



Third-Party Cost Sharing Approval Form

PIs must submit such requests using this form to preaward@chapman.edu at least 15 business days before the sponsor application deadline.

PI Name: _____ PI e-mail _____

Submitting Unit: _____

Title of Project: _____

Sponsor: _____

Program/FOA: _____

Link to FOA: _____

Application Due Date: _____ Project Dates: _____ to _____

Summary of Project (2-3 lines):

Total Proposed Direct Funding to be Provided by Sponsor: _____

Total Cost Share Amount (Mandatory plus Voluntary): _____

Total Cost Share Amount from School/Institute: _____

Third party Cost-Share: Amount or resource: _____

Name of 3rd Party: _____

Contact Name: _____ Contact e-mail: _____

Website address: _____

Address of 3rd Party:

****A letter of commitment from 3rd party must be attached. Letter should include type of cost share being committed, e.g., administrative support, lump sum for travel, etc.**

Please provide a justification or rationale for your request. Please include how this commitment from the university will support the mission of the university. If requesting third party cost share, please include details on the history of relationship with the third party to Chapman University:

There is inherent risk in cost share from third parties, and therefore it requires approval and liability acceptance from the dean of the academic unit and final approval from the Vice President of Research and Graduate Education. Note that the university is obligated to provide cost sharing if the third party does not meet the obligations, and in such cases the college/school or PI must cover those costs.

APPROVAL SIGNATURES:

Dean of School

Martina Nieswandt, PhD, Vice President for Research & Graduate Education

If Applicable:

Norma Bouchard, Ph.D., Executive Vice President, Provost and Chief Academic Officer

NOTE: Prior to routing your Cayuse SP proposal for internal approvals, you must attach this approved form. Any proposals routed through Cayuse SP containing 3rd Party Cost Share without prior approval will be denied.