

**UNIVERSITY OF MARYLAND, BALTIMORE  
COST SHARING STATEMENT AND APPROVAL**

PI \_\_\_\_\_ Department/School \_\_\_\_\_

ORD Proposal #, if known \_\_\_\_\_

Sponsoring Agency \_\_\_\_\_

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

Proposed Support Period \_\_\_\_\_ Total Cost Sharing  
Funds Committed \$ \_\_\_\_\_

- A. Cost sharing is the portion of a project or program costs that is not borne by the Sponsor.
- B. Over-Salary-Cap (“OSC”) is the portion of a salary and related fringe benefits that cannot be charged to a Sponsor
- C. Use **section 1** to quantify, by individual, the amount of salary and fringe benefits that cannot be requested from/paid by the Sponsor. Provide chartstring information for the source to which the OSC salary and fringe benefits amounts will be charged. Use a **separate form** for OSC for faculty members in a department other than that of the PI.
- D. A **restricted grant/contract chartstring cannot** be used as a cost sharing source (unless approved in writing by the sponsors).
- E. Use **section 2** to quantify the cost sharing committed in the proposal. In accordance with UMB policy, cost sharing is to be mandatory, i.e., required by the Sponsor. Attach Sponsor requirement documentation to this form.
- F. Use section 3 to quantify **in-kind** contributions, which are from external (third-party) sources. List the name of the company/individual providing the free or discounted service or material, description & fair value of the contribution.

For the attached proposal, OSC/cost sharing/matching funds will be available from the following sources to pay for the cost sharing expenses identified in the budget and budget narrative:

**SECTION 1 – Over-Salary-Cap**

Chartstring Information				Over-salary cap		
PCBU	Project ID	Owner Dept	Fund	Faculty name	Salary	Fringe
			147		\$	\$
			147		\$	\$
			147		\$	\$

Total over-salary-cap commitments \$ \_\_\_\_\_

**SECTION 2 – COST-SHARE COMMITMENTS**

Chartfield Information				Item Description	Cost Sharing
PCBU	Project ID	Owner Dept	Fund	(name/position, if salary/fringe)	Amount
			146		\$
			146		\$
			146		\$

Total University of Maryland Cost Sharing Contribution \$ \_\_\_\_\_

**SECTION 3 - In-kind cost sharing contributions from sources outside the University:**

	<u>Company/Individual</u>	<u>Item Description</u>	<u>Anticipated Value of In-Kind Contributions</u>
<b>1</b>			\$
<b>2</b>			\$
<b>3</b>			\$

APPROVAL SIGNATURES: No “per” signature is permitted on this form.

The undersigned understand that if the award is received, the PI and Department Administrator for the owner department are responsible for tracking recording and documenting the University’s over-salary-cap commitment or cost sharing contribution. For in-kind contributions, the PI is responsible for obtaining letters from companies/individuals documenting the type and amount of the in-kind contribution and forwarding them to ORD. Once the award is received, the department/school will track over-salary-cap and will cost share the amounts shown above. If in-kind contributions do not materialize, the department/school will bear the hard dollar costs of completing the cost share/match identified to the sponsor in the proposal.

<u>Signatures</u>	<u>Date</u>
<b>Principal Investigator (not required for forms for collaborating investigators)</b>	
_____	_____
<b>Division Chief or Center/Institute Director</b> _____	_____
<b>Department Chair</b> _____	_____
<b>Dean or Designee</b> _____	_____