How to complete the Cost Sharing section of the IPF

STEP ONE: If cost-share/matching is required by the Sponsor, select Yes.

- If a non-MSU organization is cost-sharing, select **“Add Organization”** under **“Third Party Cost Sharing.”** Search for the organization. If not listed, select **“Not Found.”** Select the appropriate Commitment and Match Types.

- If Units/Departments within MSU are matching funds, select **“Add Unit”** under **“Internal Cost Sharing.”**

STEP TWO: ACCOUNT

We recommend starting with “Account,” as this may determine the corresponding Unit that is committing to the cost-share. Type, or cut and paste in one of the following options for Account:

Salary, Wages & Fringe
Graduate Assistantship
Travel
Materials
Other Direct Cost
Indirect Costs

(NOTE: If cost-sharing across multiple Accounts, start by adding one account, e.g. “salary, wages and fringe.” Once you select “Add Unit” button at the bottom of the pop-up you will return to “Add Unit” under “Internal Cost Sharing” to add as many additional accounts as necessary.)

STEP THREE: UNIT

Select the name of the Department/Unit Name that is providing matching funds for the corresponding Account. Please note the “Unit Code” should begin with ‘CC,’ with the exception of Graduate Assistantship accounts. Do not select a unit that begins with a ‘D.’

Please note the following:

If selecting the **“Indirect Costs”** Account, select **“CC10039 Office of Sponsored Prg”** as the Unit.

If selecting the “**Graduate Assistantship**” Account, follow the instructions below:

- Type **“TGS”** as the Unit Name and select the appropriate program for the Graduate student. Note these Unit Codes begin with ‘TGS’.
- In the Comment box, state whether the match includes Stipend, Tuition, or both.

COMMITMENT TYPE:

Select **“Mandatory.”** Only in very rare cases is voluntary committed cost-sharing/matching allowable.

MATCH TYPE:

Select **“Cash Matching.”** (In-kind refers to third-party cost-share/match.)