



Office of Sponsored Programs

Authorization for Matching Funds/Cost Sharing

Form OSP-002: This form must be completed for all mandatory matching funds/cost sharing (M/CS) requirements, regardless of whether the proposal is for research, training or other sponsored activities. Information from the sponsor detailing the matching funds/cost sharing requirement must also be included with this form. For third party contributions, a letter from the third party contributors indicating the amount of matching funds/cost sharing is required. **UAF does not allow voluntary matching funds/cost sharing. Matching funds/cost sharing beyond the minimum required by the sponsor is strongly discouraged and must be fully justified.**

(1) Project Information

(a) Principal Investigator:	(d) Project Start/End Dates:
(b) Unit Proposal Number:	(e) Banner Number: S000
(c) Funding Sponsor:	(f) Match Terms (i.e., 1:1, 30%):
(g) Project Title:	
(h) Total Amount of M/CS Commitments: \$	

(2) Source of Matching Funds/Cost Sharing Commitments

<input type="checkbox"/> (a) UAF Commitments:	<input type="checkbox"/> (b) Third Party
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(3) UAF Matching Funds/Cost Sharing Detail – Department/Unit

	YR 1	YR 2	YR 3	YR 4	YR 5	Cumulative
(a) Salaries	\$	\$	\$	\$	\$	\$
(b) Benefits	\$	\$	\$	\$	\$	\$
(c) Travel	\$	\$	\$	\$	\$	\$
(d) Services	\$	\$	\$	\$	\$	\$
(e) Supplies	\$	\$	\$	\$	\$	\$
(f) Equipment	\$	\$	\$	\$	\$	\$
(g) Tuition Remission	\$	\$	\$	\$	\$	\$
(h) Other	\$	\$	\$	\$	\$	\$
(i) F&A on (a)-(h)	\$	\$	\$	\$	\$	\$
(j) Unrecovered F&A	\$	\$	\$	\$	\$	\$
(k) Total	\$	\$	\$	\$	\$	\$

(4) Third Party Matching Funds/Cost Sharing Commitments

	YR 1	YR 2	YR 3	YR 4	YR 5	Cumulative
Third Party	\$	\$	\$	\$	\$	\$

(5) Total Matching Funds/Cost Sharing Commitments

	YR 1	YR 2	YR 3	YR 4	YR 5	Cumulative
Total M/CS	\$	\$	\$	\$	\$	\$

(6) Certifications and Approvals

I authorize the use of funds listed above for the purposes of matching funds/cost sharing for this project from the department/unit account listed above. I understand that the proposing unit is ultimately responsible for paying these M/CS commitments including third party commitments if the third party fails to provide its contributions.

Dean/Director

Date

I certify that the costs and/or account number(s) stated on this form represent costs and/or projects directly related to the work statement of the named proposal/project, and represent allowable cost sharing per OMB Circular A-110.23 and UAF policy.

Principal Investigator

Date

Fiscal Officer

Date

I approve this matching/cost sharing commitment.

I do not approve this matching/cost sharing commitment.

Director, UAF Office of Sponsored Programs

Date

Notes:

Instructions for the UAF Authorization for Matching Funds/Cost Sharing Form (Form OSP-002)

- (1) Project Information
 - (a) Principal Investigator: Enter the principal investigator's name.
 - (b) Unit Proposal Number: Enter the unit proposal number for the project.
 - (c) Funding Sponsor: Enter the name of the sponsor that the proposal will be submitted to.
 - (d) Project Start/End Dates: Enter the project start and end dates (i.e., 07/01/06 – 06/30/09).
 - (e) Banner Number: Enter the Banner 'S' number.
 - (f) Match Terms: Enter the sponsor's required match terms (i.e., 1:1, 30%, 10% of total project costs, etc.).
 - (g) Project Title: Enter the project title.
 - (h) Total Amount of M/CS Commitments: Enter the total amount of all M/CS commitments, both from UAF and any third parties. This will auto populate if you are using the fillable PDF form.

- (2) Source of Matching Funds/Cost Sharing Commitments: The source of matching funds/cost sharing must be completed. Check all boxes that apply.
 - (a) UAF Commitments: Check this box if UAF is committing any funds as match. The source should be identified by the source of funds (i.e., unrecovered F&A) or University account number (i.e., 103010-xxxx).
 - (b) Third Party: Check this box if third party sources are committing matching funds to the project.

- (3) UAF Matching Funds/Cost Sharing Detail: The proposed University matching funds/cost sharing budget must be completed by cost category. The costs listed here should identically reflect the matching funds identified in the proposal budget being submitted to the sponsoring agency.

- (4) Third Party Matching Funds/Cost Sharing Detail: If M/CS is proposed by third-party sources, (i.e. the University is not a contributor), this section must be completed. Verification of third party M/CS must be provided by a letter or statement from the organization signed by an authorized official. The value of the contribution must be indicated in the letter from the third party organization.

- (5) Total Matching Funds/Cost Sharing Commitments: Enter the total amount of all M/CS commitments, both from UAF and any third parties. This will auto populate if you are using the fillable PDF form.

- (6) Certifications and Approvals: The Unit Director/Dean/or Department Head must approve and authorize the use of funds for the purposes of matching funds/cost sharing for this proposal/project. The PI and Unit Fiscal Officer must certify that the costs stated on this form represent costs directly related to the work statement of the named proposal/project, and represent allowable cost sharing per OMB Circular A-110, Subpart C, Section 23 (<http://www.whitehouse.gov/omb/circulars/a110/a110.html#23>) and UAF's M/CS policy (<http://www.uaf.edu/osp/policy/match.html>). Lastly, the OSP Director will sign and either approve the request if it meets all necessary requirements, or deny the request if there is not sufficient justification to allow the commitment.