

Virginia State University Office of Sponsored Research and Programs  
Pre-award Request for Institutional Support (Cost Sharing)

Note: The OSRP practice is to make a cost-sharing commitment only when required by the sponsor or because of the competitive nature of the grant program. Further, cost share may be committed only to the extent necessary to meet the agency requirements and the proposed project. OSRP must have written verification of the sponsor's cost sharing requirements. The PI/PD must maintain sufficient documentation to substantiate the actual cost sharing contribution and forward to OSRP as required to verify the commitment is satisfied. All cost sharing documentation is subject to an internal audit conducted by the University and/or an external audit by the granting agency.

[Link to an Excel version of this form.](#)

Title of project: \_\_\_\_\_  
 PI name \_\_\_\_\_ Department \_\_\_\_\_  
 Funding agency \_\_\_\_\_ Proposal due date \_\_\_\_\_  
 Reason for cost share \_\_\_\_\_

- Cost share is required by the sponsor
- Cost sharing is based on the the competitive nature of the grant program

Adminstrators/faculty release					
Name(s) of employee(s) sharing time	% time	Salary	Benefits	Total	Source of funds

Supplemental/summer pay, part time/full time staff, trainees/assistants					
Name(s) of employee(s) sharing time	% time	Salary	Benefits	Total	Source of funds

Other cost sharing (For B-E below, please attach a statement describing how value was reached/share will be documented)		
	Amount	Source of funds
A. Cash		
B. Supplies/materials		
C. Equipment		
D. Travel		
E. Other		

Third party contribution (Please attach letter(s) of commitment)	Amount

Unrecovered F&A (indirect) costs	

Check below for how the F&A rate was calculated

- VSU rate (Total Salaries and Wages x 52.9%)
- Rate specified by funding agency; indicate rate here: \_\_\_\_\_

Total cost share \_\_\_\_\_

**Administrative approvals**

Chair, Department of Project \_\_\_\_\_ Date \_\_\_\_\_

Dean, College of Project \_\_\_\_\_ Date \_\_\_\_\_

Director, OSRP \_\_\_\_\_ Date \_\_\_\_\_