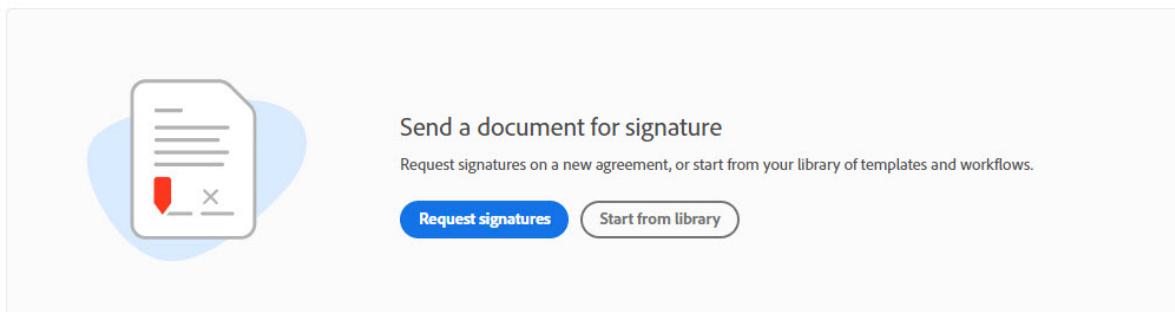
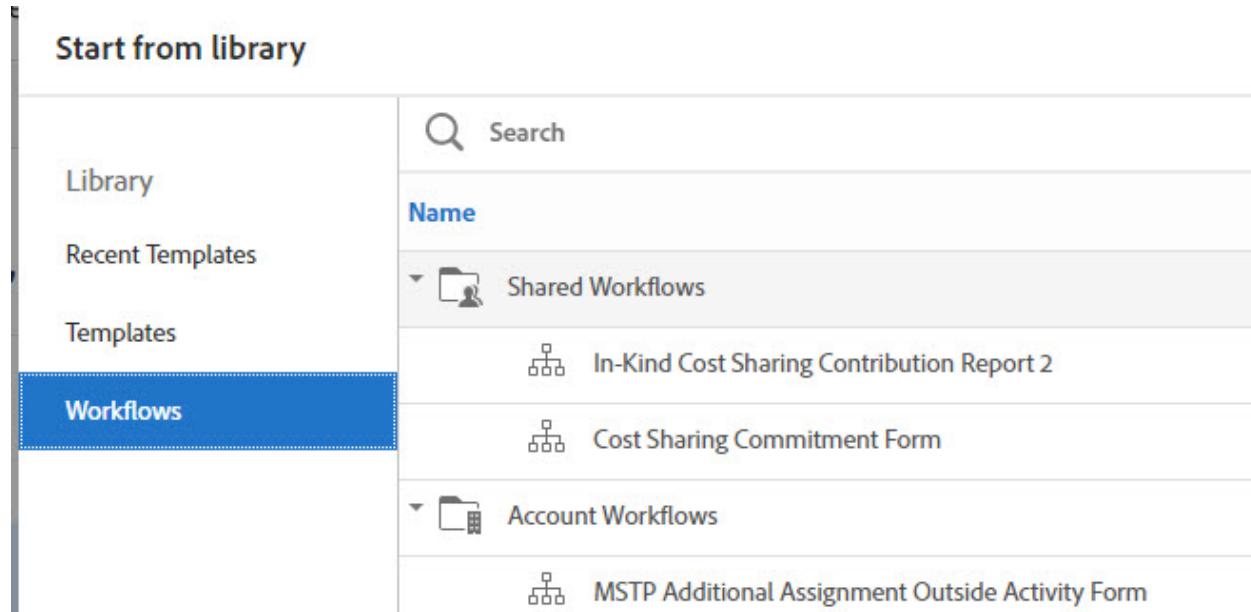


Cost Sharing Commitment Form Adobe Sign Guide

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 be added later. The emails will need to be BlazerID@uab.edu in order to have the correct signatures.

Recipients**Signer***

	Myself		Email	
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Principal Investigator*

	Enter recipient email		Email	
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Chairman*

	Enter recipient email		Email	
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Dean

	Enter recipient email		Email	
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Document Name *

Cost Sharing Commitment Form Workflow

Message*

Please Sign.

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

Document *		Extramural Checklist 120120
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Send**When you see the following page and start, most areas are required.**

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 Required by Sponsor		+ Voluntary Amount Quantified in Proposal		= 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

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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

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

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

COST SHARING COMMITMENT FORM

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

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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.

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Once downloaded they will click the space to sign.

The University strongly discourages cost sharing of equipment and space.

Justification

Signatures

Principal Investigator

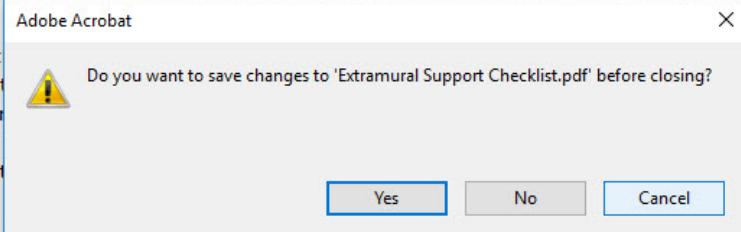
Date

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.

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ve ensured that information submit
ve not been debarred, am not aware
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result of this submission.



jects 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 -06'00'

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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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ame

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

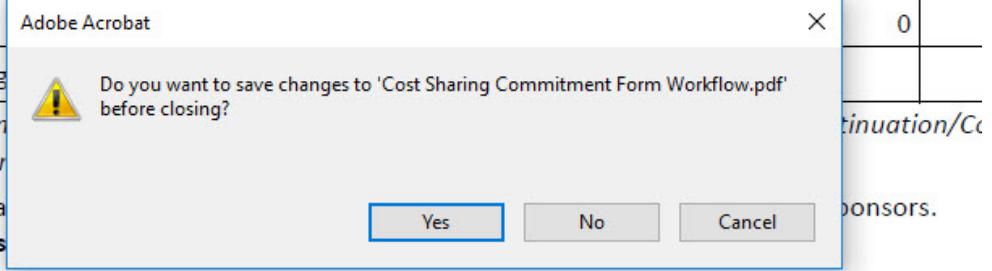
When closing the pdf, when asked to save please do so.

ntracts

reimbursement Cost Shared by Unit

3 F&A (Unfunded Indirects on MCS account)

Proposed Cost Sharing
*is column for New, Con
only complete this column
Non-Federal awards ma
y strongly discourage*



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.