

**University of Nebraska-Lincoln
Third Party Cost Sharing Contributions**

Complete by individuals or organizations participating in UNL grants or contracts.

Federal policies require that we adequately document third party cost participation for our records. To be allowable, contributions must be incurred during the award period (listed below) and must be in compliance with sponsor rules, regulations and guidelines. If you have questions on the allowability of a certain cost, please contact the Project Investigator listed below.

Individuals: Contributions may include personal time at appropriate rates for the type of services rendered, communication and transportation costs and miscellaneous expenses incurred directly for the grant for which you were not reimbursed.

Organizations: Contributions may include actual costs for staff time and fringe benefits, services, supplies or other allowable costs which were not reimbursed by the grant. Indirect or facilities and administrative costs may be included if you have a federally approved rate.

Award Information:

Sponsor: _____ WBS Project Number: _____

Award Title: _____

Award Period: _____ Project Investigator: _____

CONTRIBUTIONS:

Performance Period: Start Date _____ End Date _____

Individual:

Personal time: # UNITS: ____ hours ____ days X Value per unit \$ _____ = \$ _____

(Attach additional detail as needed)

Other Expenses (Attach receipts) \$ _____

Total \$ _____

Organization:

Staff time and benefits \$ _____

Services, supplies, travel, equipment, other (Attach receipts) \$ _____

Indirect or Facilities and Administrative costs \$ _____

TOTAL (Attach system generated documentation for total expenses) \$ _____

Is the contributed effort/materials paid or reimbursed by the Federal Government? _____ Yes _____ No

If Yes, list Federal source and CFDA number: _____

Signature:

Individual name or organization name (printed) _____

Signature* _____ Printed Name* _____ Date _____

* For organizations, an administrative officer should sign.

Email completed form to assigned Project Specialist or mail to:

Office of Sponsored Programs - Post Award
151 Whittier Research Center, PO Box 830861
Lincoln, NE 68583-0861

Third Party Cost Share Form Instructions

SECTION

INSTRUCTIONS

Award Information

Completed by the department before given to the individual or organization contributing the cost share.

CONTRIBUTIONS

Performance Period

Include the dates completed on the project (must be within time frame of the award)

Individual

Work completed on individual's own time

Number of Units

Days or Hours spent on the project (Include additional sheet(s) as needed).

Value per unit

Value must be appropriate with the **actual work** completed on the project, not the hourly rate the individual is paid by his organization. Volunteer applicable rates may be found at the website below.
http://www.independentsector.org/volunteer_time

Other Expenses

Provide dollar amounts and copies of receipts.

Organization

Work completed while employed and paid by the organization.

Staff Time & Benefits

Must include a detailed list from the organization's accounting system – listing employee, date of service, salary and benefits.

Services, supplies, travel, equipment, other

Must include a detailed list from the organization's accounting system - specific expenses that qualify for use on the project within the allowed time frame.

Indirect costs (F&A)

Only allowed if the organization has an approved rate agreement from the US Department of Health & Human Services, Office of Naval Research (ONR), US Department of Education or other applicable federal agency. This agreement must be attached as documentation.

Contributed effort paid by Federal Government

Must be marked (Yes or No) – if **NO** value is okay to use on federal award if **YES** must include the CFDA number. Sponsored Programs will determine if the contribution may be used as match.

Signature

Must be signed by the individual or organization (administrative official of the organization),

Additional questions regarding the third party cost share form, please contact your project specialist or the Sponsored Programs office at 472-3171.