COMPLETING SECTION 16 – COST SHARE

The OSP Contract Officer (“CO”) will enter the following information into the OSP Proposal & Award Acceptance Workflow (“Proposal Workflow”).

1. Cost Share in the Award

Identify whether there is Boise State cost share specified in the award.

1.1. If the answer is “No,” then the CO is done. Move to Section 17.

1.2. If the answer is “Yes,” then the CO must complete the information set forth below.

2. Boise State Cost Share Details

2.1. Cost Share Form

Identify whether Boise State committed cost share is identified on an OSP Cost Share Form. Review the information provided earlier in Section 5 of the Proposal Workflow. If the information in the OSP Cost Share Form doesn’t match the award, the CO will need to coordinate with the applicable OSP Research Administrator (“RA”), applicable Departmental Administrator (“DA”), applicable Business Manager (“BM”), Principal Investigator (“PI”) and/or the sponsor. The amount of committed Boise State cost share in the award must match what is shown on the OSP Cost Share Form. Provide additional information in the “Comments” field and upload supporting documents at the end of Section 16 (see below).
2.2. Boise State Cost Share Amount

Type the dollar amount of the Boise State committed cost share in the award.

University Cost Share: $ [ ]

2.3. Boise State Cost Share Source(s)

Type the Department ID(s) (i.e., account numbers) that will be responsible to provide the committed cost share.

University Cost Share Budget Location(s):

[ ]

2.4. Total Boise State Cost Share Amount

For the initial award, this will be the same as in 2.2 above. However, for amendments, this amount can grow over time.

Total Institutional Committed Cost Share to Date: $ [ ]

3. Third Party Cost Share Details

Identify whether third party committed cost share in the award is verified on the “Third Party Cost Share Form” submitted to OSP with the proposal. The CO should look to see what was provided in Section 5 of the Proposal Workflow. If a Third Party Cost Share Form is missing or does not match the award, the CO must coordinate with the RA, DA, BM, PI and sponsor to resolve this matter. Provide details in the “Comments” field and upload supporting documents (e.g., initial or revised Third Party Cost Share Form) as described below.

Third Party Committed Cost Share is verified on the Third Party Cost Share Form submitted to OSP with the proposal?

☐ Yes  ☐ No

Comments: [ ]
4. Additional Supporting Documents

Identify whether there are additional supporting documents for Section 16. If the answer is “No,” the CO will move on to Section 17. If the answer is “Yes,” the CO will need to upload the additional documents. Click the “i” icon after the “Upload Supporting Documents” title for information regarding how to upload the files.