

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.

- A split applies to a single project (53) account.
- Splits must 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%.
- Signatures for each key person and department are required. One college signature for each college is sufficient.
- Attach the *optional* additional page for additional person/department lines.

KR Proposal Development (KR PD) Number: _____ 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
<i>Total % from additional page(s)</i>				
Form total must equal 100%				

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

Dept #	Department Head Name	Department Signature & Date

College	College Dean Name	College Signature & Date

PRINT NAME: OSP Administrator **OSP Signature & Date** **5-3 Account number**

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Additional split line items:

Split information & Key Personnel signatures:

Individual (Key Person) **	Role	Dept #	% split	Key Person Signature & Date
Transfer the total % to Page 1				

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

Dept #	Department Head Name	Department Signature & Date

College	College Dean Name	College Signature & Date