UNIVERSITY OF NEW HAMPSHIRE
COST SHARING FORM FOR USE WITH SPONSORED PROGRAM PROPOSAL INTERNAL APPROVAL ROUTING FORM
INSTRUCTIONS AND INFORMATION

Item#/ Description

1. UNH PROJECT DIRECTOR
   Name:
   Tool Bar: Using upper and lower case letters, enter first & last name of UNH faculty or staff member with primary responsibility for project.
   Help Key: Enter Project Director's name exactly as entered on the Sponsored Program Internal Approval Routing Form. The Project Director is responsible for providing all cost sharing documentation according to the terms of the award.

2. PROPOSAL PROJECT TITLE
   Short: (From Sponsored Program Proposal Internal Approval Routing Form)
   Tool Bar: Use same short proposal project title as used on Sponsored Program Proposal Internal Approval Routing Form.
   Help Key: Blank

3. PROPOSED SPONSOR:
   Tool Bar: Enter proposed sponsor name as entered on Sponsored Program Proposal Internal Approval Routing Form.
   Help Key: Blank

4. ITEM(S) TO BE COST SHARED
   Type Code
   Tool Bar: Select code from dropdown menu. See F1 key for code explanations. Enter additional type codes on subsequent rows.
   Help Key: RElease time using UNH faculty/staff budgeted salary $; Additional Pay for UNH faculty/staff from UNH funds; FRinge Benefits for RE or AP; EQuipment; TRavel; SUpplies; TUition/waivers; FA (indirect) on prior items; Contributed Services; OTher
   Description
   Tool Bar: Faculty/staff last name for RE, AP, FR, TR; specify kind of EQ, SU, CS, OT; Student last name for TU; FA %. Use extra rows as needed.
   Help Key: Specify Contributed Services from UNH and non-UNH sources such as boat time, equipment maintenance, consulting, in-kind or other 3rd party services. Specify OTher. Attach supporting letter from responsible person for each instance of CS and OT.
   Amount
   Tool Bar: Enter the dollar value of the item being cost shared, rounded to the nearest dollar.
   Help Key: Blank
   FY
   Tool Bar: Enter 2-character UNH fiscal year during which cost shared item is likely to be consumed. E.g., 7/1/06-6/30/07 = FY07. Enter "07".
   Help Key: If cost sharing will span more than 1 UNH FY, use additional, separate rows for each FY.
Source
Tool Bar: Enter 6-character UNH Banner account code. For in-kind or non-UNH sources, specify. See F1 or Help key for examples.
Help Key: Examples for in-kind or contributed services: Enter "Marine Program" (if "boat time" in description field); high school name for contributed teacher time; company name for contributed equipment or services.

Name of Person Responsible for Source
Tool Bar: Name of person authorized to commit cost sharing obligations for this item.
Help Key: Blank

Signature of Person Responsible for Source
Tool Bar: Signature of person authorized to commit cost sharing obligations for this item. See Help key (F1) for 3rd party contributions.
Help Key: In lieu of signature on this form for a non-UNH contribution, a signed support letter is required from an authorized representative of the non-UNH party. Type "See attached letter" in signature block.

Total
Tool Bar: Total will automatically compute.
Help Key: Blank

Last revised 8/2009