**Cost Sharing**

Cost sharing can be complicated and varies among funding sources. Contact Preaward as soon as possible for information.

**Special case: Institutional Commitment Letter:**

1. If an RFP requirement, meet with Sonia Kreidenweis, COE Associate Dean for Research (RAD) as soon as possible to discuss a demonstrated commitment (may or may not be cost sharing). Sufficient lead time is essential.

**Cost Share Definitions:** In-kind costs must be:

i. Verifiable from records

ii. Not included as contributions for any other sponsored projects

iii. Necessary to complete the project’s objectives

iv. Allowable under applicable federal cost principles

v. Not paid by the federal government under another award without acceptable prior permission from the agency contracting officer. Note: *As a general rule, federal dollars cannot be used as cost sharing*

vi. Provided for in the approved budget when required by the sponsor

vii. Incurred within the period of the project

**Instructions for securing cost sharing:**

Proposals with **mandatory (internal)** cost sharing must follow these steps:

1. Notify the Preaward office of the proposal, including a copy of (or link to) the solicitation, a **minimum of 10 working days before the proposal is due.**
2. Work with the pre-award office to generate a full, detailed budget and justification upon which the cost-sharing request will be based. (This step will likely involve the department and RPM to ensure cost sharing capacity.)
3. Schedule a meeting with Sonia Kreidenweis, COE Associate Dean for Research (RAD), to discuss the cost-sharing plan (preferably with the budget in item 2) as soon as possible.
4. If you have commitments for external cost sharing, be prepared with documents in writing, signed by an authorized representative with authority to commit the organization to cost sharing.
5. Preaward staff will be glad to help with budgeting and forms, but we will not present cost-sharing requests on your behalf.

Proposals with **voluntary (internal)** cost sharing must follow these steps:

1. Please be aware that voluntary cost sharing is discouraged and is likely to be declined at the College or OSP levels. If there is a compelling rationale for voluntary cost sharing, please begin this task as early as possible as the approval process may be lengthy.
2. Follow the same steps above. However, voluntary cost sharing will need to be approved by the COE RAD before Preaward will prepare a budget for it.
3. Prepare a written justification for the cost-sharing request detailing the rationale for the request and the anticipated benefits to the College and/or University.

Proposals with **external cost sharing** must follow these steps:

1. Same as above and including the following steps.
2. Provide written documentation (template available from Preaward) for commitments for external cost sharing that must address the following:
   a. Source of the cost sharing
      i. Individual commitment may consist of cash, cash equivalent, or in-kind: personal time, travel, etc.
      ii. Organizational commitment may consist of cash, cash equivalent, or in-kind: staff time/benefits, services, supplies, travel, equipment use, etc.