



COST SHARE REQUEST FORM

Please list the combinations that will be used in payroll as cost share for the grant below. Only the values listed on this form will be available for use in Payroll.

ESTABLISHED GRANT

Project ID	Start Date	End Date	PI	Business Manager
10001234	1/1/1901	12/31/1901	XXXX	XXX

ASSOCIATED COST SHARE

Op Unit	Dept	Fund	Class	Account (Required)	Project ID
CL008	462250	A0001	502	51300	
CL008	462250	G1000	502	51600	10005678

Signatures:

Project PI: _____
 Printed Signature Date

Business Manager: _____
 Printed Signature Date

FOR OFFICE USE ONLY
 Approval Signature: _____
 Date Approved: _____
 Added to HCM: _____

Commented [ML1]: INSTRUCTIONS ON HOW TO COMPLETE THE COST SHARE REQUEST FORM

Commented [ML2]: For the Established grant section:
 Project id: This will be the project # that cost share is associated with.
 Start date: This will be the start date of the project.
 End date: This will be the end date of the project.
 PI: This is the principal investigator of the project.
 Business Manager: This will be the business manager for the project.

Commented [ML3]:
 Associated Cost Share:
 Op. Unit: This will be the operating unit associated with the university account that the cost share is being paid from. Which can be found on the PeopleSoft USC Department/Fund Inquiry.
 Dept.: This will be the department associated with the university account that the cost share is being paid from. Which can be found on the PeopleSoft USC Department/Fund Inquiry.
 Fund: This is the fund code for the university account. Which can be found on the PeopleSoft USC Department/Fund Inquiry.
 Class: This is the class code associated with the university account. Which can be found on the PeopleSoft USC Department/Fund Inquiry.
 Account: This will be one of the ten payroll account codes in HCM.
 51100: President
 51200: Classified Employees
 51300: Unclassified Employees
 51400: Non-Federal Work Study Students
 51422: Federal Work Study Students
 51600: Temporary Employees
 51330: Summer Instruction
 51390: Athletic Coaches
 51800: Bonus
 51900: Fringe
 Project id: Only input a project number if the cost share is associated with a different sponsored project or if the project number is a USCIP project. (This is a rare occurrence to use another sponsored project, the project id would be different than the project id of the Established Grant)