

# Certification of Third Party Cost Sharing Contributions

For Completion by Individuals or Organizations  
Participating in CSU Sponsored Projects



**OFFICE OF  
SPONSORED PROGRAMS**  
COLORADO STATE UNIVERSITY

Thank you for participating in the sponsored program identified below:

<b>Program/Project Title</b>			
<b>Sponsor</b>		<b>Sponsor Award #</b>	
<b>CSU Principal Investigator</b>			
<b>CSU 53 account number</b>		<b>Award start/end dates</b>	

Federal and University policy requires the following information so that CSU can report monetary amounts for your participation to our sponsors. To be considered allowable for reporting purposes, contributions must be incurred during the agreement period (listed above as **Award start/end dates**), must be consistent with the sponsor's guidelines, and for projects that include Federal funding, must meet the criteria provided in 2 CFR 200.306. *Questions regarding allowable costs should be addressed to the OSP Financial Research Administrator listed below.*

- **For Individuals:** Contributions may include personal time at appropriate rates for the type of services rendered, communication and transportation costs, and miscellaneous expenses incurred in direct relationship to the grant for which you were not reimbursed.
- **For Organizations:** Contributions include actual costs for staff time and fringe benefits, services, supplies, travel, or other allowable organization costs which were not reimbursed by the grant. Indirect/administrative costs may be included if you have a federally negotiated/approved rate. ***A copy of your rate agreement must be provided if reporting indirect costs.***

(Completion **examples** are on Page 2.)

<b>Contributions from INDIVIDUALS (not from an organization)</b>				
Time period during which contributions were provided				
Personal time:	hours	days	months	# units
Value per unit: \$	equals			\$
Other expenses				\$
Total INDIVIDUAL contribution				\$

<b>Contributions from an ORGANIZATION (not from an individual)</b>	
Time period during which contributions were provided	
Staff time & benefits	\$
Services, supplies, travel, equipment, other allowable direct costs	\$
Indirect/overhead/administrative costs	\$
Total ORGANIZATION contribution	\$

*I certify that to my best of my knowledge and belief this report is correct and complete: All outlays reported are for the purposes of the above identified project, occurred during the project period, are consistent with federal cost-share regulations, and backup documentation to support the costs is available upon request.*

<b>SIGNATURE (REQUIRED for ALL CONTRIBUTIONS)</b>	
Individual name	
<b>OR</b>	
Organization name AND Signer's name *	
* For an organization, an administrative officer must sign	
<b>Date:</b>	<b>Signature</b>

**RETURN TO**

<b>OSP Financial Research Administrator:</b>	
<b>Email:</b>	



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## INSTRUCTIONS

### CSU OSP:

1. Complete the top block with all information: **Copy/paste from Award search or RPS**

<b>Program/Project Title</b>			
<b>Sponsor</b>		<b>Sponsor Award #</b>	
<b>CSU Principal Investigator</b>			
<b>CSU 53 account number</b>		<b>Award start/end dates</b>	

2. Complete the contact fields at the bottom of the page:

### RETURN TO

<b>OSP Financial Research Administrator:</b>	<b>FRA name here</b>
<b>Email:</b>	<b>FRA email address here</b>

3. Save the file with the Cost-Share provider name and CSU 53 account number and send to the cost-share provider.