

College of Engineering (CoE)

Request for Cost Share Funding

Process and Guidelines

What are cost share funds?

Cost share funding is the portion of total sponsored project costs that are not paid by the sponsoring agency, and therefore covered by some other source. It may also be called matching funds, where the sponsor requires the grantee to “match” the sponsor funding at a specific ratio.

Cost sharing includes in-kind (non-cash) contributions or cash cost-sharing which may or may not be required by the sponsor. This requirement can be found in the funding announcement or request for proposals. More information and full definitions regarding [Cost-Sharing and Matching Funds](#) are in the Research Administration Handbook on the DSP website.

In-Kind Cost-Share Request Process

“In kind” cost share requests require approval from the DEO and/or Center/Institute Director who will ascertain whether the faculty/staff member has available time to direct towards the cost-share¹. Other in-kind expenses may also be offered for shared resources and will require approval from the DEO and C/I director. The PI **does not** need to fill out the cost share request workflow form below as such “in kind” requests can be handled internally within the appropriate unit.

Cash Cost-Share Request Guidelines, Timeline, and Process

Guidelines

1. Cash cost share requests for amounts <\$100K:
 - 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 collaborate to reach agreement on the proportion of cost share each can support. The cost share commitment letter will be provided by the Dean’s Office and typically require signatures from the DEO, Center Director, and the Associate Dean for Research.
 - 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:
 - i. Requests by junior faculty

- ii. Large team grant proposals and other competitive opportunities where it is clearly communicated how the cost-share would improve chances of success
 - iii. Purchase of equipment that can be of benefit across units/investigators/colleges in a shared capacity
 - iv. Other demonstrated need for cost-share
2. Cash cost share requests for amounts >\$100K:
 - a) PIs, through their respective DEOs or Center/Institute Directors should approach the Dean's Office early in the 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. Faculty should work with the Dean's Office (ADGPR, Assistant Director, Budget & Finance, and the Business Officer) to seek collaborations with external departments to acquire cost share funding. 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.

Process

1. PI should consult with their DEO and/or Center/Institute Director (as considered appropriate). The PI, DEO or C/I Director (or their designated staff personnel) will initiate the [Cost Sharing Request Workflow Form](#) within the timeframe indicated below.
2. The form will route through Workflow to the DEO, Department Administrator and Center/Institute Administrator (if appropriate), CoE Assistant Director, Finance & Budget, CoE Business Officer, and the CoE Associate Dean for Graduate Programs, Research and Faculty
3. If your cost sharing request is approved, you will be notified and provided a letter of intent by the Dean's Office. The notice of cost share approval or letter of intent and all accompanying commitment letters should be attached to the UI Proposal Routing Form.

Timeline

Cost share requests will be evaluated as they are received by the CoE Associate Dean for Graduate Programs, Research and Faculty, Assistant Director, Finance & Budget and the CoE Business Officer. Requests that are past the deadlines indicated below should be brought to the attention of the evaluators to ensure timely processing.

Cash cost share requests for amounts of:

- <\$100K should be submitted at least one week prior to the proposal submission.
- >\$100K should be submitted at least 4 weeks prior to the proposal submission.

College of Engineering Cost Share requests should include:

1. All elements requested on the form including
 - a) Primary PI/Co-PI/Co-I,
 - b) Name of grant proposal and funding agency
 - c) If the cost share is mandatory
 - d) Anticipated start/end date and number of years amount to be distributed over
 - e) Amount Requested
 - f) Description of what the cost share funding will cover

2. Equipment cost sharing requests should also include the following:
 - a) Description of the equipment and anticipated benefit to the institution
 - b) Description of users, including personnel on the proposal who will utilize the resource, and others in the college or on campus who may utilize it in the future
 - c) Proposed location
 - d) Detailed budget including cost of purchase, necessary building modifications, and operation costs (including personnel and maintenance contracts, if applicable) that will be included on the proposal
 - e) Plan for long term-costs beyond the required cost-sharing to cover ongoing expenses, such as future service agreements, calibration, required supplies, etc.
 - f) Identify what CoE department, research center, or research team will be responsible for the equipment short- and long-term space and care

When your project is funded

Funds approved for a specific University fiscal year but not expended during that year cannot be rolled over to a subsequent fiscal year without specific approval to do so. If you wish to defer the allocation of funds to a subsequent fiscal year, you must obtain approval prior to June 1 using the [Cost Sharing Request Form](#). Questions related to a carry forward request can be directed to the CoE Business Officer. Please contact the Assistant Director, Finance & Budget and/or the Business Officer for the cost share MFK.

Questions regarding CoE cost sharing requests should be directed to the Associate Dean for Graduate Programs, Research and Faculty and/or the Assistant Director, Finance & Budget.

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.