



## Grants Office Internal Cost Share Form

Project Director: \_\_\_\_\_

Project Director Dept.: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_

Internal Proposal #: \_\_\_\_\_

Project Title: \_\_\_\_\_

Department Level					
Employee Name	Dept.	%Time	Non-Personnel Expenses	Faculty/Staff Time & Fringe (\$)	Authorized Signature
Subtotal: Department Investment:					

College Level					
Employee Name	Dept.	%Time	Non-Personnel Expenses	Faculty/Staff Time & Fringe (\$)	Authorized Signature
Subtotal: College Investment:					

Other					
Unrecovered F&A	F&A on Cost Share	In-Kind	Other	Internal (\$)	External (\$)

Cost Share Contribution			
Total Department:	\$	Total Internal:	\$
Total College:	\$	Total External:	\$
Total Other:	\$	<b>Grand Total of Cost Share Investment:</b>	\$

Brief explanation of cost share

**Instructions:**

- List the name of the Project Director for the corresponding proposal
- List the department that the Project Director is assigned to
- List the name of the sponsor/granting agency
- Provide the internal, proposal number that was assigned by the TCTC Grant's Office
- List the title of your proposal/project in which cost share is being requested
- Department Level refers to match/cost share being committed by the department (this includes time and effort, cash, in-kind, etc.)
- College Level refers to match/cost share being committed by the college (this includes time and effort, cash, in-kind, space, etc.)
- Other refers to match/cost share being committed by an external organization (this includes time and effort, cash, in-kind, equipment, etc.)
- All levels of match/cost share must be signed by an authorized approver before being submitted to the TCTC Grant's Office. Other match/cost share being committed by an external agency should also be in writing on company letterhead with an authorized signature and contact information.
- Cost Share Contribution refers to the total dollar amount of match/cost share being committed. In each box list the total amount of cost share for that level of commitment.
- Calculate the Total Internal and Total External match/cost share and denote the amounts in the designated boxes.
- List the GRAND TOTAL of all match/cost share in the designated box.
- Brief explanation of cost share box—give a brief explanation of each cost share item