

HOPE COLLEGE

Institutional Cost Share Form

Project Director requesting cost share for an externally supported project must complete this form and have it approved by the Parties responsible for the cost share **at least two weeks prior to submission**. It should include any costs (financial and in-kind) related to the project including after the grant period, if applicable.

Project Director _____ Dept _____ Phone _____

Co-PIs _____

Title of Project

Brief layman's description of project

[illegible]

Funding Source _____

Start Date	End Date
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Cost Share Needs

	Total \$	IN-KIND \$	Source of Cost Share	Fund Name/#
<u>Project Director</u>				
Salary				
% Release Time				
Fringe				
<u>Co-PI(s):</u>				
Salary				
% Release Time				
Fringe				
<u>Other Personnel</u>				
Salary				
Fringe				
<u>Student</u>				
Wages				
Housing				
Supplies				
Equipment				
<u>Equipment/Computers</u>				
(describe)				
<u>Other</u> (describe)				
TOTAL COST SHARE	\$	\$		

Project Director _____ Date _____

Responsible Party	Date
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Responsible Party	Date
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Responsible Party	Date
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