REQUEST FOR SPLIT OF INDIRECT COSTS (F&A)

OFFICE OF SPONSORED PROGRAMS
COLORADO STATE UNIVERSITY

Completed, signed form for an initial split must be submitted PRIOR to creation of 5-3 account.

- Revised split forms are discouraged, but can be submitted. Distribution is affected based on date submitted.

- A split applies to a single project (53) account.
- Splits should be associated with an individual Key Person ***and*** department.
  - If the same person is associated with more than one department, list the person multiple times (once for each department association).
- Percentages must be whole numbers. The total split must equal 100%.
- There is a maximum of 5 **departments** allowed. Signatures for each key person and department are required.

KR Proposal Development (KR PD) Number: 5-3 Account number (assigned by OSP):
Proposal/Account Lead Unit:

Project Title:

Provide the following contact information for any questions:

Print Name: Person completing the form Phone # Email address

Split information & Key Personnel signatures:

Individual (Key Person) **	Role	Dept #	% split	Key Person Signature/Date
Total must equal 100%			0	

Required Department signatures (*Add a line for each Department** corresponding to the Key Person list above*)**:**

Dept #	Department Head Name	Department Signature/Date

Print Name: OSP Administrator OSP Signature & Date

Clear Form