

**CNS Support Request Detail:  
Cost-Sharing Request**

Required for a cost-sharing request:

Please provide the information requested below. Please use a separate piece of paper if more room is needed.

**Requested Information:**

- 1. Please provide an abstract and budget of the proposal (even if only a draft exists.)**
- 2. Please provide the due date of the proposal to the sponsor and the proposed project dates.**
- 3. Please explain whether the cost-sharing is required by the sponsor, recommended or voluntary.**
- 4. Please provide the names of all Harvard PI's, Co-PI's to be included on the proposal.**
- 5. How will this proposal benefit the CNS community?**
- 6. Have other sources of cost-sharing funding been sought?**

**Specific Policies Regarding Cost-Sharing Requests:**

- Once submitted, a copy of the final proposal needs to be on file with CNS.**
- Any costs, not specifically listed on the FAS Cost-Sharing form must be approved by CNS as a separate request.**

**GENERAL POLICIES REGARDING ALL CNS SUPPORT REQUESTS**

All requests must conform to all CNS, FAS, and Harvard University policies.

CNS Directors Group may negotiate the terms and conditions regarding a support request before or after approval.

CNS management should be notified and approve of any significant changes to the project/request prior to their taking place.

Willful disregard of the policies regarding CNS support funding can result in forfeiture of support.

Decisions on requests will be made by the CNS Directors Group including the Technical Director. Large requests may also go to the CNS Committee for comment at the Directors Group's discretion.

All funds must be spent in the budget period for which they are approved (if applicable.)

All expenses must go through, or be coordinated with the CNS Administrative Office.

Requestor Name:

Date:

Signature:

Department or Affiliation:

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For CNS office use only:

Date Received:

Date Considered by Directors Group:

Disposition: