CoE Cost Sharing Guidelines

“Cost sharing” refers to the portion of the total sponsored project costs that are not paid by the sponsoring agency. “Matching funds” is another commonly used term.

The following guidelines on requests for cost share for proposals in FY21 and beyond are recommended:

PIs should begin the process of obtaining cost share support by consulting with their DEO and/or Center/Institute Director (as considered appropriate). The DEO or C/I director (or their designated staff personnel) will initiate discussion with the Dean’s office on potential cost share support. The letter of approval of cost-share will be co-signed by the DEO or C/I director (as appropriate), Associate Dean for Research and the Dean. The following categories of cost-share will be considered as detailed below:

1. “In kind” cost share:

   - **Faculty** cost share that involves research time as “in kind” cost share will require approval from the DEO who will ascertain whether the faculty member has available time to put forward towards cost-share. This will depend on the effort allocation for the faculty member and how much of that time has already been committed to research.
   - **Staff cost share** that involves research time as “in kind” cost share will require approval from the C/I director who will ascertain whether the faculty member has available time to put forward towards cost-share.
   - **Other expenses (equipment/facility usage etc.)** may also be offered for shared resources and will require approval from the C/I director.

2. Cash cost share requests for amounts < $100K. Requests for cash cost-share can be made by the DEO or C/I director to the Dean’s office. These will be considered using the following framework:

   (a) If cash cost-share is **mandatory** as stated by the request for proposals or agency announcement, the DEO and Center/Institute director should assess the need and relevance of the investment to CoE future operations as well as strategic research focus of the departments, C/I or college. The department, center, and college will strive to reach agreement on the proportion of cost share each can support. The cost share commitment letter will typically require signatures from the DEO, Center Director, and the Associate Dean for Research. Please allow a minimum of three business days for the approval letter to be processed by the Dean’s office.

   (b) If cash cost-share is **voluntary, i.e. not required** by the terms of the sponsoring agency/program, the request will be considered based on several factors, with preference being given to:

      a. Requests by junior faculty
      b. Large team grant proposals and other competitive opportunities where cost-share would improve chances of success
      c. Purchase of equipment that can be of benefit across units/investigators/colleges in a shared capacity
      d. Other demonstrated need for cost-share
3. **Cash cost share requests for amounts > $100K.** PIs, through their respective DEOs or Center/Institute Directors should approach the Dean’s Office *early in their grant planning process* to discuss the possibility of such large cost-shares. To facilitate cost shares of this type the Dean’s office will seek collaboration with departments, other colleges and the OVPR office, as appropriate. The process of arranging cash cost shares of this type may need longer lead times and will typically be most appropriate for large grants involving multiple investigators and significant size of the proposed funding opportunity.

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1 Standard CoE time allocation for tenure-track faculty is 50% teaching, 37.5% research and 12.5% service. Therefore, for 9-month appointment commitments are limited to 3.9 months of research time. DEOs may negotiate non-standard CoE time allocations with the PI based on departmental needs/priorities.