

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 3rd party source (*includes salary cap*)

VOLUNTARY – **Not required** by the sponsor, but committed from a CSU or 3rd 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
	\$		
	\$		
	\$		
	\$		
	\$		

Salary Cap: Comments or calculation details:

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. OSP will create a separate 53 account for the CSA.	For 14, 15, 17, and 19 source accounts: Provide both 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 <i>(use separate lines for each source account)</i>
Salary	\$	
	\$	
	\$	
	\$	
Fringe	\$	
	\$	
Tuition (as Benefit)	\$	
Subtotal Personnel	\$	
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&A calculated on CSU's cost-share direct costs; waived or unrecovered IDC only as allowed by sponsor</i>
Waived / Unrecovered IDC	\$	
Total	\$	

REQUIRED: Calculation details: F&A, waived and/or unrecovered IDC

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REQUIRED: Description/Calculation details: 3rd Party (In Kind, Subrecipient)

Amount:

	\$
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TOTAL COST SHARE (CSU, UIC, 3rd Party)

\$

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 3rd 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 (or equivalent)		
Dean of College (or equivalent)		
Graduate School		
Experiment Station (1-5 Funds)		
CSU Extension (1-7 Funds)		
CSFS (1-9 Funds)		

OSP Senior Research Administrator (signature/date)

OSP Financial Research Administrator (signature/date)