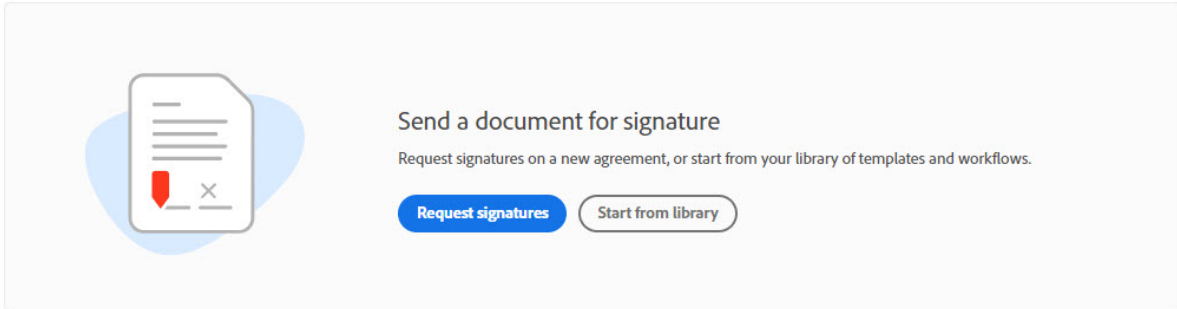


In-Kind Cost Sharing Contribution Form Adobe Sign Guide

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.

Start from library

	Search
	Name Last Modified
Library	
Recent Templates	
Templates	
Workflows	
	Shared Workflows
	In-Kind Cost Sharing Contribution Report 2 09/15/2020
	In-Kind Cost Sharing Contribution Form 12/01/2020
	Cost Sharing Commitment Form 12/01/2020

Enter all the names that need to sign. The Department Personnel completing the checklist will go in the first spot. The Principal Investigator (PI) signature is required. Add Associate V.P. of Finance or Designee 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.

In-Kind Cost Sharing Contribution Report

How this workflow works?
Enter instruction for sender...

Recipients



Department Personnel *

Myself Email

Program Director/Principal Investigator *

tmparker@uab.edu Email

Associate V.P. Finance or Designee

Enter recipient email Email

Agreement Name *

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

Files

Document * In Kind Cost Sharing Form

Send

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

Start

IN-KIND COST SHARING CONTRIBUTION REPORT

This form details non-cash cost sharing or third party matching support.

Principal Investigator: * * Proposed

OSP Assigned Number: * Actual

Oracle Award Number: Sponsor Project ID:

Project Title: *

I. Volunteer Services	Fair-Market Value of Services		Total In-Kind Contribution
	\$ per hour	hours worked	

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

GRAND TOTAL IN-KIND CONTRIBUTIONS (I + II + III + IV + V + VI)

\$

If additional space is needed, please attach an additional page.

I certify to the best of my knowledge and belief that this report is correct and complete in accordance with UAB policy.

Principal Investigator

Date

Associate V.P. Finance or Designee

Date

[Click to Attach File Attachment 1](#)

Updated: 10/06/2016

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

II. Donated Supplies	Fair-Market Value of Supply Item		Total In-Kind Contribution
	\$ per item	item count	
III. Subcontractor Match			Total In-Kind Contribution

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.



IN-KIND COST SHARING CONTRIBUTION REPORT

This form details non-cash cost sharing or third party matching support.

Principal Investigator: t Proposed

OSP Assigned Number: _____ Actual

Oracle Award Number: _____ Sponsor Project ID: _____

Project Title:
t

I. Volunteer Services	Fair-Market Value of Services		Total In-Kind Contribution
	\$ per hour	hours worked	

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

IN-KIND COST SHARING CONTRIBUTION REPORT
This form details non-cash cost sharing or third party matching support.

Principal Investigator: t Proposed

OSP Assigned Number: _____ Actual

Oracle Award Number: _____ Sponsor Project ID: _____

Project Title:
t

I. Volunteer Services	Fair-Market Value of Services		Total In-Kind Contribution
	\$ per hour	hours worked	

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.

Download Document

Once downloaded they will click the space to sign.

based upon the fair rental value.

VI. Other / Miscellaneous Contributions

Please attach a schedule of any miscellaneous items to be included as In-Kin

GRAND TOTAL IN-KIND CONTRIBUTIONS (I + II + III + IV + V + VI)

If additional space is needed, please attach an additional page.

I certify to the best of my knowledge and belief that this report is corre

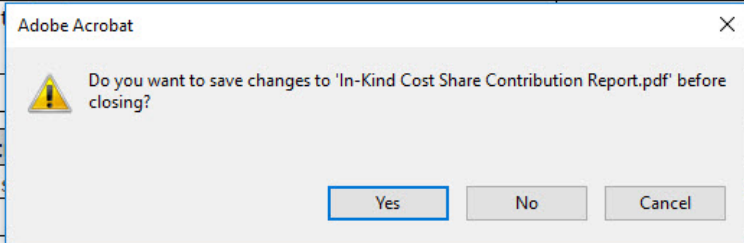
	Click here to sign 12/01/2020	
Principal Investigator	Date	Associ

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.

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

IV. Equipment In-Kind: (Donated to this specific grant) Fair-Market Value	Total In-Kind
List the type of equipment, and attach a letter to support this donation.	
V. Use of Donated Non-University Space	Total In-Kind
Total In-Kind cost sharing contribution based upon the fair rental value.	
VI. Other / Miscellaneous Contributions	
Please attach a schedule of any miscellaneous contributions not listed above.	



GRAND TOTAL IN-KIND CONTRIBUTIONS (I + II + III + IV + V + VI) \$ _____

If additional space is needed, please attach an additional page.

I certify to the best of my knowledge and belief that this report is correct and complete in accordance with the instructions.

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