Date: August 22, 2013

Subject: Third Party Cost Share Commitment, UW WISPER Proposal Number [MSNXXXXXX]

Principal Investigator: [Name of PI]

Proposal Title: [Title/description of Proposal]

To: University of Wisconsin-Madison

This letter and accompanying documentation serves to document our organization’s commitment to contribute cost share in support of University of Wisconsin – Madison UW WISPER/proposal number [MSNXXXXXX].

[Please provide a description of the proposed tasks and/or deliverables]

Total cost share commitment: $\_\_\_\_\_\_\_\_\_, as detailed in the attached budget and/or schedule.

I hereby certify that I am an official authorized signatory for the [insert organization’s name]. I declare that the proposed costs are necessary and reasonable for the completion of the proposed tasks and/or deliverables and are allowable under the applicable cost principles.

SIGNATURE OF OFFICIAL

PRINT TITLE OF OFFICIAL

CC: Principal Investigator  
 Department Administrator  
 RSP Post-Award Accountant

THIRD PARTY COST SHARE SCHEDULE

Please complete the following schedule, or provide a detailed budget:

Proposed Project Dates: [start date] to [end date]

**Note: Cost share must take place within the dates of the award.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | SUBTOTAL | TOTAL |
| **1.** | Non-labor Cost Share Commitment. Please describe commitment (supplies, equipment, etc) | | | | | |  |  |
|  |  |  |  |  |  |  | $0.00 |  |
| **2.** | Labor Cost Share Commitment: Please describe commitment (staff, consultant, volunteer, etc. and include their name, position, proposed hours and salary): | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | $0.00 |  |
| **3.** | Facilities and Administrative (F&A) Costs (where organization has a negotiated F&A rate): | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Approved F&A %: | 0.00% |  |  |  |  |  |  |
|  | Base Amount: | 0.00 |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | $0.00 |
|  |  |  |  |  |  |  |  |  |
|  |  | | | | |  |  |  |