



Form 1306 FR.01
 Cost Sharing Approval Request

Revised 4/4/2018

* This form should also be utilized for requesting F&A reductions or waivers.

Project Information	
PI / Project Director Name:	
Department:	
Title of Project:	
Project Sponsor:	

F&A Reduction/Waivers			
Sponsor Allowed Rate:		Rate Being Requested:	

The following table should be used to identify cost sharing for the entire project:

Cost Sharing Category	Cost Sharing Amount	Fund – Voluntary Committed CS	Fund – Mandatory CS	Fund – In-Kind/Matching CS
Salaries & Benefits				
Supplies				
Equipment				
Other Direct Costs				
Total Direct Costs				
F&A				
Total Project CS Requested (all years)				

Explanation/Justification
In the box below, provide an explanation/justification for the cost sharing (including amount of effort being cost shared, if applicable). Attach additional documents as necessary, including but not limited to, sponsor guidelines, proposed budget, relevant correspondence, etc.

Approvals			
PI or Project Director Signature:		Date:	
Lead Administrator Name:		Date:	
Lead Administrator Signature:		Date:	
Department Chair Signature:		Date:	

University Approval			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied			
Comments:			
Dean/Provost Signature:		Date:	