

MEMORANDUM OF UNDERSTANDING

COST SHARING COMMITMENT

(Must be completed prior to acceptance of award)

Budget Period: _____

Introduction

This Memorandum of Understanding is entered into between (Name of Organization), hereinafter referred to as (brief identifying name) and San Diego State University Research Foundation, a nonprofit auxiliary organization of San Diego State University, hereinafter referred to as FOUNDATION.

The parties agree to work together on a grant proposal under the direction of Dr. (PI's name). (Organization name) and FOUNDATION are required by the sponsor agency to cost-share a portion of the project's costs.

The purpose of this Memorandum of Understanding is to identify the amount of cost sharing required by (Organization) and to confirm (Organization's) commitment to provide sufficient and allowable cost sharing.

Amount of Cost Sharing

(Organization) will provide cost sharing, either cash or in-kind, in the following amounts in the following categories:

| | <u>In-kind</u> | <u>Cash</u> |
|---------------------|----------------|-------------|
| Salaries | \$ | \$ |
| Fringe Benefits | \$ | \$ |
| Travel | \$ | \$ |
| Supplies | \$ | \$ |
| Equipment | \$ | \$ |
| Space | \$ | \$ |
| Consultants | \$ | \$ |
| Other | \$ | \$ |
| <i>Total</i> | \$ | \$ |

Terms

1. All cost sharing, whether cash or in-kind, must be documentable. Records, including the names of individuals, rate of pay, number of hours and a corresponding calculation of effort, fringe benefit rate and calculation on applicable salaries, receipts, forms, etc. must be submitted to the Foundation for audit purposes on a quarterly basis during the period of performance.

2. All cost sharing items must be verifiable in order to determine their actual value. No items may be cost-shared in amounts higher than their fair market value.
3. On projects funded by federal agencies, cost sharing requirements may not be met with funds from other federal projects, including pass through of Federal funds via State, County and other local governments and agencies. Federal funds cannot be used to match other federal funds.
4. Cost sharing items must conform to sponsor guidelines and must be allowable. For example, items normally considered as indirect costs (e.g., utilities, space) cannot be cost-shared if the sponsor does not allow “indirect costs forgone” to be used to fulfill the matching requirement.

Termination

This agreement will automatically terminate if the subject proposal is not funded. If funded, this MOU will remain in full force and effect until all cost sharing commitments have been met.

Concurrence

(Organization) agrees to provide the required cost sharing identified above, and will comply with the terms of this MOU.

Organization Name:

Authorized Representative:

Street Address:

City, State, Zip Code:

Telephone: () -

Fax: () -

E-mail address of Authorized Representative:

Proposal Title:

SDSU Project Director/Principal Investigator:

Proposed Funding Agency:

Approved for Organization:

Concurrence by Foundation

Signature

Signature

Printed Name and Title:

Printed Name:

Date:

Date: