost Sharing	<ul style="list-style-type: none">• Mandatory• Voluntary Committed• Voluntary Uncommitted
Source(s) of Cost Sharing	
Total Amount of Cost Sharing	
Description of Cost Sharing (items, effort, resources, etc.)	

Authorized Approvals

Name & Title
Department/Unit
Signature
Date

Important Notes

- All cost sharing commitments must be documented and approved prior to proposal submission.
- Cost sharing obligations are subject to audit and must be tracked and reported per sponsor guidelines.
- Failure to fulfill cost sharing commitments may affect future funding eligibility.
- Include only allowable and verifiable costs as cost sharing.
- Ensure that committed resources are not used as cost sharing for more than one project.