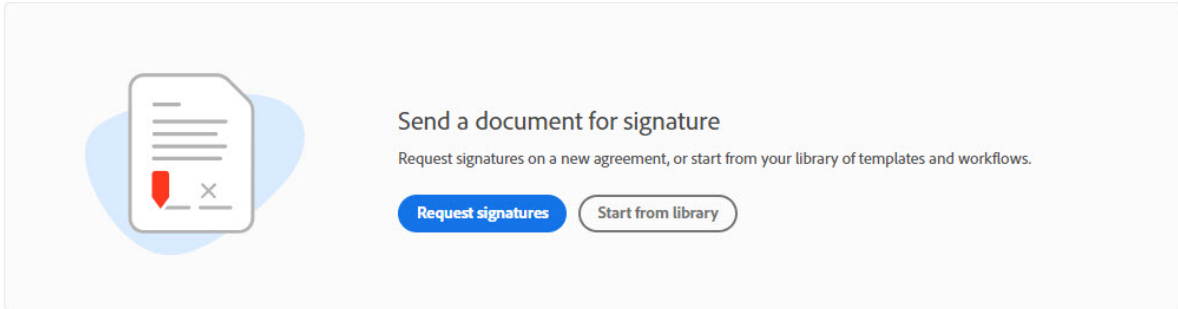
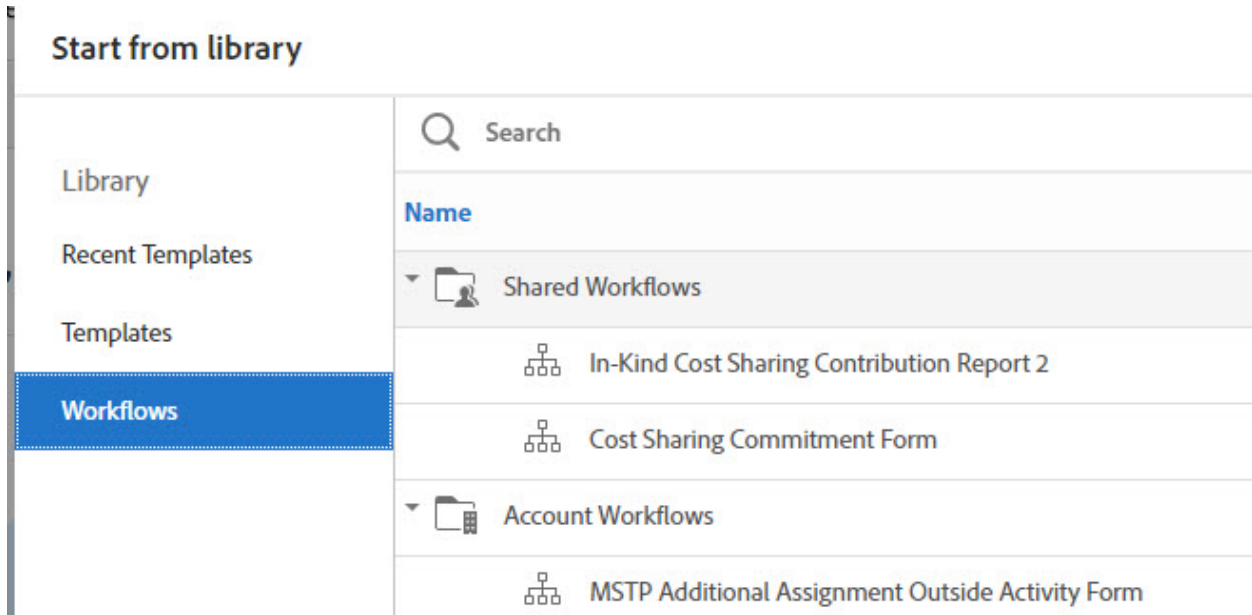


Cost Sharing Commitment Form Adobe Sign Guide

In Adobe Sign choose Start from library.



Select Workflows and search for the Extramural Support Checklist. Once highlighted select start at the lower right hand of the page.



