

Instructions for Form 32

The Form 32, Letter of Confirmation Cost Sharing Commitment, is an Excel document that has been modified to automatically calculate the commitment by fiscal year.

Formula calculations rely on the data being entered in the correct format.

- ✓ Form can be found on SPS website <http://www.purdue.edu/sps/xls/form32.xls>
- ✓ The document contains many formulas; to avoid typing over a formula, **enter data in shaded fields only.**
- ✓

SECTION A

1. At the top of the document, indicate the applicable Cost Share Commitment type(s):
 - ◆ Percent of Effort
 - ◆ Memo Match
 - ◆ Percent of Sponsor Award
 - ◆ Dollar Commitment
2. Complete all of the applicable shaded information fields in the document.
3. Start/End Date – Enter **year one** data in xx/xx/xx format so the spreadsheet can place the appropriate project periods in the spreadsheet. The spreadsheet will automatically input 5 project years even if the project is less.

SECTION B (DO NOT INCLUDE MEMO MATCH COMMITMENTS HERE)

4. In the Project Period Commitment section, enter the fund to be used for the cost share commitment. The amounts committed in each project year should be entered as calculated on the COEUS Budget work papers. The Fiscal Year Commitment section will automatically calculate below. If you want a different amount in the Fiscal Year Commitment Table than what has calculated, enter the number over the formula in the cell (i.e. equipment).
5. Verify that the Project Period total amount equals the Fiscal Year total amount.

SECTION C

6. Attach and explain any documentation for Memo Match. If using an SPS external account (state, industrial, PU/PRF fellowship/assistantships), the signature of the Sponsored Program Pre-Award Manager for the account being used for the Memo Match is required. Signature can be obtained when routing the proposal. The business office should discuss the use of the account as Memo Match with the Sponsored Program Pre-Award Manager **prior** to routing the proposal.
7. Any third party commitments (subcontractors, 3rd party in-kind, SPS external account, etc.) should be stated in the memo match explanation section.

SECTION D

8. Signature(s) of person(s) authorized to approve funding source.

If you have any problems with the Form 32 please contact Sponsored Program Services at 46204.