

# HOPE COLLEGE

## Institutional Cost Share Form

Use the tab key to move from one tex

Project Director requesting cost share for an externally supported project must complete this Form and have it approved by the Parties responsible for the cost share **at least two weeks prior to submission**. It should include any costs related to sustaining the project (or personnel) after the grant period. Submit this Form when routing the abstract/budget.

Project Director \_\_\_\_\_ Dept \_\_\_\_\_ Phone \_\_\_\_\_

Co-PIs \_\_\_\_\_

Title of Project \_\_\_\_\_

Brief layman's description of project

Funding Source \_\_\_\_\_

Start/End Dates of Cost Share \_\_\_\_\_

**Cost Share Needs**

	Total	Source of Cost Share	Fund Name/#
<u>Project Director</u>			
Salary	_____	_____	_____
% Release Time	_____	_____	_____
Fringe	_____	_____	_____
<u>Co-PI(s):</u>			
Salary	_____	_____	_____
% Release Time	_____	_____	_____
Fringe	_____	_____	_____
<u>Other Personnel</u>			
Salary	_____	_____	_____
Fringe	_____	_____	_____
<u>Student</u>			
Wages	_____	_____	_____
Housing	_____	_____	_____
Supplies	_____	_____	_____
Equipment	_____	_____	_____
<u>Equipment/Computers</u>			
(describe)	_____	_____	_____
<u>Other</u> (describe)			
	_____	_____	_____
	_____	_____	_____
<b>TOTAL COST SHARE</b>	<b>\$</b> _____		

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Responsible Party

\_\_\_\_\_  
Date