

## Cost-Share Account (CSA) Request

Use this form for committed cost-share and/or for CSU salary that exceeds a sponsor salary limit ('salary cap')



**OFFICE OF  
SPONSORED PROGRAMS  
COLORADO STATE UNIVERSITY**

|   |                   |        |
|---|-------------------|--------|
| Submitted by  | Contact email     | Phone  |
| PI  | Department        | Dept # |
| Project Title                                       |                   |        |
| Project Sponsor                                     | KR PD or KFS 53 # |        |
| Comments or additional information for the request: |                   |        |

Indicate if cost share is mandatory or voluntary (*must choose one*)

**MANDATORY** – **Required** by the sponsor and committed from a CSU or 3<sup>rd</sup> party source (*includes salary cap*)

**VOLUNTARY** – **Not required** by the sponsor, but committed from a CSU or 3<sup>rd</sup> party source

### Salary Cap – Use this section for CSU salary that exceeds a sponsor salary limit

**\*\* 14, 15, 17, 19: provide both the source and CSA number. OSP will create the cost-share account.**

| Salary above the sponsor cap – SALARY ONLY – (fringe will be charged to the CSA as applicable) |             |                |                      |
|--|-------------|----------------|----------------------|
| Person Name  | Over Cap \$ | Source account | **Cost-share Account |
|  | \$          |                |                      |
|  | \$          |                |                      |
|  | \$          |                |                      |
|  | \$          |                |                      |
|  | \$          |                |                      |

|   |
|---|
| <b>Salary Cap: Comments or calculation details:</b> |
|   |

### For Multi-Year Projects

- 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 (e.g., for projects without automatic carryforward). The same CSA account cannot be used in more than one 53 account.

This is the master form for a multi-year project with unique 5-3 accounts each budget period.

**\*\* A new master form 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.

| Source (Dept Account Number)   | Cost Share Account Number   |
|--|---|
| Sponsor approval/OSP sign-off is required to use an existing 53 as a source account.<br>OSP will create a separate 53 account for the CSA. | For 14, 15, 17, and 19 source accounts:<br>Provide <b>both</b> the source and a cost-share account number. OSP will create the cost-share account(s). |
|  |   |
|  |   |
|  |   |
|  |   |

*Attach additional pages as needed.*

| Budget Category                             | Commitment Amount | Source<br><i>(use separate lines for each source account)</i>  |
|---|-------------------|--|
| Salary                                      | \$                |  |
|   | \$                |  |
|   | \$                |  |
|   | \$                |  |
| Fringe                                      | \$                |  |
|   | \$                |  |
| Tuition (as Benefit)                        | \$                |  |
| <b>Subtotal Personnel</b>                   | \$                |  |
| Domestic Travel                             | \$                |  |
|   | \$                |  |
| International Travel                        | \$                |  |
|   | \$                |  |
| Materials and Supplies                      | \$                |  |
|   | \$                |  |
|   | \$                |  |
| Other Direct Costs                          | \$                |  |
|   | \$                |  |
|   | \$                |  |
| Tuition (as Other Direct)                   | \$                |  |
| Equipment (including Equipment Fabrication) | \$                |  |
|   | \$                |  |
| F&A (Indirect Costs (IDC))                  | \$                | <i>F&amp;A calculated on CSU's cost-share direct costs; waived or unrecovered IDC only as allowed by sponsor</i> |
| Waived / Unrecovered IDC                    | \$                |  |
| <b>Total</b>                                | \$                |  |

|  |
|--|
| <b>REQUIRED: Calculation details: F&amp;A, waived and/or unrecovered IDC</b> |
|  |

|   |                |
|---|----------------|
| <b>REQUIRED: Description/Calculation details: 3rd Party (In Kind, Subrecipient)</b> | <b>Amount:</b> |
|   | \$             |

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

**Additional information/Remarks:**

**Approvals: Next page**

## Agreements

- 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.
- Departments/Colleges are responsible for tracking and maintaining documentation related to 3<sup>rd</sup> party cost-share. Documentation must meet the requirements of 2CFR 200.306, and must be documented in the entity's financial system.

| Approver Type                      | Name ( <i>print</i> ) | Signature <i>with Date</i> |
|------------------------------------|-----------------------|----------------------------|
| Department Head<br>(or equivalent) |                       |                            |
| Dean of College<br>(or equivalent) |                       |                            |
| Graduate School                    |                       |                            |
| Experiment Station<br>(1-5 Funds)  |                       |                            |
| CSU Extension<br>(1-7 Funds)       |                       |                            |
| CSFS<br>(1-9 Funds)                |                       |                            |

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 OSP Administrator (signature/date)

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 OSP Cost Share Coordinator (signature/date)