

Purpose of this Form: To identify revenues or gifts where the division will be cost sharing the Administrative Fee. **Do not use this form for cost sharing of sponsored non-federal awards.** Please contact [Financial Reporting](#) with any questions.

Donor/Sponsor Name: _____

Amount of Gift/Grant: _____

Admin Fee Assessed: _____

Current Oracle Accounting String(s): Enter GL account information and/or Grants PTA.

GL:	Funding Source:	Activity:	Org:	Entity:
Grants:	Project:	Task:	Award:	

Revenue Frequency: _____ If multiyear, what is the anticipated total? _____

Cost Share (New) Accounting String (s): Enter GL account information and/or Grants PTA.

GL:	Funding Source:	Activity:	Org:	Entity:
Grants:	Project:	Task:	Award:	

Administrative Fee Details

Fiscal Year: _____

Administrative Fee Rate: _____ Assessed Admin Fee: _____

Allowable Rate: _____ Calculated Allowable Fee: _____

Cost Share Rate: _____ Cost Sharing Amount: _____

Admin Fee Frequency: _____

Note: If recurring or multiyear, form must be submitted annually.

Approval

Preparer **School/Division** **Date**

Division Approval **Signature Field** **Date**

Finance Division Use Only

Date Received: _____

Routed to: GL Int. Awds.

Entries: One Time Recurring

Frequency: _____

Recorded: _____ Date: _____

Submit completed form to Financial Reporting
 at fin-rptg@andrew.cmu.edu.