

# Tutorial: Completing the Form A Cost Sharing Request

Office of Sponsored Programs  
Virginia Polytechnic Institute & State University  
Located at: <http://www.research.vt.edu/professional-development/archive>



## Tutorial Overview

- Overview of the Form A
- Using the Form A
  - Overview
  - Completing Each Section
  - Submitting to OSP



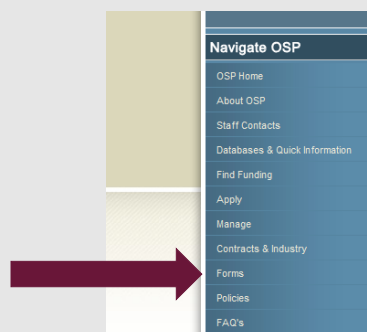
## Overview of the Form A

- Required on all proposals with Cost Share of any kind
- Must be completed with proposal paperwork
- Includes
  - General Information
  - Personnel Time Cost Share Information
  - Non Personnel Cost Sharing Information
  - Third Party Cost Sharing Information
  - Indirect
  - Explanation Section
  - Signatures



## Where to Find the Form A

The Form A is located on the OSP website  
<http://www.osp.vt.edu/> on the “Forms” page



The Forms page can be accessed directly at  
<http://www.osp.vt.edu/forms/index.php>



Virginia Tech **FORM A. COST SHARING REQUEST**

Proposal Title: **EXPLORATION OF XYZ SYSTEMS...**

Cost sharing occurs whenever part of the proposed project costs is to be borne by Virginia Tech. Virginia Tech reserves the right to limit the amount of "voluntary" cost sharing. Please submit FORM A. in conjunction with the signed PROPOSAL APPROVAL FORM.

Cost Sharing is required by Sponsor       Cost Sharing is per institutional agreement (voluntary)

Name of Employee	Banner ID	Org Code	% of Time	Year	Source of Funds	Amount Cost Shared
Rodriguez, Joseph	123456789	000100	9%	1	208 E and G Funds	\$9,081.00
Wang, Han	987654321	000100	9%	1	208 E and G Funds	\$13,493.00
Smith, John	456789123	000200	9%	1	Ag Exp Station	\$11,476.00
Rodriguez, Joseph	123456789	000100	7%	2	208 E and G Funds	\$7,737.00
Wang, Han	987654321	000100	7%	2	208 E and G Funds	\$10,416.00
Smith, John	456789123	000200	7%	2	Ag Exp Station	\$9,777.00
			%			
			%			
<b>A. Total Salary, Wages and Fringe Benefits</b>						\$61,990.00
<b>B. Non Personnel Cost Sharing (Please Provide Brief Explanation)</b>						
Materials and Supplies						
Equipment						
Other (identify): Travel						
			2	Returned Overhead		\$2,000.00
Other (identify): F&A On Cost Share						
						\$37,428.00
Other (identify):						
<b>C. Third Party Contribution (Please attach letter of commitment)</b>						
<b>D. Un-recovered Facilities and Administrative Costs (overhead)</b>						
						\$103,221.00
<b>GRAND TOTAL VIRGINIA TECH COST SHARING</b>						\$204,629.00

EXPLANATION: Dr. XYZ will be traveling to California for a sponsor required meeting. The costs of this travel will be cost shared using returned overhead funds. The sponsor has agreed to allow F&A/indirect on cost share expenditures to count toward meeting the cost sharing requirement.

SIGNATURES ONLY REQUIRED IF NOT ROUTED WITH PROPOSAL APPROVAL FORM

Principal Investigator \_\_\_\_\_ Director / Dean \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

VirginiaTech *Invent the Future*

# General Information Section

Virginia Tech **FORM A. COST SHARING REQUEST**

Proposal Title: **EXPLORATION OF XYZ SYSTEMS...**

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Cost Sharing is required by Sponsor       Cost Sharing is per institutional agreement (voluntary)

Must be approved in advance by the Pre-Award Director

VirginiaTech *Invent the Future*

## Section A: Personnel Costs

Name of Employee	Banner ID	Org Code	% of Time	Year	Source of Funds	Amount Cost Shared
Rodriquez, Joseph	123456789	000100	9%	1	208 E and G Funds	\$9,081.00
Wang, Han	987654321	000100	9%	1	208 E and G Funds	\$13,493.00
Smith, John	456789123	000200	9%	1	Ag Exp Station	\$11,476.00
Rodriquez, Joseph	123456789	000100	7%	2	208 E and G Funds	\$7,737.00
Wang, Han	987654321	000100	7%	2	208 E and G Funds	\$10,416.00
Smith, John	456789123	000200	7%	2	Ag Exp Station	\$9,777.00
			%			
			%			
<b>A. Total Salary, Wages and Fringe Benefits</b>						<b>\$61,980.00</b>



## Section B: Non-Personnel Costs

<b>B. Non Personnel Cost Sharing (Please Provide Brief Explanation)</b>			
Materials and Supplies			
Equipment			
Other (identify): Travel	2	Returned Overhead	\$2,000.00
Other (identify): F&A On Cost Share			\$37,428.00
Other (identify):			



## Section C: Third Party

C. Third Party Contribution (Please attach letter of commitment)			
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Third Party Commitment Letter must include:

- Total dollar value of contribution
- Time period (MUST be within project period)
- Agreement to provide documentation
- Authorized signature

Volunteer Hours

- Human Subjects are not third party volunteers for cost share
- Value based upon work performed
- Must be documented



## Section D: Unrecovered Indirect

D. Un-recovered Facilities and Administrative Costs (overhead)			\$103,221.00
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Unrecovered indirect is the indirect on the costs that are charged to the sponsor, but not allowed on the sponsor budget.

F&A calculated on cost share expenditures should be listed separately in Section B:

Other (identify): F&A On Cost Share			\$37,428.00
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## Signature Section

All College & Departments

Principal Investigator		Director / Dean	
Printed Name	Date	Printed Name	Date

Name of Employee	Banner ID	Org Code
Rodriquez, Joseph	123456789	000100
Wang, Han	987654321	000100
Smith, John	456789123	000200



## Submitting the Form A

The Form A must be submitted to your Pre-Award Administrator with the Sponsored Programs Approval Form before a proposal is submitted.



## Reminders:

- Make sure Banner ID and Source of Funds are provided
- Amount Cost Shared for Part A is salaries + fringes per year, per person
- F&A on cost share and Unrecovered F&A are two separate items
- Make sure Grand Total Cost Share is the **same number** as on the approved budget *and the proposal approval form*
- ***All cost share described in the proposal narrative MUST be quantified and included in the budget***

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## Thank you!

For additional assistance on completing the Form A you should contact your assigned Pre Award Administrator