

COST SHARE CHECKLIST FOR PROPOSAL SUBMISSION

1. Is the cost share voluntary or required? _____
2. Have you attached and identified the relevant agency guidelines? _____
3. If the full F&A rate is not being charged to the sponsor, will the sponsoring agency allow the unrecovered F&A to be used as cost share? _____
4. Have you provided the justification for any cost share in excess of the required amount? _____
5. Have you itemized all sources and index numbers of your cost share on the front of the cost share commitment form? _____
6. Do you have all the required signatures, including those needed for third party cost share? _____
- *7. Have you included commitment letters from any third party sources of cost share funding? _____
8. Do the totals on the front and back of the cost share commitment form agree?
Do they agree with the amount on the PDS? _____
9. Does your cost share total on the commitment form agree with all mention of cost share in the budgets or narrative of the proposal? _____
10. Have you completed the "spending plan" portion on the back of the commitment form if the funding is to span more than one fiscal year? _____

*Third Party Cost Share Documentation Requirements

When cost share funding is obtained from non-UNM sources, we must have written documentation from the source. Because **actual** amounts are obligated, we need to show how the amount was determined.

The third party must identify what they will be providing and how they calculated the value. For instance, if they are providing space, they would say that they will provide a building for 200 hours and that the building normally rents for \$10/hr. Or if they rent on a square footage basis, they would calculate the rate per square foot. If they are providing the services of their staff, they would calculate the relevant salaries and fringes along with the level of effort that will be contributed.

They must also give UNM written permission to use the contribution as cost share on this project. We must obtain their permission because their cost share will be subject to audit.

We must have the signatures of the chair and dean/director to show that they recognize they will be taking the responsibility for meeting the cost share obligation if the third party funding falls short.