



Cost Sharing Approval/Budget Reallocation Form

Principal Investigator: _____ Department/School: _____

Project Title: _____

Sponsoring Agency: _____

Budget Period Start Date: _____ Budget Period End Date: _____ Year ____/____

Project Chartfield String: Dept.: _____ Fund Code: _____ Fund Source: _____ Program: _____ Function: _____ Property: _____ Project: _____

University Cost Sharing is defined as a portion of the total project or program expenses related to a sponsored agreement that is contributed by BC and not charged to the sponsor. BC is responsible for accounting of all costs attributable to the project, including cost sharing. Please remember that any quantifiable cost (mandatory or voluntary) offered in the proposal becomes a legally binding and accountable commitment of BC upon the award and that all costs must be allowable under OMB Circulars A21 and A110. **This form should be used to identify the department(s) chartfield string where the cost share funds will be obtained.** If cost share includes faculty contributed effort, please state the percentage of effort in the appropriate column and the individual's name under "Description."

This form is completed by OSP and forwarded to the Authoritative Office(s) upon notification of an award with mandatory cost sharing. The Authoritative person will review/revise if necessary the chartfield string(s) and electronically sign and forward the form to the Budget Office. The Budget Office after decreasing the appropriate department(s) budget will assign the cost share chartfield string, electronically sign the form and forward it back to OSP. The form is routed from OSP to Authoritative Office(s) to Budget Office and then back to OSP and is **required prior to project set up.**

Description:	Budget Period	Dept. ID	Fund	Fund Source	Program	Function	Property	Account	Total Direct Amount \$
Grand Total \$									

Approved by: _____ Date _____

Approved by: _____ Date _____

Approved by: _____ Date _____

Approved by: _____ Date _____

Budget Office Only			
Budget Reallocation was completed on			
Fund	Fund Source	Program	Function
120	10000		