

Manually Entered Cost Share

Documents required	3 rd Party Cash	3 rd Party In-kind	Sbct Cost Share	WSU In-kind	Expenses From Legacy	Payroll From Legacy	WSU WD Cash	WSU Effort	Match Accounts (The match account can only be counted as cost share against one award)
Commitment letter from sponsor	X	X		X					
Confirmation letter from sponsor	X	X		X					
Dept. memo approved by PI and GM	X	X		X	X	X			
Legacy expense detail					X	X			
Volunteer timecards		X		X	X				
proof of student tuition/stipends paid or waived				X	X				
Legacy salary detail						X			
Code expense with cost share grant worktag							X	X	
Submit a create request (3 rd party cost share)	X	X		X	X	X			
Notify SPS of all sponsored agreements being used as a match account for your award									X
Detailed cost share report from subcontract invoice.			X						