

High Point University

Cost Sharing Report

This report is used to identify and document all project cost sharing. Although cost sharing may not be required by the sponsor or committed in the proposal, all voluntary cost sharing which has been incurred and can be documented/verified from internal records and/or external third-party documentation should be included in the actual cost sharing figures.

PI: _____

HPU Business Office Account #: _____

Mandatory Cost Share Percentage: Yes: __ % or No

Cost Share Type	Proposed Cost Share	Final Cost Share
1. Effort* (to include fringe benefit costs)		
2. Non-salary MTDC		
3. Equipment		
4. Subcontractors/Consultants**		
5. Tuition		
6. Contracts and Grants		
7. Third Party/Other**		
8. After-the-fact Effort Memos		
9. Unrecovered F&A (Use Correct Rate Base)		
Total		

* Effort that is cost shared is captured through the effort reporting process.

** Supporting documentation must be submitted to the Office of Business Affairs on invoices or letterhead/financial statement from the entity involved and include the cost sharing category and the value of each.

Certified by: _____

Date: ____/____/____

(Business Office Use Only)