

COST SHARE DOCUMENTATION GRID

TOTAL PROJECT COSTS

SPONSORED FUNDING	COST SHARE
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Project Costs Funded by the SPONSOR	Project Costs Contributed by FAU	Project Costs Contributed by a THIRD PARTY
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PROPOSAL STAGE

The Proposal Budget should be consistent with the Scope of Work. It is a restatement of the project in terms of dollars. Cost share dollars should be included in the proposal budget and budget justification at the same level of detail as the proposal budget for the sponsored funds.

Include a PRE AWARD ROUTING SHEET with the proposal, submitted to Sponsored Programs.	For MANDATORY AND VOLUNTARY COMMITTED COST SHARE, indicate on the PRE AWARD ROUTING SHEET, SECTION III, whether cost share is required and/or involved.
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Include an INSTITUTIONAL CONTRIBUTION STATEMENT with line item budget and source accounts that will fund any MANDATORY or VOLUNTARY COMMITTED COST SHARE.

Include a LETTER OF COMMITMENT from the THIRD PARTY, signed by the authorized representative, endorsing and quantifying their estimated contribution to the project.

POST AWARD STAGE

Set up an FAU PROJECT ACCOUNT and post allowable, allocable, and reasonable expenditures to this account.	Set up a COST SHARE ACCOUNT and post allowable, allocable, and reasonable expenditures to this account for any MANDATORY or VOLUNTARY COMMITTED COST SHARE.	Document THIRD PARTY IN-KIND CONTRIBUTIONS with a letter from the third party, signed by the authorized representative, certifying and quantifying their ACTUAL contribution to the project.
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