

GUIDANCE MEMO NO. 03-23



Research, Grants and Contracts

DATE: September 30, 2022

TO: Research Faculty & Staff

SUBJECT: Cost Share Form Procedure

A handwritten signature in red ink, appearing to be 'C.H.', is written over the end of the subject line.

Purpose: This guidance provides information to research faculty and staff to use in documenting the source of any cost share or matching funds provided for a planned or existing externally funded research project.

Action Requested: As needed, please complete the Cost Share Form with the relevant information and funding source accounts to be applied to any planned cost share being provided. This form should be completed during the development of the proposal and prior to the routing/approval by the Chair/Director and Dean/VP.

Summary and Background: In relation to the NKU Cost-Sharing Contributions Policy, Cost share or matching is sometimes required by the Sponsor as part of a response to an active research solicitation for funding. In this event, the Principal Investigator must identify the source of any cost share/matching funds and provide the related account number. Sources must not be from other sponsored projects, unless approved by that sponsor for use. Typically cost share/matching funds applied are from non-federal sources.

If the cost share form is included in the GMS file prior to routing for approvals, then the electronic approval by the Chair, Dean and Director will be sufficient (and no signature is required on the form). If the cost share form is completed after the internal GMS proposal file has been routed for approvals, then a wet-ink signature is required from the PI, Chair and Dean prior to submission of the proposal.

Related Documents:

- [Cost-Sharing Contributions Policy](#)
- [Cost Share Form \(RGC-6\)](#)