Enter all the names that need to sign. The Department Personnel completing the checklist will go in the first spot. The Principal Investigator (PI) and Chairman signatures are required. Add Dean as required. If the signature field is blank, then the signature will be neither required nor able to be added later. The emails will need to be BlazerID@uab.edu in order to have the correct signatures.

Recipients



Signer *

✉ Email 💬

Principal Investigator *

✉ Email 💬

Chairman *

✉ Email 💬

Dean

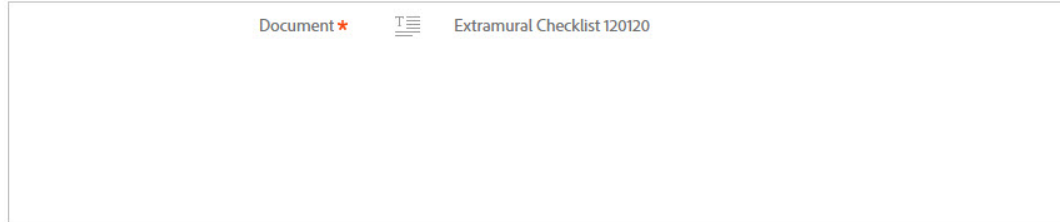
✉ Email 💬

Document Name *

Message *

When you select Send at the bottom it will begin the processing of the checklist.

Files



Send

When you see the following page and start, most areas are required.

Start

Office of Sponsored Programs
 Phone: (205) 934 - 5266
 Email: osp@uab.edu

UAB

COST SHARING COMMITMENT FORM

Cost sharing indicates the use of institutional funds to supplement a sponsor's support of a project. This form should be used for cost sharing commitments in proposal budgets and must be submitted to the Office of Sponsored Programs (OSP) along with the proposal and the UAB Extramural Support Checklist. *Please refer to page 2 for definitions.* Your proposal cannot be processed unless this form is submitted for projects that involve cost sharing. **If this is a revision of a previously submitted cost sharing commitment form, please provide documentation (a revised budget and / or a letter to the sponsor).**

Principal Investigator *				OSP Assigned No.	
Contact Person *	Email *		Phone *		
Project Title *					
Sponsor Name			Sponsor Project ID		
Project Period	12/01/2020	Budget Period	12/01/2020	GA Acct *	
Mandatory Amount <small>Required by Sponsor</small>		+ Voluntary Amount <small>Quantified in Proposal</small>		= Total Amount	

At the end of the document, you will be able to add any other attachments that you need for internal review.

Justification

Signatures

Principal Investigator _____ Date _____ Chairman _____ Date _____

Dean _____ Date _____

[Click to Attach File Attachment 1](#)

Dean and Chairman: Signing this form represents verification that the source (general ledger) account numbers provided are currently valid and guarantees that funds are readily available to cost share towards the referenced project upon award.

Once all the required areas are completed, a Submit button will appear. It will begin to route for signature once the Submit button pushed.

The university strongly discourages cost sharing or equipment and space.

Justification

Signatures

Principal Investigator _____ Date _____ Chairman _____ Date _____

Dean _____ Date _____

[Click to Attach File Attachment 1](#)

Dean and Chairman: Signing this form represents verification that the source (general ledger) account numbers provided are currently valid and guarantees that funds are readily available to cost share towards the referenced project upon award.

If in-kind cost sharing is involved, please complete the In-Kind Cost Sharing Contribution Report. If multiple account numbers are used, as a source of cost sharing, please use a separate form for each department.

Cost Sharing Commitment 1 Form Version: 03.09.2020

Office of Sponsored Programs

I agree to the [Terms of Use](#) and [Consumer Disclosure](#) of this document

[Submit](#)

The Signatory will receive an email asking them to review and sign.

Extramural Support Checklist

Review and sign

Please review and sign the Extramural Support Checklist.

It will require a Digital Signature using blazer names and passwords. The Signatory may be required to add their name if required to do so before they can sign. Press start to begin.

Email: osp@uab.edu

COST SHARING COMMITMENT FORM

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Principal Investigator	t			OSP Assigned No.	
Contact Person	t	Email	t	Phone	t
Project Title	t				

Once the signatory completes any required field, they will see the Submit and Proceed to Sign button.

