

Interim FEC Cost Sharing Report

It is sometimes necessary to obtain cost sharing documentation for financial reports before the FECs are processed, especially for those departments on a six month FEC reporting cycle.

The interim FEC cost sharing report is a means of obtaining FEC cost sharing data prior to the FEC reporting cycle so that the University can meet sponsor financial reporting deadlines.

Budget - will expire before the FEC for this reporting cycle is printed.

Please confirm cost sharing performed and not yet reported on an FEC. List each quarter/year separately.

Faculty Name	EID	-	-
Quarter	Year	% cost share effort	*
Quarter	Year	% cost share effort	

(Quarter = AU, WI, SP or SU) (Year = Calendar year)

Faculty Signature _____ **Date** _____

RETURN THIS FORM DIRECTLY TO MAA, BOX 351248

NOTE: Make a copy of this form to attach to the next FEC. Inaccurate reporting will necessitate the submission of a revised financial report when the actual FEC is submitted.

*Example: The cost share effort committed or pledged in the proposal should form the basis for the actual cost share performed and documented. It will be presented as an average for the reporting period.

Fifteen percent (15%) effort for each of two months over a three month quarter equals 10% effort for the quarter ($(15*2)/3 = \text{effort \%}$) or 15% effort for one month over a three month quarter equals 5 % effort for the quarter.

Instructions: This process is for awards which require a financial (final or interim) report prior to the due date for FECs that include a portion of the grant period being reported.

- Fill in the budget number, quarter designation and the calendar year.
- Determine from the faculty member the level of effort provided as cost share for the period of time the grant was active during the reporting period. Place the % in the “% cost share effort” column for each applicable quarter. Do not average this over the 6 month cycle. (See, “Example” above.)
- Have the faculty member sign the form and send it to MAA (campus box #351248) for entry into the budget driver.
- Department personnel are responsible for maintaining a copy of the report for their records and another copy to attach to the FEC when processed.
- For questions, contact Suzette Ashby at 206-685-7395 or Ted Mordhorst @ 206-616-8678.