



**Documentation of In-Kind Cost-Sharing**

*(To be retained in grant folder)*

**Project Description:** \_\_\_\_\_

**Grant Number:** \_\_\_\_\_

**Business Unit:** \_\_\_\_\_

**Period of In-Kind Contribution:** \_\_\_\_\_

Please provide the following information for documentation of in-kind cost sharing to the project and submit this form to the Office of the Controller Contract Accounting Section with all supporting documentation. In the space provided, indicate the nature of the contribution, the basis for calculating its value and provide/attach all supporting documentations to support these costs.

All In-Kind contributions must be reasonable and necessary to the performance of the project and the basis for determining the valuation for in-kind contributions/donations must be based on fair market value (*i.e. donation of equipment*) and must be documented.

Description	Valued Amount
Salaries and Wages	\$
Travel	\$
Materials and Supplies	\$
Contract and Consulting	\$
Equipment	\$
Trainings / Meetings	\$
Other	\$
<b>Total In-Kind Contribution</b>	\$

**I certify that the expenditures listed above have been incurred as matching contribution for the project specified and these expenditures meet the following criteria:**

1. Supporting documentation is attached and verifiable through our records
2. Not committed as match for any other federally-assisted project
3. Funds are not paid by the Federal Government under another award, except where authorized by Funding Agency; and
4. Incurred during the timeframe specified above
5. Are necessary and reasonable for the proper and efficient accomplishment of the specified project; and
6. Are allowable under the applicable cost principles and other terms and conditions of the federal award or program.

**AUTHORIZED SIGNATURES:**

**Program Manager Signature & Date:** \_\_\_\_\_

**Executive Division Director Signature & Date** \_\_\_\_\_

*\*Note: This documentation should be used in preparation of financial reports, and should be retained, along with all other documentation of project costs, for a period of seven years following approval of the final report by the funding agency and financial audit.*