

Instructions for the Form 32

The revised Form 32, Letter of Cost Sharing Commitment, is an Excel document that has been modified to automatically calculate the annual transfer amounts. Formula calculations rely on the data being entered in the correct format.

File can be found in SPS website <http://www.adpc.purdue.edu/SPS/excel/cscf.xls>

The file is saved as a read only document in the website. When accessing the file, a message box will prompt the user to open the file as "read only". Select "yes". When saving the document, Excel will prompt you to rename it.

Enter information for the areas highlighted in pink. The document contains many formulas, to avoid typing over a formula, enter data in pink highlighted fields only.

DEFINITION OF TERMS

Cost Share Method - Select Dollar Commitment, Memo Match, Percent of Effort, or Percent of Sponsor Award. A new cost share form should be prepared for each Cost Share Method (i.e. grad student support by PRF plus dollar commitment should have a form for both memo match and dollar commitment portion of the cost share)

Cost Share Type - Select one of the following options:

- 1) Committed - Sponsor Required in RFP (Cost share is mandatory by sponsor)
- 2) Committed - In Excess of Sponsor Required in RFP (Cost share is mandatory by sponsor but exceeds required amount)
- 3) Committed - Not Required by Sponsor (Cost share is voluntary)
- 4) No Cost Share (Cost share is voluntary and not allowed by the sponsor)
- 5) Salary Cap (Effort on project exceeds NIH salary allowance so a portion of salary is cost share)

Dept Name - The name of the department providing the cost share support

Responsible Cost Center - The cost center for the department providing the cost share support

PI - The name of the Principal Investigator on the Proposal

Agency/Sponsor - The name of organization providing funding

Project Period - The entire period of the submitted proposal

Proposal Development # - The COEUS number attached to each submitted proposal

Yr 1 Proj Period - The start and end date of the 1st full year of the project. If the project years are not a full 12 months then this form will require manual calculations in the Fiscal Year Commitment section and Fiscal Year Budgeting section.

Approved by (Signature) - The signature of the unit head authorizing the cost share commitment

Approved by (Typed/Printed) - The typed/printed name of the unit head authorizing the cost share commitment

Title - The title of the project per the submitted proposal

SPS Memo Match Approval - The signature of the SPS staff member authorizing the memo match commitment if using Sponsored Research funds for cost share

Form Date - The date of the preparation of the Form 32

Form Type - Select either Original or Revised based upon the nature of the purpose of completing the Form 32

Notes - Enter any notes regarding the cost share commitment that help document how it will be administered (i.e. Memo Match account information)

Project Period Commitment - 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 Sponsored Budget Program work papers.

Fiscal Year Commitment - The Fiscal Year Commitment section will automatically calculate based upon Yr 1 Proj Period and the Project Period Commitment entries. If you want to transfer a different amount in the Fiscal Year Commitment Table than what has calculated, enter the number over the formula in the cell. If you override Fiscal Year amounts then make sure the Project Period amount equals the Fiscal Year amount. This is automatically calculated based upon the Yr 1 Proj Period and the Project Period Commitment entries.

Fiscal Year Commitment Breakdown (Budgeting Purposes Only) - The Fiscal Year Commitment Breakdown section will automatically calculate based upon Fiscal Year Commitment section. If you override the Fiscal Year Commitment section you will also have to manually calculate this section. This section is intended to assist SPS in budgeting and Business Office in reconciling incrementally funded research projects (a project that only receives funding one year at a time and that cost share for future years cannot be budgeted until sponsor confirms current year funding. This creates the situation where there is more than one budget transfer entry within a fiscal year that total the fiscal year commitment)

If you have any problems with the Form 32, please contact in Sponsored Program Services at 48715.