

Request for Voluntary Cost Share Approval

Voluntary cost-share needs an approval before submitting grant application.

Instructions: Complete this form, attach supporting documentation including the grant budget, and route for signatures via DocuSign. Ensure that the approved voluntary cost-share form is attached in Novelution under screening question #1. It's important to note that SMHS will only consider voluntary cost-sharing when there is a compelling reason to do so.

Please plan accordingly and route for approval 14 business days prior to proposal due date.

PI Name		Phone	Email
Name of Person Completing Form		Phone	Email
Date of Request		Proposal Due Date	
Title of Project			Proposal Type (R01, R03, T32, supplement, etc)
Sponsor			
Project Total Direct Costs		Project Total Indirect Costs (IDC)	
Total Voluntary Cost Share Amount (including unrecovered IDC) Direct Cost Total Unrecovered IDC Total		Funding Source to cover Voluntary Cost Share <input type="checkbox"/> Department Fund <input type="checkbox"/> PI Local Fund <input type="checkbox"/> Dean's Office Fund	
SUMMARY OF PROJECT (2-3 LINES)			
Budget including cost share must be attached.			
JUSTIFICATION FOR COST SHARE			
Requesting PI <u>x</u>	Date		
I have reviewed and approve this request for voluntary cost share.			
SMHS Grants Manager - Susan Holden <u>x</u> _____ Date			
Name - PI Chair/Dept Head <u>x</u> _____ Date			
SMHS Associate Dean Admin & Finance - Namil Choi <u>x</u> _____ Date			
SMHS Senior Associate Dean for Research – Colin Combs <u>x</u> _____ Date			

Please route for signatures through DocuSign in the order above. Attach the completed form in Novelution under screening question #1.

COST SHARE

Cost share commitments should be held to a minimum.

Cost-share is that portion of the total sponsored project cost paid by sources other than the sponsor. Cost sharing has significant financial impact on the department providing the funds and on the University as a whole. Cost share increases the requirements for auditable recordkeeping, has an adverse effect on the University's recovery of indirect (F&A) costs and reduces the flexibility of the PIs to conduct other research when their effort is pledged to specific projects.

2 CFR 200.306

(a) Under Federal research proposals, voluntary committed cost sharing is not expected. It cannot be used as a factor during the merit review of applications or proposals, but may be considered if it is both in accordance with Federal awarding agency regulations and specified in a notice of funding opportunity. Criteria for considering voluntary committed cost sharing and any other program policy factors that may be used to determine who may receive a Federal award must be explicitly described in the notice of funding opportunity.

(b) For all Federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- 1) Are verifiable from the non-Federal entity's records;
- 2) Are not included as contributions for any other Federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are allowable under Subpart E—Cost Principles of this part;
- 5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- 6) Are provided for in the approved budget when required by the Federal awarding agency; and
- 7) Conform to other provisions of this part, as applicable.

(c) Unrecovered indirect costs, including indirect costs on cost sharing or matching may be included as part of cost sharing or matching only with the prior approval of the Federal awarding agency. Unrecovered indirect cost means the difference between the amount charged to the Federal award and the amount which could have been charged to the Federal award under the non-Federal entity's approved negotiated indirect cost rate.

See 2 CFR 200.306 sections (d) through (k) for additional Federal Regulations

Voluntary Committed Cost Share: All projects requesting Voluntary Cost Share (cost share not required by the sponsor, but quantified in the proposal) must obtain prior approval from the School of Medicine & Health Sciences. The form must be completed, signed, and attached in Novelution under screening question #1.