**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.)