

# Cost-Share Account (CSA) Request



**OFFICE OF  
SPONSORED PROGRAMS  
COLORADO STATE UNIVERSITY**

**Instructions:**

- Complete the information on pages 1 & 2 as applicable.
- Provide appropriate signatures on page 3.

Submitted by:	Phone:
Contact email:	
Department:	Department #:
Project Title:	
Principal Investigator:	
Project Sponsor:	
Kuali Research PD # (or existing 53 account #):	

**Please mark if cost share is mandatory or voluntary**

- MANDATORY**     **Required** by the sponsor and committed from a CSU source or 3rd party source  
**VOLUNTARY**     **Not required** by the sponsor but committed from a CSU source or 3rd party source

<p><b>*For 14, 15, 17, and 19 source accounts, please provide the cost- share account number. OSP will create the account.</b></p> <p><b>* Sponsor Approval/OSP sign-off is required to use an existing 53 as a source account. A separate 53 will be created for the CSA.</b></p>	Source* (Dept Acct Number)	Cost Share Account Number

**FOR MULTI-YEAR PROJECTS ONLY**

If a multi-year project receives a new 5-3 account number each year, you will be required to request a new CSA number each year. If your multi-year project keeps the same 5-3 account number, the same CSA can be used. If uncertain if a new CSA number is required, contact your OSP SRA.

- This is the master form for a multi-year project with unique 5-3 accounts each budget period. A new master form, with approvals, will be required at the beginning of each competitive segment.
- This form is related to a master form previously submitted and fully approved. Approvals are not required. Submit directly to OSP.

**Important Reminders:**

- If CSU fails to contribute the committed cost share amount or meet the required ratio (e.g. 80% Sponsor / 20% CSU), the sponsor’s portion of the total project costs may be reduced proportionately to maintain the required cost share ratio. Any over-expenditure resulting from this reduction to the sponsor’s portion of the total project costs will be the responsibility of the department/college.
- The cost share requirement has not been met until the budget has been allocated to the cost share account and the expenditures have been charged.
- Because the creation of each cost share account includes numerous attributes essential to the University's financial statements, you **MUST** use the source account(s) indicated on this document to transfer budget to the companion cost share account.

p2 CSA form for:

Return this completed form to your Sponsored Programs Senior Research Administrator

Use a separate line for each source + commitment amount combination. \_\_\_\_\_

Budget Category	Commitment Amount	Source(s) Use a separate line for each source account
<b>Salary</b>	\$	salary cap?
	\$	salary cap?
<b>Fringe</b>	\$	
	\$	
	\$	
	\$	
	\$	
<b>Tuition (as Benefit)</b>	\$	
	\$	
<b>Subtotal Personnel</b>	\$	
<b>Domestic Travel</b>	\$	
	\$	
<b>International Travel</b>	\$	
	\$	
<b>Materials and Supplies</b>	\$	
	\$	
	\$	
<b>Other Direct Costs</b>	\$	
	\$	
<b>Tuition (as Other Direct)</b>	\$	
	\$	
<b>Equipment</b>	\$	
	\$	
<b>F&amp;A (Indirect Costs)</b>	\$	
<b>Total</b>	\$	

\*Calculation Details:

<b>Waived/Unrecovered Indirect Costs (UIC), if allowed by sponsor</b>	Amount:
*Calculation Details:	\$

<b>3rd Party (In Kind, Sub-recipient), if allowed by sponsor</b>	Amount:
*Calculation Details:	\$

<b>TOTAL COST SHARE (CSA, UIC, 3rd Party)</b>	\$
---	----

\* Calculation Details are Required

CSA form p3 (Signatures) for:

Return this completed form to your Sponsored Programs Senior Research Administrator

**Approvals:**

**Printed Name, Signature & Date**

Department Head (or equivalent)

Dean of College (or equivalent)

Graduate School

Experiment Station (1-5 Funds)

CSU Extension (1-7 Funds)

CSFS (1-9 Funds)

OSP Administrator

OSP Cost Share Coordinator