ADDENDUM SHEET FOR COST SHARING/MATCHING UCB FUNDS*

***See UCB policy on Cost Sharing, effective 1/1/2010:**

UCB PI/Proj Director: _____

Proposed Funding Agency: _____

Title of Project:

To be completed by OCG:

UCB Proposal No.: _____

Funding / Agency Program: _____

Mandatory or Voluntary: _____

What amt or %? _____

Cost sharing is discouraged except when required by the awarding sponsor.

INSTRUCTIONS: Complete Boxes A and/or B to indicate the type and/or mix of cost sharing being proposed. Also complete the corresponding pages required for certain types of cost sharing sources.

Separate speedtype(s) needs to be established for any cash/budget expenses that will be allocated to a cost share commitment so those charges can be easily tracked and verified in the University's financial system.

A) UCB Cash Commitments (check all boxes that apply)

C/S Period of Performance: _____

1) ☐ UCB cash sources

1b) ☐ Graduate student support (also complete page 3)

1a) ☐ Equipment match (also complete page 2)

		Max Amt./Yr	# Yrs	Total $s	% of Total C/S	Speedtype or Fund**
Department or Institute	$				%	
Dean	$				%	Fund 10
Vice Chancellor for Research	$				%	Fund 10
Forfeited F&A (from Budget)	$				%	N/A
Other (Specify): _____	$				%	
Total UCB Contribution =	$					
Funds Requested from Agency +	$					
TOTAL =	$					

****Please note: If you are using an auxiliary fund as your source for c/s, you will need sponsor pre-approval to use GAR/GIR as part of your c/s commitment, OR you will need additional cash to cover that expense.**

B) Other Commitments (check all boxes that apply)

2) ☐ Waived F&A (complete the ***Indirect Cost Waiver form*** and get sponsor approval for C/S) (link to form) $ _____

3) ☐ AY Effort cost share

☐ FY Effort cost share

4) ☐ In-kind (also complete page 4)

5) ☐ Non-UCB cash sources (also complete page 5)

3a) AY or FY: Name: _____ _____% Life of Award? Y ☐ or N ☐ If No, dates: _____

3b) AY or FY: Name: _____ _____% Life of Award? Y ☐ or N ☐ If No, dates: _____

3c) AY or FY: Name: _____ _____% Life of Award? Y ☐ or N ☐ If No, dates: _____

Per UCB policy: COMMITTED C/S MUST BE SPENT AND DOCUMENTED BY THE PROJECT END DATE AND MUST BE SPENT CONCURRENTLY DURING SAME TIME PERIOD AS SPONSORED PROJECT FUNDING and/or PER SPECIAL TERMS. See:

http://abs.colorado.edu/ABS_WEB/policies/costshare.pdf

C) *Approval Signatures Required:*

PI/Project Director (required): _____ Date: _____

Dept Chair / Institute Director (required): _____ Date: _____

Dean (when contributing): _____ Date: _____

Vice Chancellor for Research (when contributing): _____ Date: _____

Additional Information for Equipment Matching Funds (Option #1a):

Federal programs funding equipment acquisition often require universities to contribute a significant amount toward the purchase price. The purpose of this Addendum is to describe those matching requirements in advance of the submission of a proposal and to define all of UCB's financial agreements and commitments related to that proposal.

The following UCB guidelines are applicable:

1) The amount of any UCB contribution requires authorized signatures from each unit that makes a cost sharing commitment, ie Chair or Institute Director, Dean, or VCR.
2) Equipment matching funds will be approved only for permanent equipment and facilities. UCB's contribution will be transferred to a speedtype used only for these purposes (a "plant fund" FOPPS).
3) UCB will provide a match of the purchase price for all major equipment awarded by external funding agencies (i.e., equipment costing more than $5,000 and with a useful life of more than one year). For details, see: http://www.colorado.edu/VCResearch/researchpolicies/matchpolicy.doc
4) The academic unit involved is generally responsible for all non-acquisition costs.
5) If the equipment purchase does not require the entire amount of UCB's contribution, the unused funds must be returned to the contributing unit(s).

Type of equipment to be purchased (be as specific as possible):

Is equivalent equipment available on campus? Explain.

Justification or Additional Comments:

NOTE: If the Scope of Work for the project is modified after the award has been granted and an amendment is executed changing the equipment requirements and reducing the equipment budget, be sure to contractually reduce UCB's equipment match obligations accordingly.

To facilitate the processing of equipment acquisition proposals for which a UCB contribution is needed, the detailed information on this form must be provided **in advance** of formal proposal processing through the Office of Contracts and Grants (OCG). The **minimum** time required to process a matching request is **five working days** prior to the proposal submission deadline. The matching funds request should include a draft or preliminary budget.

