

## Instructions for SPA Cost Share Form

### Purpose

The purpose of the cost share form is to supply information to all parties about the source and form of match commitments to externally funded awards.

### Instructions

The accountant for the award will fill out as much information as possible from the budget. It will include the following:

- Name of the PI, Award, and Sponsor
- Name of the department providing the match commitment
- FOAP that will be used to cover the match commitment
- Project Period
- Budget for match commitment – this must be broken out into categories so that the PI and the matching department are aware of how the money will be spent
- Personnel time provided as match – all buyouts or other time commitments must be shown here for all personnel included in the match

It may be necessary for the accountant to ask the department to provide some of this information. When the information is complete, the form will require signatures of all affected parties, including the PI, the Department Chairs (the PI's and the department providing the match), and the Deans (the PI's and the department providing the match)

Once the form is filled out and signed by all parties, SPA will use the information provided to set up the match account.