COST SHARE INFORMATION FOR PIs within CEC

Adapted from: OSP policy.

1. S&T will not provide or support any matching/cost share for proposals where it is not explicitly required by the RFP.

2. In cases where the RFP explicitly requires cost share, the following process will be followed:

   a. First, the time [salary, proportional benefits, and associated overhead] of the PIs will be used as match, assuming that such time is available and not already committed.

      • A PI may commit up to his/her fractional research appointment, i.e. a faculty on a 40:40:20 [for teaching:research:service] may contribute up to 40% of his/her 9-month salary towards cost share.

      • It is recommended that the PI commit only up to 90% of the research appointment, i.e. 36% in the 40:40:20 example. If 100% of the research fractional appointment is committed, this implies the PI will only work on that research project during the academic year.

      • Faculty may not commit the fraction of their salary that is allocated for administration, service, or teaching.

   b. Next, the anticipated fraction of F&A that will be returned to the PI(s) (if the proposal is awarded) will be used. Please refer to the CEC cost share policy for the current rates.

   c. Finally, the VCR will negotiate with the Dean(s) and Provost to identify any remaining necessary funds.

Unrestricted “cash” contributions from CEC will typically be applied towards equipment, provided sufficient funds are available. PIs requesting cost match of equipment should send a brief description of the equipment and a quote to the Associate Dean for Research in CEC.

All CEC cost share is dependent upon availability of funds, and will typically require a 1:1 match from the corresponding Department Chair(s), subject to further negotiation.
The department’s contribution to cost share may include the following funds:

i. Department discretionary funds
ii. Faculty SRI accounts
iii. Faculty start-up funds
iv. Departmental GAs, *provided the student committed to the project will be only doing research for the committed time.*
v. Equipment usage fees, provided the equipment has an established public rate.
vi. Department chairs may commit to “buying out” faculty teaching time, at the rate of 10% per course, with 10% calculated based on the faculty’s 9-month base salary. *When this option is used as cost share, the faculty must be released from teaching one course per every 10% cost share commitment.* These funds will count toward the faculty time commitment, and the department will not receive reimbursement of funds.

3. It is possible that for some proposals some of the match will come from industrial partners. Industrial partners may include “in-kind” cost share (i.e. time committed) when the funding agency allows.

4. If the proposal has subcontractors that are contributing negotiated cost share, the subcontractors must commit in writing to their share of the cost share.

   a. In cases when a proposal is awarded and the subcontractor reneges on their promise of cost share, the subcontract and possibly the whole proposal may need to be renegotiated.

5. It is possible that in rare cases no match can be identified. In such cases the proposal will not be submitted.

NOTE: Cost share arrangements must be completed at least 10 full business days before the sponsor’s deadline for proposal submission. To apply for CEC cost share, prepare a cost share budget utilizing the standard OSP budget template. Copy and paste the budget page to create a second page that includes only the cost share budget. Send this document, with both the incoming budget and the cost share pages, to the ADR to handle the cost share request.