

NMHU Cost Sharing Authorization Form

As per OMB Circular 110, COST SHARING or MATCHING means that portion of project or program costs not borne by the Federal Government". According to the NMHU policy, cost sharing is the amount of project costs that NMHU commits to contribute, and matching is the project costs that are committed from external sources.

Directions for Completing Form:

1. This two page form must be completed for all proposals indicating cost sharing whether cash or in-kind, and whether mandatory or voluntary. Voluntary cost sharing is strongly discouraged and must be justified.
2. Attach a copy of the funding agency guidelines related to cost sharing requirements.
3. Provide the source of funds for the cost below.
4. Provide a complete budget on the second page of this form and provide a justification for any cost sharing in **excess** of the required amounts.

Applicant Information

Date:		Dept. Contact:	
SPA#:		Phone Number	
PI		Fax Number:	
Dept Name:		Email:	

Project Information

1. Project Name:	
2. Project Number:	
3. Name of Funding Agency:	
4. Total Amount of Cost Sharing Requesting:	

Description of Cost Sharing Items & Account number if applicable

Description of Cost Sharing Items & Account number if applicable	Amount	Source
<i>Example: Consultants</i>	<i>\$20,000</i>	<i>School of Business</i>

PI Certification. I certify that the cost sharing statements herein are true, complete and accurate to the best of my knowledge. Furthermore, I certify that I will direct this project in compliance with NMHU's cost sharing policies and uphold the responsibilities of the PI.

Signature of PI:		Date:	
------------------	--	-------	--

Approval Signatures. I have reviewed and approve all cost sharing commitments for this proposal.

College Dean		Date:	
School Dean		Date:	
Director of the Office of Research and Sponsored Projects		Date:	

Cost Sharing Budget

Cost Sharing Items	Source:	Source:	Source:	Source:	SUBTOTAL
	Amount	Amount	Amount	Amount	
Faculty					
RA,TA,GA					
RA Tuition					
Secretarial/Clerical					
Technician					
Temporary Student					
Professionals					
Post Doctoral					
Fringe Benefits					
Materials & Service					
Travel Domestic					
Travel Foreign					
Equipment					
Computer Hardware					
Consultants					
Subcontracts					
Total Direct Costs					
F & A Costs @ %					
Total					

Justification. Provide a justification for any cost sharing in **excess** of the required amounts.

Project Spending Plan. Funds will be moved according to the proposed spending plan below. Should actual expenditures exceed the spend plan, additional funds will be moved each FY to cover deficits. This plan depicts the total amount of cost sharing agreed to in the proposal.

Spending Plan*					
FY					
FY					
FY					
FY					
FY					
Total (equals Total above)					

* Direct Costs only – Do not include F&A