Additional Information for Graduate Student Support (Option #1b):

Federal programs providing student support sometimes require universities to contribute toward that support. The purpose of this Addendum is to describe those matching requirements in advance of the submission of a proposal and to define all of UCB's financial agreements and commitments related to that proposal.

The following UCB guidelines are applicable:

1) The amount of any UCB contribution requires authorized signatures from each unit that makes a cost sharing commitment, ie Chair or Institute Director, Dean, or VCR.
2) Matching funds can be used only for approved purposes.
3) The maximum amount that UCB will offer as a contribution is the minimum amount required by the funding agency. Rare exceptions to these percentage limits must be approved by the VCR.
4) If the amount funded by an agency differs from the original proposed budget, UCB's contribution may decrease proportionately.

Type of support requested (e.g., salary, benefits, tuition, stipend, travel, etc) :

Number of years in the project: _____

Over what project years will this support be provided?:

Justification or Additional Comments (e.g., how the match benefits the teaching and research mission):

To facilitate the processing of proposals for which a UCB contribution is needed, the information on this form must be provided **in advance** of formal proposal processing through the Office of Contracts and Grants (OCG). The **minimum** time required to process a matching request is **five working days** prior to the proposal submission deadline. The matching funds request should include a draft or preliminary budget.

Additional information required for In-Kind Donations (Option #4):

This type of cost share applies to either 1) supplies and/or property donated by UCB or an entity outside the University system, or 2) to contributed services of an individual(s) not paid through the University. These parties are responsible for attesting to the validity of expenses not captured by the University's financial system. UCB facilities and/or services are eligible for in-kind cost sharing when they are chargeable, such as those types of services provided by Internal Service Centers (ISCs). All donations shall adhere to the following standards outlined in OMB Circular A-110:

1) These contributions are not included as expenses for any other federally-assisted project nor are they paid by the Federal Government under another award (except where authorized by Federal statute to be used for cost sharing or matching), they are allowable under applicable cost principles, and they are provided for in the approved budget.

2) Volunteer services provided by individuals may be counted as cost sharing if this is an integral part of an approved project. Rates for volunteer services shall be consistent with those paid for similar work in the recipient's organization or for similar work in the labor market for the kind of services involved.

3) When a non-UCB employer furnishes services of its employee, the services shall be valued at the employee's regular rate of pay (plus a reasonable amount for fringe benefit costs), provided these services are for the same skill for which he/she is normally paid.

4) Donated supplies may include such items as expendable equipment, office supplies, lab supplies, workshop & classroom supplies, or lab time. Value assessed to donated supplies shall be reasonable and shall not exceed the fair market value of the property at the time of the donation.

5) The method for determining the value of cost sharing or matching for donated equipment, buildings, and land for which title passes to UCB may differ according to the purpose of the award.

   a) If the purpose of the award is to assist UCB in the acquisition of equipment, building or land, the total value of the donated property may be claimed as cost sharing or matching.

   b) If the purpose of the award is to support activities that require the use of the equipment, building or land, normally only depreciation or use charges for equipment and buildings may be made. However, the full value of equipment or other capital assets and fair rental charges for land may be allowed, provided that the awarding agency has approved the charges.

6) Documentation to substantiate any donated supplies or services is the responsibility of the donor and must be retained for at least three years beyond the project end date.

[1]A commitment letter from each person or entity should be attached to the proposal. If unavailable at the time the proposal is submitted, these letters must be provided to OCG before a project account can be established.

Name of Contributor (Individual/Organization)	Describe Contribution[1]	Est. $ Value

Once the in-kind contribution has been fulfilled, the SPA Cost Share Accountant MUST receive signed documentation attesting to this fulfillment. This can involve either a **signed, dated letter** from the donor describing the donation, its purpose, assessed value, and certification that it was fulfilled, OR a **"Certification of In-Kind Cost Sharing Contributions" form[2]** completed by each person or entity providing this type of cost share. The form requests a dollar value of the contribution and a signature attesting to said contribution. If the cost share is volunteered time, it is preferred that the person providing the time should sign the form; however, a person with signature authority could attest to that or to any other contribution. Be sure to include an explanation of how the dollar amount was obtained, i.e., hourly rate based on current annual salary or hourly consulting rate; depreciated value of donated item, etc. to substantiate the dollar value assigned to the contribution. This cost share commitment will **NOT** be considered fulfilled until such documentation has been received by SPA.

[2]This certification form can be found at: http://abs.colorado.edu/ABS_WEB/Forms/cs_in_kind_cert.doc

Additional information required for cash from non-UCB sources (Option #5):

1) A commitment letter from each contributor must be attached to the proposal.
2) Commitment letters should state when contributions can be expected.
3) Generally, grant funds from speed type 130XXXXX cannot be used to fulfill UCB cost share commitments without prior approval from the agencies involved.

Name of Contributor:	**Source:**	**$ Value:**