

**A&S Cost Share Review and Approval Process**  
**Updated: 1/4/2024**

All proposals for external funding must be reviewed by the relevant department's pre-award research administrator, including those with proposed cost share. Cost share should only be included in a proposal if the sponsor/funding opportunity requires it, and only up to the required amount.

**1) A&S Department**

- a. PI, Chair, DM and research administrator will work together to develop the full proposal budget and proposed cost share as required by the sponsor
- b. If allowed by sponsor, maximize unrecovered indirect costs as cost share
- c. Cost share should come from existing budget sources (e.g., faculty academic time, graduate student support) whenever possible. Use additional sources (e.g., ETF, supporting a technician) as a last resort
- d. The cost of any additional sources should be shared with department (e.g., 50%).
- e. Any proposal that includes cost share from additional sources must be approved by the Associate Dean for the Sciences and **should be initiated a *minimum* of three (3) weeks prior to the submission deadline.**

**2) Dean's Office Research Administrator**

- a. Confirms agency requires cost share, amount required, and allowable types
- b. Finalizes/reviews the full proposal budget for compliance, format, and accuracy
- c. Sends requests for cost share from additional sources to Associate Dean for the Sciences with proposal number, full budget with cost share, and RFP/sponsor language requiring cost share

**3) Associate Dean for the Sciences**

- a. Considers whether the VPR may provide cost share. Note: all requests for VPR support go through the Associate Dean for the Sciences as part of this process.
- b. If approved, confirms cost share commitment in a formal letter.
- c. Sends PI, DM, Chair, and Dean's office research administrator the letter and budget, copying Lorrie Jean.