

Instructions for Form 1306 FR.01 Cost Sharing Approval Request	
Field	Instruction
<b>Project Information</b>	
PD / PI Name	Enter Project Director (PD) or Principal Investigator's (PI) full name – "John Smith"
Department	Enter name of cost center submitting the proposal (usually the PI's home cost center)
Title of Project	Enter full name of project/proposal
Project Sponsor	Enter name of sponsor
IRES # / Workday Award # (if known)	Enter the IRES # / Workday Award # (if known)
<b>Table</b>	
Voluntary Committed CS Amount column	For each CS category for which you are requesting voluntary committed cost sharing*, enter the amount being cost shared. *For definitions of cost sharing, review Yale <a href="#">Policy 1306 Cost Sharing on Sponsored Projects</a>
Mandatory CS Amount column	For each CS category for which you are requesting mandatory cost sharing*, enter the amount being cost shared. *For definitions of cost sharing, review Yale <a href="#">Policy 1306 Cost Sharing on Sponsored Projects</a>
In-Kind/Matching CS Amount column	For each CS category for which you are requesting in-kind/matching cost sharing*, enter the amount being cost shared. *For definitions of cost sharing, review Yale <a href="#">Policy 1306 Cost Sharing on Sponsored Projects</a>
Cost Sharing TOTAL column	This column reflects the total amount of requested cost sharing and will automatically calculate. The amount should reflect cost sharing for all proposed project years. "Total Direct Costs" and "Total (CS Request for <i>all years</i> )" will also automatically calculate.
<b>Explanation/Justification</b>	
Explanation/Justification	Provide a justification for why cost sharing is necessary for this project. If additional space is needed, attach additional pages to the request form.
<b>Approvals</b>	
<b>The following approvals must be obtained to complete the cost sharing approval process:</b>	
PD/PI Signature & Date	Signature and date of signature of the Project Director or Principal Investigator
Lead Administrator Name	Enter Lead Administrator's full name – "Jane Doe"
Lead Administrator Signature & Date	Signature and date of signature of the appropriate Lead Administrator who has authority to commit the funding supporting the cost sharing
Department Chair Signature & Date	Signature and date of the department chair of the cost center supporting the cost sharing funding. For individuals paid from Executive (Confidential) Payroll, salary/benefits supporting proposed effort is always cost shared. Therefore, provostial approval is <i>not</i> required. This form, however, must still be completed and submitted to OSP to avoid unnecessary delays in proposal review and submission.
<b>Note: If more than one department/cost center is committing funds, approvals from each department are required.</b>	
<b>University Approval</b>	
<b>According to University policy, cost sharing commitments must receive the prior approval of the appropriate University official (self-support school dean or cognizant provost) who has authority over the source of funds that will be used.</b>	
Approved / Denied	Indicate whether University Approval is given or denied
Comments	Comment field for University official to indicate any conditions of the approval, reason for denial, etc.
Dean/Provost Signature & Date	Signature and date of signature of the appropriate University official

**General Guidance:**

The Cost Sharing Approval Request form is required for all proposals that include cost sharing either in the form of mandatory, voluntary committed, and/or in-kind/matching.

Note that:

- Cost sharing in the form of salary over a sponsor-imposed salary rate cap is an exception to this request requirement. No additional approvals are necessary.
- Voluntary committed cost sharing in the form of personnel effort must be approved by the dean of self-support schools or the provost for other units prior to the preparation of the budget and budget justification.
  - The signature of the chair indicates his/her approval of the voluntary commitment to cost share effort.

- Cost sharing commitments must receive the prior approval of the appropriate University official (self-support school dean or cognizant provost) who has authority over the source of funds that will be used.
- A completed and approved Cost Sharing Approval Request must accompany the proposal when submitted to the Office of Sponsored Projects (“OSP”).

To expedite the processing of the Cost Sharing Approval Request form, ensure that:

- All supporting documentation accompanies the form (a copy of the RFA/RFP/FOA, , a copy of the budget in case of a sponsored agreement, etc.);
- The completed form and supporting documentation are forwarded to the appropriate approvers; and
- All approvers signed and dated the form.

Questions regarding cost sharing or completion of this form should be directed to the appropriate OSP Team. Additional information on University cost-sharing policies and procedures can be found at:

- [Policy 1306](#) *Cost Sharing on Sponsored Projects*
- [Procedure 1306 PR.01](#) *Cost Sharing*
- ORA Important Update: [Voluntary Committed Cost Sharing in Proposals](#)

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The official version of this information will only be maintained in an on-line web format. Any and all printed copies of this material are dated as of the print date. Please make certain to review the material on-line prior to placing reliance on a dated printed version.

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