Division of Natural and Mathematical Sciences Guidelines for Requesting Cost-Sharing on Grant Proposals

Mandatory cost-sharing

When cost-sharing is required for a grant proposal, PIs and chairs should follow these steps to secure funds from the college:

- PI should submit request to the department chair. Any supporting documentation like sponsor guidelines (including requirements for support letters) should be attached to facilitate a quick response.
- If the department chair supports the request for college cost matching, it should be submitted by the chair to Andrea Ward Ross in the college office.
- For college cost matching to be approved, requests must be received by the college one week prior to the proposal submission deadline.
- Andrea Ward Ross will coordinate the college response. She will work with the divisional dean/ finance director and the executive dean/chief administrative officer to secure commitments, and communicate the decision to the department chair and PI.
- PIs should build in a sufficient amount of time when funding will also come from outside entities (i. e. Board of Regents, Office of Research or Graduate School) in order to get any matching funds approved before the sponsor's deadline.
- Division and college commitments should be listed on the PA-005 form in the college space.
- Andrea Ward Ross will copy the appropriate finance director and Brad Harris on all approved requests to facilitate logging of commitments.

Voluntary cost-sharing

Requests for voluntary cost-sharing should be handled like requests for mandatory cost-sharing. The PI should include a statement about why voluntary cost-sharing is warranted with the request.