

# 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 in the request for proposal (RFP) the grantee to “match” the sponsor funding at a specific ratio.

Cost sharing may include 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.

## In-Kind Cost-Share Request Process—Contributed Effort

“In kind” cost share requests of committing time/effort 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-share<sup>1</sup>. Research administrative support personnel will also review the PI’s current time allocations to make sure there is adequate time to commit. Other in-kind expenses may also be offered for shared resources and will require approval from the DEO and C/I director (if appropriate). 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

The college/units will support cash cost share if they are mandatory as stated in the RFP document. Funding will align with the College of Engineering Indirect Cost Recovery Model allocation splits (50/25/25 or 50/50) **if the PI does not have any individual discretionary accounts (i.e. salary release, excess contract funds, named chair, research/lab account). If the PI has individual discretionary accounts that do not have an annual spend of 25%, they will be expected to contribute a minimum 10% towards the cash cost share request. The remaining request will then be split 50/25/25 or 50/50.** The DEO and/or 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 cost share commitment letter will be provided by the Dean’s Office.

Equipment cost share may be approved if the requested equipment has potential for use by multiple faculty/departments in the college and will become a sustained resource in the college infrastructure.

### Process

1. PI should consult with their DEO and/or Center/Institute Director (if 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 Chief Financial Officer/Chief Operating Officer, and the CoE Associate Dean for 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 Research and Faculty, the Assistant Director, Finance & Budget and the CoE Chief Financial Officer/Chief Operating 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 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) A link or attachment of the Solicitation/Request for Proposal highlighting the mandatory cost-share requirement.
  - d) Anticipated start/end date and number of years amount to be distributed over.
  - e) Amount Requested
  - f) Justification for the cost share request; description of what the cost share funding will cover.
  - g) If cash cost share is received from other areas from the university.

**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. Questions related to a carry forward request can be directed to the CoE Chief Financial Officer/Chief Operating Officer. Please contact the Assistant Director, Finance & Budget and/or the CoE Chief Financial Officer/Chief Operating Officer for the cost share MFK.

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

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<sup>1</sup> 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.