**MEMORANDUM for Cost Sharing**

**TO: Dr. Floyd L. Wormley, Jr.**

 **Associate Provost for Research**

**Through: Ms. LeAnn S. Forsberg \_\_\_\_\_\_\_\_\_\_ initials**

 **Director of Sponsored Programs**

**Through: Dr. *(Dean of College)* \_\_\_\_\_\_\_\_\_\_initials \_\_\_\_\_\_\_\_\_\_ funds**

 ***(College Name)***

**Through: Dr. *(Chair of Department)* \_\_\_\_\_\_\_\_\_\_initials \_\_\_\_\_\_\_\_\_\_funds**

 ***(Department Name)***

**From: Dr(s) *(Investigator(s))* \_\_\_\_\_\_\_\_\_\_initials \_\_\_\_\_\_\_\_\_\_initials 2**

 ***(Department Name)***

**RE: Cost Sharing for *Pending NIH or NSF or other type of proposal: $$$$***

**Date: *Date of Memo***

***Provide a description of the proposed study and when submission is due. Explain why the cost share is warranted.***

***Example: Dr. Investigator will contribute $$$ in start-up funds. A request of an additional $$$from Departmental, College, and University sources is desired.***

**The PIs and collaborators request a decision from TCU by *GIVE DATE.***