

**UNIVERSITY OF MASSACHUSETTS LOWELL
OFFICE OF RESEARCH ADMINISTRATION
COST SHARING FORM**

A completed, fully approved copy of this form is required to be sent to the Office of Research Administration prior to submission of the final proposal. If the proposal is awarded it is the Principal Investigator's responsibility to ensure that all cost-sharing documentation is completed according to the award terms. See [UML Cost Sharing Overview](#) for more information.

Principal Investigator

Sponsoring Agency

Proposal Title

Proposal No.

Budget Information

Cost Share Type	Amount	FY / AY	Year	Source / Speed type	Name of Person (faculty/employee) Company Responsible for Source	Signature of Person Responsible for Source	Notes
Total:	\$						

Signatures

Principal Investigator

Name:

Date:

Associate Vice Chancellor for Research

Name: Anne Maglia

Date:

Dean (Tuition Waiver or Course Release only)

Name:

Date:

Vice Chancellor for Research & Economic Development
(Cash Cost Share only)

Name: Julie Chen

Date:

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Steps to Complete the Form

1. GCA to initiate the form based on data in the proposal.
2. GCA will attach budget details to the CS form.
3. GCA to send the form to PI for signatures.
4. PI is responsible for all signatures on the form and for returning the completed signed form to GCA.
5. For 3rd party cost share GCA will attach the commitment letter from 3rd party and add 'see attached' on the form.
6. For Tuition Waiver and Course release, Chair should be the signatory, and Dean should approve at the bottom.
7. FY or AY represents Fiscal Year or Academic Year.
8. Year is the calendar year ex. 2017.
9. Source represents that account from PeopleSoft system that is providing the match (speed type).
10. If commitment letter is required by a sponsor, PI should submit draft letter to the GCA along with proposal budget 10 days prior to submission for their review.