

## Authorization for Matching Funds/Cost Sharing

This form must be completed for all mandatory matching funds/cost sharing (M/CS) requirements, regardless of whether the project is for research, training, or other sponsored activities. Information from the sponsor detailing the M/CS requirement must also be included with this form. For third party contributions, a letter from the third party contributors indicating the amount of M/CS is required.

**Source of M/CS Commitments:** ☐ Howard University ☐ Third Party ☐ No M/CS Commitments

### Project Information

Principal Investigator			PeopleSoft Project ID	
Sponsor/Funding Entity				
Project Title				
Matching Terms		Project Period	to	

### Matching Funds/Cost Sharing Detail

	Year 1	Year 2	Year 3	Year 4	Year 5	Cumulative
Salaries	\$	\$	\$	\$	\$	\$
Benefits	\$	\$	\$	\$	\$	\$
Travel	\$	\$	\$	\$	\$	\$
Services	\$	\$	\$	\$	\$	\$
Supplies	\$	\$	\$	\$	\$	\$
Equipment	\$	\$	\$	\$	\$	\$
Tuition Remission	\$	\$	\$	\$	\$	\$
Other	\$	\$	\$	\$	\$	\$
F&A (on above)	\$	\$	\$	\$	\$	\$
Unrecovered F&A	\$	\$	\$	\$	\$	\$
<b>Howard U. M/CS</b>	\$	\$	\$	\$	\$	\$
<b>Third Party M/CS</b>	\$	\$	\$	\$	\$	\$
<b>Total Commitments</b>	\$	\$	\$	\$	\$	\$

### Certifications and Approvals

I certify that the costs and/or account number(s) stated on this form represent costs and/or projects directly related to the work statement of the named proposal/project, and represent allowable cost sharing per OMB Circular A-110.23 and HU policy.

Principal Investigator: \_\_\_\_\_

Date: \_\_\_\_\_

I authorize the use of funds listed above for the purposes of matching funds/cost sharing for this project. I understand that the proposing unit is ultimately responsible for paying these M/CS commitments including third party commitments if the third party fails to provide its contributions.

Dean/Director: \_\_\_\_\_

Date: \_\_\_\_\_

Research Administration Services: \_\_\_\_\_

Date: \_\_\_\_\_

## Instructions for the HU Authorization for Matching Funds/Cost Sharing Form

### Source of Matching Funds/Cost Sharing Commitments

- The source of matching funds/cost sharing must be indicated. Check all boxes that apply.
  - a. Howard University: Check this box if HU is committing any funds as match. The source should be identified by the source of funds (i.e., unrecovered F&A).
  - b. Third Party: Check this box if third party sources are committing matching funds to the project. Verification of third party M/CS must be provided by a letter or statement from the organization signed by an authorized official. The value of the contribution must be indicated in the letter from the third party organization.

### Project Information

- Principal Investigator: Enter the name of the primary principal investigator
- PeopleSoft Project ID: Provide the PeopleSoft Project ID
- Sponsor/Funding Entity: Enter the name of the entity funding the project
- Project Title: Enter the project title
- Match Terms: Enter the sponsor's required match terms (i.e., 1:1, 30%, 10% of total project costs, etc.)
- Project Period: Enter the project start and end dates (i.e., 07/01/2014 – 06/30/2018)

### Matching Funds/Cost Sharing Detail

- Howard University M/CS: If M/CS is requested of Howard University, complete the table by cost category. The costs listed here should identically reflect the matching funds identified in the proposal budget being submitted to the sponsoring agency.
- Third Party M/CS: If M/CS is requested of a third-party source, (i.e. the University is not a contributor), this section must be completed.
- Total M/CS: Enter the total amount of all M/CS commitments, both from HU and any third parties.

### Certifications and Approvals

- PI and Unit Fiscal Officer must certify that the costs stated on this form represent costs directly related to the work statement of the named project, and represent allowable cost sharing per OMB Circular A-110, Subpart C, Section 23 (<http://www.whitehouse.gov/omb/circulars/a110/a110.html#23>) and HU M/CS policy ([http://www.howard.edu/research/content/doc/policies/600-012\\_Cost\\_Sharing.pdf](http://www.howard.edu/research/content/doc/policies/600-012_Cost_Sharing.pdf))
- The Unit Director/Dean must approve and authorize the use of funds for the purposes of matching funds/cost sharing for this project.
- Lastly, RAS will sign and either approve the request if it meets all necessary requirements, or deny the request if there is not sufficient justification to allow the commitment