

Matching and Cost Sharing Commitment Summary

FIS Award #:		Award Start Date:	
FIS Project #:		Award End Date:	
Sponsor Agreement #:		PI:	
Sponsor Name:			
Project Title:			

The agreement for the project noted above promised that certain costs necessary to complete the project would be paid from funds other than those provided by this sponsor. These costs are referred to as cost sharing or matching. The commitment to fund these costs in this manner is considered to be legally binding and requires the use of specific accounting processes and documentation. Information regarding the costs committed and the associated accounting procedures is shown below.

KSU funded costs	Cumulative
	\$ -
Cost Share & Matching Project #	

Dept(s) providing funds (for both matching & cost sharing) :	Dept Number	Initial/Prior Amount	Additional Amount	Total Amount
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total		\$ -	\$ -	\$ -

KSU Payroll Costs -- Cost Sharing (object codes E1xxx)

- The budget should provide information regarding the level of effort budgeted as a direct charge to the sponsored project account vs. the level of effort committed as cost share.
- These payroll costs must be charged to the FIS M project # listed above (matching projects start with "M").
- **Funds will need to be transferred to the "M" account to cover the costs charged.** If funding provided by another department/unit (see list above) will be used for all or part of these costs, it is the responsibility of the award-owning department to ensure the appropriate transfers are completed.

Other actions that may be needed:

- If funding provided by another department/unit (see list above) will be used for all or part of the payroll costs, those funds should be moved to the appropriate "M" account(s) where the payroll costs are charged.
- If payroll costs of personnel in other departments were promised as cost sharing, **it is the responsibility of the award-owning department to ensure that payroll is charged appropriately by each department.**

Other Direct Non-payroll Costs paid with KSU funds -- Hard \$ Match (object codes E2xxx to E5xxx)

- These costs must be charged the to FIS M project # listed above (matching projects start with "M")
- **Funds will need to be transferred to the "M" account to cover the costs charged.** If funding provided by another department/unit (see list above) will be used for all or part of these costs, it is the responsibility of the award-owning department to ensure the appropriate transfers are completed.

Cumulative

Non-Cash contributions from external entities ("Third Party In-Kind") \$ -

Entity Name	Initial/Prior Amount	Additional Amount	Total Amount
			\$ -
			\$ -
			\$ -
			\$ -

- Once provided, this support must be documented using the KSU "[Third Party Contributions Report](#)" available on the Division of Financial Services website (eForms). If the sponsor provides their own form, it may be used instead.
- The valuation of the services or goods provided for federally funded projects must comply with guidance found in 2 CFR 200.306.
- **Cash received from a third party constitutes a sponsored award – see section below.** If cash is received from a third party, the funds exchanged must be treated as a separate sponsored project and must be routed through PreAwards in Cayuse.

Cumulative

Costs funded by other external sources (sponsored awards) \$ -

Sponsor Name	FIS # (Award / Project)	Initial/Prior Amount	Additional Amount	Total Amount
				\$ -
				\$ -
				\$ -
				\$ -

- All costs charged to this account(s) will be counted as cost sharing/matching.
- The award must have start and end dates within the start and end dates of the award noted in the heading of this document.
- If only a portion of a sponsored award is to be used as matching/cost sharing, then that portion has been set aside in the award/project number(s) provided above.

Notes

These accounts must be adequately funded and reconciled on a quarterly basis, by the award-owning department. If no funds have been transferred in for two consecutive quarters, a notice will be sent to the department contact and PI. After three consecutive quarters, if the "M" account is still not adequately funded, a notice will be sent to the Department Head and the account will be placed on hold in FIS. For multi-year awards, only the annual committed amount will need to be transferred to the "M" account.