

**FSU COST SHARING COMMITMENT FORM**  
**DIVISION OF SPONSORED RESEARCH**  
**Florida State University**

For SRS/FSURF use only:  
 Prop # \_\_\_\_\_ Project # \_\_\_\_\_

PI Name: \_\_\_\_\_ Project Dept Name: \_\_\_\_\_ Project Begin Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_  
 Project Title: \_\_\_\_\_

**COMMITMENTS** *A detailed cost sharing budget must be attached unless one of sufficient detail is included in the proposal.*

FSU Contribution												
LINE	Budget Category	Annual (Project Year) Cost Sharing Amount Committed					Total by Budget Category	Cost Sharing Funds Committed By				
		Year 1	Year 2	Year 3	Year 4	Year 5		Dept Name/Acronym	Chartfields*			Source Confirm SRS/FSURF only
									DeptID	Fund	Project	
1												
2												
3												
4												
5												
6												
7												
8												
9	<b>F&amp;A</b>											
<b>Subtotal FSU</b>												
<b>Unrecovered FSU F&amp;A</b>												
<b>Third Party C/S</b>												
<b>Total Cost Share</b> (Must match categories & amounts shown in the cost sharing budget.)												

- If the proposal is awarded, the sponsored project budget shall not be activated until all cost sharing information has been received.
- Overlapping Commitments: If any of the funds requested herein are already committed on another pending proposal, please enter OMNI Proposal ID: \_\_\_\_\_.
- A cost sharing budget may be established in Commitment Control to document expenditures for certain types and sources of cost sharing.

**AUTHORIZED SIGNERS:** Obtain signature of person authorized to obligate the funds requested on the corresponding lines above.

Line 1:	Line 5:	Approved for Sponsored Research Services/FSU Research Foundation:  Name and Date: <div style="border: 1px solid black; border-radius: 15px; width: 150px; height: 50px; display: flex; align-items: center; justify-content: center;"> </div>
Line 2:	Line 6:	
Line 3:	Line 7:	
Line 4:	Line 8:	

\*See instructions for required chartfields.

Punch holes this end for file.

**INSTRUCTIONS FOR COMPLETING THE COST SHARING COMMITMENT FORM**

**PI Name:** Enter the name of the principal investigator listed on the Proposal Transmittal Form.

**Project Dept Name:** Enter the name of the administering department.

**Project Title:** Enter the same title used on the Proposal Transmittal Form

**Project Begin Date:** Enter the same begin date used on the Proposal Transmittal Form, or actual award begin date.

**Project End Date:** Enter the same end date used on the Proposal Transmittal Form, or actual award end date.

**Budget Category:** Select a budget category that best reflects how the funds will be used. Budget categories may be used multiple times if cost shared by multiple sources. Enter one line per source.

**Annual (Project Year) Cost Share Amount Committed:** Enter the amount of cost sharing required each project year.

**Total Amount Requested:** Auto-calculates a total for each line.

**Cost Sharing Funds Committed By:** Enter name or acronym of FSU entity committing the cost sharing funds.

**DeptID:** Always **required**. Enter the DeptID of the department committing the cost sharing funds.

**Fund:** Enter the Fund associated with the DeptID. Fund is **required** when a fund other than E&G (1xx, 2xx, 51x,) or 550 will be used.

**Project:** When the source of the cost sharing will be another sponsored project (Funds 520-547), the DeptID, Fund, and Project ID are **required**. Please contact SRS/FSURF for budget preparation advice regarding F&A calculations. This proposed project and the project providing the cost sharing must have sufficient overlap in periods of performance to accommodate allowable cost sharing. If cost sharing funds are from another *sponsored* project, approval of both sponsors may be required. If the source is an FSU Research Foundation or FSU Foundation account, enter their account number here.

**Source Confirm SRS/FSURF only:** SRS/FSURF will verify source information if/when the proposal is funded. SRS/FSURF staff member obtaining confirmation will initial this line.

**F&A:** This amount represents the F&A associated with FSU's direct-cost cost sharing. This is normally calculated using FSU's *applied* rate and base.

**Unrecovered (Waived) F&A:** Unrecovered F&A is the difference between the amount of F&A allowed to be recovered by the sponsor on sponsor-paid direct costs, and the amount FSU could have recovered at its negotiated rate and base. Approval to use unrecovered F&A is required from the sponsor requiring cost sharing.

Information on how to calculate unrecovered/waived F&A is shown below:

*Steps to calculate unrecovered F&A:*

1. Calculate F&A on the sponsor's direct cost, using the appropriate negotiated MTDC rate and base.
2. Calculate F&A on the sponsor's direct cost, using the rate and base allowed by the sponsor.
3. Subtract 2 from 1. This is the amount of unrecovered F&A that can be included in the proposal, except if 3 is greater than 1, we can only propose 1.

**Third Party Cost Sharing:** Third Party contributions are cost-sharing contribution made by another entity, or any individual who is not an FSU employee. An [FSU Third-Party Cost-Sharing Commitment Form](#) (DSR Form 3) signed by each contributor must be submitted with the proposal.

**Total Cost Share:** The amounts on this line should match the detailed cost-sharing budget provided with the proposal.

**Overlapping Commitments:** If any of the funds committed on this form are committed already on another proposal, enter Proposal ID.

**Authorized Signers:** Obtain signature of person authorized to obligate the funds requested above.

**IMPORTANT NOTES:**

- **A detailed cost sharing budget must be attached unless one of sufficient detail is included in the proposal.**
- Sponsored Research will establish a budget (a.k.a., match account) in Commitment Control for cost sharing coming from certain sources. The Project Department will be required to spend cost sharing funds from this budget during the same budget period as the sponsored funds, and normally at the same rate of expenditure.
- If personnel costs are cost shared, the principal investigator is responsible for ensuring appropriate FACET effort reports are completed accurately and submitted timely.
- If costs normally treated as F&A (indirect costs) are included in the cost sharing budget, a C.A.S. Exemption Form (<http://www.research.fsu.edu/contractsgrants/documents/casexceptions.doc>) must also be completed and submitted with the proposal. For further information on C.A.S. exemptions and allowable costs, see <http://www.research.fsu.edu/contractsgrants/directindirectcosts.html>.
- Expenses used as cost sharing—FSU or third party—must meet the definition of allowable costs according to the sponsor's regulations. In many cases, F&A (indirect costs) from third parties is not allowable as cost sharing.

**REFERENCES:**

- FSU Cost Sharing Policy - <http://www.research.fsu.edu/contractsgrants/costsharing.html>
- FSU Campus Cost Sharing Procedures - <http://www.research.fsu.edu/contractsgrants/policypro.html>

**Submit this form with the proposal to Sponsored Research Services (SRS) or to the FSU Research Foundation (FSURF) as appropriate.**