

What is Third Party Cost Share?

An explanation and sample Third Party Cost Share Commitment Letter

When preparing a grant proposal in which external personnel or resources are to be enlisted for collaboration or other tangible assistance at no cost to the project, the University of New Mexico requires documentation to substantiate this commitment per policy guidance in OMB Circular A-21 and UBPPM Policy 2430.

The collaborating party should complete a Third Party Cost Share Commitment Letter or similar document and have it signed by an authorized official at their organization. The letter should be returned to the University of New Mexico Principal Investigator for inclusion in the proposal file that is due to Preaward no less than 5 business days before the sponsor's deadline. The commitment letter will be verified by Preaward as part of the proposal review.

A sample letter is attached for use.

SAMPLE

[Date]

Rena Vinyard, Associate Director
Preaward Services, HSC
HSC Financial Services
MSC09 5220
1 University of New Mexico
Albuquerque, NM 87131-0001
Phone: (505)272-6264
Fax: (505)272-0159
E-mail: HSC-Preaward@salud.unm.edu

Re: Cost share commitment for [XXXXXXX(project title)] ; Dr. [UNMHSC PI]

Dear Rena Vinyard;

After reviewing the above referenced grant proposal, we are very happy to offer our support in the form of [list effort, funds, equipment, etc being provided]. I understand that we will provide [explain list from above] at no cost to this project or your institution.

I also understand that for audit tracking we will be responsible for providing certification, showing the [list from above] expended towards this project to:

Contract & Grant Accounting
HSC Financial Services
MSC09 5225
1 University of New Mexico
Albuquerque, NM 87131-0001

I am very confident in the merits of the proposed research. I look forward to working with you on this auspicious project.

Very truly yours,

XXXXXX [Name/Title]
XXXXXXXXXX[Address]
XXXXXXXXXX[Address]
XXXXXXXXXX[Phone]

Cc: [UNMHSC PI]