

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

- 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.