

INSTRUCTIONS FOR COMPLETION OF INSTITUTIONAL CONTRIBUTION FORM

The University is often required to cost-share or match on a variety of funding programs or projects. The specific amount depends on the particular program and/or sponsor requirements. Faculty members are encouraged to contact sponsored Programs to discuss the cost-sharing/matching commitments in the early stages of proposal preparation.

The Total Cost Sharing Amount on this form must include all the years of the award. If known, provide the OSR # and the FAU Account #. For new projects, leave these fields blank. If this is a renewal you may have different account numbers for cost sharing purposes and the correct account number should be listed next to each category. If you are not certain of your account number, please contact your college fiscal administrator.

The proposal cannot be processed without the appropriate approvals on this form.

- 1) **Date:** Enter the date the Institutional Contribution Statement is prepared.
- 2) **Is Cost Sharing required by the Sponsoring Agency?** Answer Yes or No. If yes, provide the documentation that shows the sponsor's requirement.
- 3) **OSR Number:** Sponsored Programs will assign this number.
- 4) **Principal Investigator:** The name of the faculty member who is submitting the proposal.
- 5) **Sponsoring Agency:** The name of the agency to which the proposal is being submitted.
- 6) **Project Period:** This is anticipated time period for the award.
- 7) **Project Title:** The title of proposal being submitted.
- 8) **Budget Categories:**
 - A. **Salaries/Wages:** Provide the name of each individual and the FTE (% , duration) to be cost shared
 - B. **Fringe Benefits:** Total amount on all the Salaries/Wages at 30% for Faculty & AMP or 37% for SP.
 - C. **OPS:** Total amount for Other Personnel Service.
 - D. **Fringe Benefits on OPS:** Total amount of FICA on OPS at 7.65%. No FICA is charged on full-time students who are working 20 hours/week or less.
 - E. **OCO, Travel, Expense, and Tuition:** For each of these categories enter the total amount to be cost shared.
 - F. **Indirect Cost:** Calculate by multiplying total of A-E (excluding OCO and Tuition) by FAU's negotiated federal rate. In addition, include any differential amount resulting from a rate being used in the proposal that is lower than the federally-negotiated rate.
 - G. **Total:** Enter the sum in both the First Year column and the All Years column.
- 9) **First Year Column:** The budget for the first year of the project.
- 10) **All Years Column:** The budget for all years, including the first year, of the project.
- 11) **Account Numbers:** The account number from which the funds will be transferred and deposited into a shadow account.
- 12) **Are additional funds required from Provost Office/Campus VP?** If the cost sharing is coming from current E & G funds, then "No" is the appropriate answer. If additional funds will be needed, then mark the "Yes" box, and enter the amount required.
- 13) **Signatures:** Prior to the proposal being reviewed by Sponsored Programs, the Department Chair and Dean must sign the Institutional Contribution Statement. After the Sponsored Programs has reviewed the proposal, the Director will sign the statement and send it to the Associate Provost/Campus VP for endorsement.