

**UNIVERSITY OF ROCHESTER  
PROPOSED COST SHARING COMMITMENT FORM**

Note that this form must be completed for all mandatory cost sharing, regardless of whether the proposal is for research, training or other sponsored activities. It also must be completed for all voluntary committed cost sharing pledged for a research proposal, with the exception of: a) proposals indicating effort on NIH career awards that overlaps with other federal awards and b) effort reported on private foundation awards where there is overlap with other federal awards.

Investigator: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Proposal Title: \_\_\_\_\_

GR FAO # \_\_\_\_\_ (to be completed by ORPA)

(only 1 GR FAO per form, if more than 1 GR FAO is needed, a separate form is required)

**Instructions to Proposed Cost Sharing Commitment Form (ORPA Form 150)**

**Section I: University Cost Sharing**

- 1) The proposed University cost share budget must be completed by category. The budget should reflect the budget identified in the proposal to the sponsoring agency.
- 2) If applicable, proposed University personnel costs must be identified by individual(s) and percentage of time devoted to the project.
- 3) The source of cost sharing must be completed. The source may be identified by Company, Cost Center, and Departmental or Dean's Office FAO. Waivers of indirect costs must be discussed and approved by the appropriate University Dean's Office.

**Section II: Third Party Cost Sharing**

If cost sharing is proposed by third-party sources, (i.e. the University is not a contributor), the organization providing the cost sharing must verify the third party cost sharing by either providing the **Third Party Cost-Sharing Form** or a letter committing the organization to the cost sharing signed by an authorized official. Subsequent supporting documentation must adhere to the [University of Rochester Policy and Procedures for the Administration of Cost Sharing](#).

**Section III: Related University Cost Share FAOs**

If cost sharing is proposed by use of another University FAO in total, Section III must be completed. The technical relationship between the two (or more) projects must be established. The FAOS must be identified and the PI must certify to their relatedness. Please note that other Federal projects may not be used for cost sharing in proposals to Federal agencies, unless specifically approved by the sponsor.

**Please Note:**

Departments are responsible for updating HRMS with all Cost Sharing information. To track cost share salaries, departments need to assign the direct cost account for the salary (if any) and the cost share account for the salary using the Cost Sharing Form in HRMS. The direct charged and cost shared effort are linked by assigning the "Other" type and adding the Cost Sharing FAO appropriately, so the total effort being expended on the project can be tracked. In HRMS, the sequence number is only used with salary cap, Other cost sharing is related using the Cost Sharing FAO field.

If Voluntary, please explain the necessity for University cost sharing:

**SECTION I: UNIVERSITY COST SHARING**

<b>SECTION I: UNIVERSITY COST SHARING</b>		Year 01	Year 02	Year 03	Year 04	Year 05
<u>Salary:</u> Voluntary Mandatory	Company #	_____	_____	_____	_____	_____
	Cost Center #	TO	TO	TO	TO	TO
	FAO #	_____	_____	_____	_____	_____
Personnel / % Effort:						
<b>Total Salary</b>						

<u>Benefits:</u> Voluntary Mandatory	% (enter as .xxxx)					Year 01	Year 02	Year 03	Year 04	Year 05
		Year:					_____	_____	_____	_____
	TO					_____	_____	_____	_____	_____
Personnel:	01	02	03	04	05					
<b>Total Benefits</b>										

<u>Tuition:</u> Voluntary Mandatory	Company # Cost Center # FAO#	Year 01	Year 02	Year 03	Year 04	Year 05
		_____	_____	_____	_____	_____
		TO	TO	TO	TO	TO
		_____	_____	_____	_____	_____

Equipment: Voluntary Mandatory	Company # Cost Center # FAO #	Year 01	Year 02	Year 03	Year 04	Year 05
		_____ TO _____	_____ TO _____	_____ TO _____	_____ TO _____	_____ TO _____
List:						

Other: Voluntary Mandatory	Company # Cost Center # FAO #	Year 01	Year 02	Year 03	Year 04	Year 05
		_____ TO _____	_____ TO _____	_____ TO _____	_____ TO _____	_____ TO _____
List:						

<b>TOTAL DIRECT COSTS</b>						
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Indirect Cost: (does not auto-calculate - insert percentage and \$ amounts) Voluntary Mandatory % (enter as .xxx)						Year 01	Year 02	Year 03	Year 04	Year 05
						_____ TO _____	_____ TO _____	_____ TO _____	_____ TO _____	_____ TO _____
YR 01	YR 02	YR 03	YR 04	YR 05						

<b>ANNUAL UNIVERSITY COST SHARING</b>						
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<b>TOTAL UR COST SHARE CONTRIBUTIONS (A)</b>	
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**Total Sponsor Project Costs (B)**

<b>TOTAL PROJECT COSTS (A + B) Including University Cost Sharing</b>	
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