

Instructions for Form 1306 FR.01 Cost Sharing Approval Request	
Field	Instruction
Project Information	
PI / Project Director Name	Enter Principal Investigator ("PI") or Project Director's 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
F&A Reduction/Waiver	
Sponsor Allowed Rate	Enter the amount of F&A allowed by sponsor as a percent (e.g., 20%)
Rate Being Requested	Enter, as a percentage, the F&A rate that you are requesting permission to use (e.g., 0% for a full waiver of F&A costs)
Table	
Cost Sharing Amount column	By category, enter the total amount of requested cost sharing. The amount should reflect cost sharing for all proposed project years. "Total Direct Costs" and "Total Project CS Requested (all years)" will automatically calculate.
Fund - Voluntary Committed CS column	For each category for which you are requesting voluntary committed cost sharing*, enter a Yale Fund number. If more than one account will be used, please include them in the "Explanation/Justification" field. *For definitions of cost sharing, review Yale Policy 1306 Cost Sharing on Sponsored Projects
Fund – Mandatory CS column	For each category for which you are requesting mandatory cost sharing*, enter a Yale Fund number. If more than one account will be used, please include them in the "Explanation/Justification" field. *For definitions of cost sharing, review Yale Policy 1306 Cost Sharing on Sponsored Projects
Fund - In-Kind/Matching CS column	For each category for which you are requesting in-kind/matching cost sharing*, enter a Yale Fund number. If more than one account will be used, please include them in the "Explanation/Justification" field. *For definitions of cost sharing, review Yale Policy 1306 Cost Sharing on Sponsored Projects
Explanation/Justification	
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.
Approvals	
The following approvals must be obtained to complete the cost sharing approval process:	
PI or Project Director Signature & Date	Signature and date of signature of the Principal Investigator or Project Director
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.
Note: If more than one department/cost center is committing funds, approvals from each department are required.	
University Approval	
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.	
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.
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.
- A request for a waiver or reduction of F&A costs below Yale's [published rates](#) is considered voluntary cost sharing and must receive prior approval, except for:
 - Applications to non-profit sponsors with a published policy limiting or prohibiting the recovery of F&A costs.
- 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, the sponsor's formal F&A rate policy, 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](#)

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.
