



## Cost-Sharing Documentation Agreement

*Federal regulations require, regardless of funding source, that recipients properly document all committed cost-sharing.  
If cost-sharing is requested for more than one person, a separate form must be provided for each instance.*

### PROJECT

Project Title

Principal Investigator

Sponsor

Prime Sponsor (If applicable)

### COST SHARE

**Type (Select One):**

**Reason (Select All that Apply):**

☐ Mandatory (Required by Sponsor)

☐ Salary Cap

☐ Other

☐ Voluntary (Proposed by Temple)

☐ Contributed Effort (In-Kind Salary)

☐ Contributed Non-Effort (In-Kind Supplies/Services/Facilities)

☐ Non-University 3rd Party Support

Explanation (Attach additional sheet if needed)

#### Academic Year Salary

*Salary will be cost-shared to account codes 6019 (F/T Faculty), 6219 (P/T Faculty), 6519 (F/T Non-Faculty) or 6619 (P/T Non-Faculty) in the indicated FOAP in proportion to effort applied to the project or a specified amount.  
Complete a separate form for each person who has cost-shared effort.*

Fund	Org	Account	Program	% Effort		Amount
					or	
					or	
					or	

#### Other Project Expenses

*Additional cost-share is projected for the following expenses. Indicate FOAP, short description and amount.  
Attach additional sheet for more items.*

Fund	Org	Account	Program	Description	Amount

### APPROVAL

*By signing below, we understand that cost-shared expenses are subject to the same policies and regulations as sponsor-funded expenses. We further agree to maintain documentation identifying the cost-shared expenses on this project and to retain this documentation as part of the official records of this project for at least three (3) years after its completion.*

Investigator or other personnel Signature Date

Business Manager or Administrator Signature Date

Department Chair Signature Date

Dean's Office Signature Date