

GUIDE TO COMPLETING COST SHARE FORM

All cost share information related to the award must be clearly documented on the cost sharing form. Supporting documentation must be maintained at the College. All cost share information provided on this form will be used to update the internal cost share module.

The information provided on the form must be completed in detail. The format of the form must not to be modified.

Required Information

1. College Name
2. RFCUNY Account Number
3. Reporting Period (Report each fiscal year period separately 7/1/xx-6/30/xx)
4. Funding Type-specify the source of funding that applies. If more than one source of funding applies, please use separate lines to report:
 - a. RFCUNY matching cost account number
 - b. College Tax-Levy Department Code, IFR, ACE account number from where expenses were paid
 - c. 3rd party in-kind contributions provider's name
5. Cost Sharing Type:
 - a. Budgeted amount for Mandatory and Voluntary Committed Cost Share - provide detailed sponsored approved amount
 - b. Expense Amount for Reporting Period for Mandatory Cost Share, Voluntary Committed Cost Share and University Research – provide detailed amount. When a salary percentage (not dollar amount) is committed as a cost sharing, use the current fiscal year salary for calculations. A separate line should be created for each individual adding the individual's last name.
6. Account Code – represents RFCUNY financial system code
7. Cost Sharing Detail:
 - a. Services from a 3rd party in-kind contribution should be valued at the employee's regular rate of pay plus an amount on fringe benefits that are allowable. F&A rate must not be included in the assessment.
 - b. Value assessed to donated supplies, materials and equipment should not exceed the fair market value of the property at the time of donation.
 - c. Unrecovered F&A costs may only be used as cost sharing if approved by sponsor.
8. Cost Share Form must be completed and signed by project investigator and responsible College official (Dean/Dept. Chair). Forms may be sent to RFCUNY by email. Where forms are emailed, originals must be maintained by the College.