

Request for Cost Share Approval

Use this form to request approval for Voluntary-committed cost share (cost share not required by the sponsor, but quantified in the proposal and/or budget). Please complete, scan and e-mail to your SPA. Requests take 5 business days to process, so please plan accordingly.

PI Name		E-Mail		Phone	
Name of Person Completing Form		E-Mail		Phone	
EPCS#		Date of Request		Proposal Due Date	
Submitting Unit		Administering Unit (if different)			
Title of Project					
Sponsor					
Total Proposed Direct Funding to be Provided by Sponsor					
Total Cost Share Amount (Mandatory plus Voluntary):		Total Requested Voluntary Cost Share Amount:			
If Voluntary Cost Share is requested, please gain signatures below and send form to SPS.					
Proposal already submitted?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If Yes, provide a rationale for request post submission of the proposal.
Budget attached?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Project budget must be attached.
SUMMARY OF PROJECT (2-3 LINES)					
RATIONALE FOR VOLUNTARY-COMMITTED COST SHARE					
SOURCE OF COST SHARE. (If split, include amounts for each. If internal funding, include acct #)					
I have reviewed and approve this request for cost share.					
Signature of PI				Date	
Signature of Dept/Center Head				Date	
Name of Dept/Center Head					
Signature of Dean				Date	
Name of Dean					
<i>For Sponsored Projects Services Use Only</i>					
Reviewed by SPA				Date Reviewed	
Reviewed by AD				Date Reviewed	
AD Recommendation					
Approved by SPS	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Date Reviewed

COST SHARE

University procedure is to provide cost share only when required by agency guidelines or delineated in specific program announcements. 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 in this part or contact your SPS SPA for clarifications and/or questions.

Third Party Letters of Commitment including cost share: Third Party entities should include a certification in a letter of commitment submitted to the UO certifying that cost-sharing provided is from non-Federal sources.

Inclusion of Voluntary Committed Cost Share: All projects proposing inclusion of Voluntary committed cost share (cost share not required by the sponsor, but quantified in the proposal) in the proposal must obtain prior approval from the VP Research Office by completing the Cost Share Request Form and submitting it to your SPS SPA. The form must be completed, signed, and returned to your SPS SPA at least five business days prior to the proposal deadline.

Form: http://orsa.uoregon.edu/web/forms/Form_19_COST_SHARE_Request.PDF

Inclusion of Mandatory Cost Share: All projects proposing inclusion of Mandatory (required by the sponsor) cost share quantified in the proposal must obtain prior approval from SPS by working with their SPS Pre-award SPA. Completing and submitting a Cost Share Request Form is not required for this purpose when cost sharing is determined to be Mandatory. Adequate documentation of a Mandatory cost share requirement is necessary and can be in the form of the requirement as outlined in the RFP or sponsor guidelines, or in an e-mail or letter format obtained from an authorized representative of the sponsor.