

Fordham University

COST SHARE EXPENSE REPORTING

The tracking, reporting and certifying of cost sharing commitments is the responsibility of the PI.

A signed report is required for financial reporting to the sponsor. **Please attach backup documentation to support the cost share reported in this form, i.e. Earning reports, transaction reports, copies of vendor invoices, etc.**

| 1. Award Information | |
|-------------------------------|--|
| PI Name | |
| Grant /Contract Agreement # | |
| Sponsor | |
| Project Title | |
| Project Period of Performance | |
| Banner Grant Fund Number | |

| 2. Cost Share Expense | | | | | | | | |
|-----------------------|--|--------------------------------------|--|---|---|---|---|--|
| Reporting Period: | From (mm/dd/yy): | | | To (mm/dd/yy): | | | | |
| Expense Category | Description <small>(Employee Name, Vendor Name, Etc.)</small> | FIDN <small>(Employee ID)</small> | FOAPAL <small>(From Banner)</small> | Committed <small>(Cost Share Budgeted)</small> | Previously Reported <small>(Cumulative from previous form)</small> | Incurred this Period <small>(New expenditures)</small> | Cumulative <small>(Previously reported + Incurred this period)</small> | Balance <small>(Committed-Cumulative)</small> |
| Salaries / Wages | | | | | | | | |
| Salaries / Wages | | | | | | | | |
| Salaries / Wages | | | | | | | | |
| Salaries / Wages | | | | | | | | |
| Salaries / Wages | | | | | | | | |
| Fringe Benefits | | | | | | | | |
| Travel | | | | | | | | |
| Supplies | | | | | | | | |
| Consultants | | | | | | | | |
| Subawards | | | | | | | | |
| Equipment | | | | | | | | |
| Tuition Support | | | | | | | | |
| Other | | | | | | | | |
| Total Direct | | | | | | | | |
| Waived F&A | | | | | | | | |
| Total | | | | | | | | |

| 3. Approval | |
|---|-------------|
| I certify that this information is correct and these are approved cost sharing amounts for this project. | |
| Principal Investigator: _____ | Date: _____ |

Column Definitions:

Committed: Cost Share budget as committed in the proposal

Incurred this Period: Cost Share being reported for the current period

Cumulative: Cost Share previously reported + Cost Share Incurred this Period