*[Insert your organization’s letterhead]*

*[Insert Date]*

*[Insert name of Principal Investigator*

*Insert title of Principal Investigator*

*Insert address of Principal Investigator]*

Subject: Third Party Cost Share Commitment Confirmation

Confirmation type:

□ Monthly □ Quarterly □ Annual □ Interim □ Final

Dear *[Insert name of Principal Investigator]*,

This letter is to confirm and document our third party cost share for your funded project from *[insert sponsor name]* entitled “*[insert proposal title]*”. The total *[insert either “cash” or “in-kind”]* cost share expended is valued at $*[insert total cost share amount]* and is detailed below:

*[Add itemized list for the cost share, broken down by year and category, such as:*

*Year 1:*

* *Labor: $XX*
* *Other Materials and Supplies: $XX*
* *Equipment: $XX*
* *Office Space: $XX*
* *Facilities: $XX*
* *Travel: $XX*
* *Software: $XX*
* *Land Use: $XX]*

The cost share was used for this project *[Insert description of what the cost share will be used for in relation to the objectives of this project]* for the period of performance from *[Insert period of performance]*.

We confirm this cost share commitment was not counted or documented for any other federal awards.

Sincerely,

*[Insert name of Authorized Official*

*Insert title of Authorized Official]*

As Principal Investigator (PI)/Program Director (PD), I certify that the proposed cost share:

1. Is necessary and reasonable for the efficient accomplishment of the above referenced project, and
2. Is allowable under the applicable cost principles and other terms and conditions of the award or program.

PI/PD assumes fiscal responsibility for any and all costs associated with third party in-kind match which are unreported, uncollected, or disallowed.

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_