COST SHARING COMMITMENT FORM

Cost sharing indicates the use of institutional funds to supplement a sponsor's support of a project. This form should be used for cost sharing commitments in **proposal budgets** and must be submitted to the Office of Sponsored Programs (OSP) along with the proposal and the UAB Extramural Support Checklist. *Please refer to page 2 for definitions.* Your proposal cannot be processed unless this form is submitted for projects that involve cost sharing. **If this is a revision of a previously submitted cost sharing commitment form, please provide documentation (a revised budget and / or a letter to the sponsor).**

Principal Investigator	t			OSP Assigned No.	
Contact Person	t	Email	t	Phone	t
Project Title	t				
Sponsor Name			Sponsor Project ID		
Project Period	12/01/2020	Budget Period	12/01/2020	GA Acct	t
Mandatory Amount Required by Sponsor		+ Voluntary Amount Quantified in Proposal		= Total Amount	0

I agree to the [Terms of Use and Consumer Disclosure](#) of this document

Submit and Proceed to Sign

They will need to download the document in order to sign it.

Just a few more steps

To finish signing, you'll need to download the agreement, open it in Adobe Acrobat or Acrobat Reader, and provide a digital certificate.



Once downloaded they will click the space to sign.

The University strongly discourages cost sharing of equipment and space.

Justification

Signatures



Principal Investigator

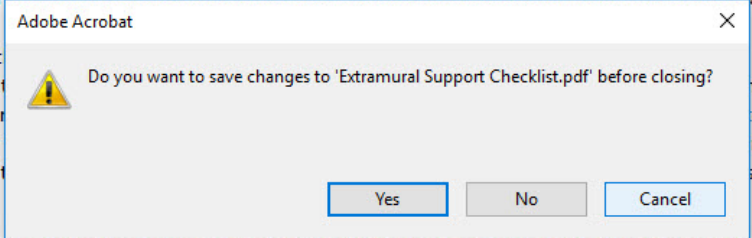
Date

Chairman

The signature has been changed from an Adobe Sign Electronic signature to a Digital Signature to allow an easier signature process. As a result the Department will need to print out and save the audit report to authenticate the signatures.

When asked to save the changes, please do so.

n aware of the [University's Patent Policy](#) and agree to comply with its terms;
 n aware of the [UAB Enterprise Conflict of Interest and Conflict of Commitment Policy](#) and the [Responsible Personnel list and Instr](#)
 :omply with the terms and requirements respectively.
 appropriate individuals and units of UAB or other institutions have been informed of any involvement or changed involvement the
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ojects involving Centers must have the signature of the Department Chair and Dean of the Principal Investigator's primary facul
 itting unit, in accordance with number 1 on page 1, should normally be the primary appointment of the Principal Investigator,

othy Parker Digitally signed by Timothy Parker
Date: 2020.11.24 14:02:15 -08'00' [Click here to sign](#) 11/24/2020

Director/Principal Investigator
 ire is required. No "per" signatures allowed.

Date

For NIH projects with Multiple Principal Invest
be the Contact PI.

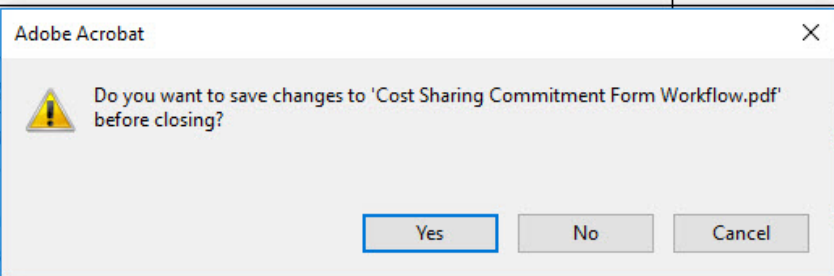
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For NIH projects with Multiple PD/PI's, NIH re

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<i>only complete this colu</i>			
on-Federal awards ma			sponsors.
y strongly discourages			



The parties will receive the attachment in an email. Please now email the Cost Sharing Commitment Form, with the Audit Report, and other required document to osp@uab.edu.