

**AFTER THE FACT COST SHARED EFFORT DOCUMENTATION  
NON-TEARS EFFORT ONLY**

**PLEASE indicate the Type of Effort being Cost Shared (include explanation if necessary):**

- Bi-weekly**
- Summer Effort**
- Supplemental Pay**
- Another ledger 5(must include agency approval)**

DATE: \_\_\_\_\_

COST SHARING FOR ACCOUNT # 5- \_\_\_\_\_

The following employee(s) worked on the above referenced project. Because their effort was not billed to the sponsor, the effort should be documented as cost sharing.

<u>Name and PeopleSoft ID</u>	<u>Pay Source and Object Code</u>	<u>Cost Share Percentage</u>	<u>Time Period for cost sharing</u>
<i>Example:</i> John Doe - 000399999	211111-51410	90%	20032R17 – 20032R22 <small>(Payroll Id is the Preferred format for Bi Weekly)</small>
John Doe - 000399999	211111-51410	90%	02/01/03 – 04/15/03 <small>(Complete Calendar Date for all others)</small>


**CERTIFICATION: I certify that I have first hand knowledge that the effort shown above is a reasonable approximation of actual effort expended during the relevant time period.**

- 1) \_\_\_\_\_  
Name (Please Print)                      Employee or Other\* Signature and DATE                      Relation if other than employee
  - 2) \_\_\_\_\_  
Name (Please Print)                      Employee or Other\* Signature and DATE                      Relation if other than employee
  - 3) \_\_\_\_\_  
Name (Please Print)                      Employee or Other\* Signature and DATE                      Relation if other than employee
- \*(Principal Investigator, Supervisor, or Department Head)

Prepared by: \_\_\_\_\_ Department: \_\_\_\_\_

Telephone extension: \_\_\_\_\_ Campus Box Number: \_\_\_\_\_