

**Office of the Executive Vice President for Research and Partnerships (EVPRP)**  
**Research Proposal Cost Sharing Process**

The provision of cost sharing or matching funds can be an important component in many sponsored program proposals. Cost sharing typically is sought in three categories:

- **Mandatory cost sharing** includes institutional support that is required in writing by the granting agency typically specified in a granting agency's written solicitation.
- **Voluntary cost sharing** includes institutional support provided solely at the discretion of the institution. Voluntary **committed** cost sharing are resources that are pledged formally in a proposal and become binding and auditable commitments to that awarded sponsored project. Voluntary **uncommitted** cost sharing are resources that are not pledged formally in the proposal but are subsequently made available upon receipt of the award and are not binding or auditable.
- **Institutional commitments** are institutional resources not specified as mandatory, yet are discussed in writing by the granting agency as all organizational resources necessary for, and available to, a project.

This document describes a philosophy for administration of the university cost sharing funds, and the process administered by the Office of the Executive Vice President for Research and Partnerships (EVPRP).

***EVPRP Cost Sharing Philosophy***

The EVPRP facilitates the process of approving cost sharing requests during the proposal development process and assists with the administration of cost sharing commitments for awards. The EVPRP has funds available for the partial support of sponsored program cost sharing. A central oversight for cost sharing helps to ensure that such commitments are targeted to Purdue's strategic research goals.

Central cost sharing funds are intended to supplement, not supplant, cost sharing funds provided by colleges, schools, departments, and other units. Cost sharing commitments on the part of colleges, schools, departments, and other units are necessary to show the unit's support of the proposed work, prioritize requests within the units, and leverage central cost sharing resources.

Cost sharing can be considered for all proposals ranging from single investigator proposals to large interdisciplinary proposals, and from research instrumentation and equipment to research facilities. The following priorities guide the allocation of central cost sharing funds to research proposals:

- Top priority will be given to mandatory cost sharing. Cost sharing related to institutional commitments will be considered. Voluntary cost share support will be provided only in exceptional cases and primarily by the department-level unit.
- The highest quality project aligned with strategic research areas as determined by the strategic plans of the university, colleges, schools, departments and units is given top priority.
- Units must show an appropriate level of prioritization of the proposed project through their equitable contribution to the proposal and cost share funding. Typically the university-level contribution (e.g., EVPRP) will be 1/3 of the total cost share, with the other 2/3 coming from investigator, department, and college resources.
- A proposed equipment/facility project should add new capability to the infrastructure of the university, and/or help to build our competitiveness for the future.

While the above guidelines indicate how requests for university cost sharing will be prioritized, other programs that do not satisfy these priorities may be cost shared from college, school, departmental, or other unit resources or from outside contributions (i.e., industry).

### ***EVPRP Cost Share Process***

Requests for research cost sharing funds are initiated at EVPRP website (<https://www.purdue.edu/research/funding-and-grant-writing/cost-sharing.php>)

or through the appropriate pre-award services center ([http://www.purdue.edu/business/sps/preaward/menu/2.proposalprepare/basic\\_elements/costsharing.html](http://www.purdue.edu/business/sps/preaward/menu/2.proposalprepare/basic_elements/costsharing.html)). Sufficient lead time is needed to ensure that all units can consider cost sharing requests. General information related to PIs, granting agency, participating units, category of cost sharing requested, external partners, etc. is sought. Although requests to all unit levels can be made simultaneously, department-, school- and college-level awareness and support of the research initiative should be in place prior to obtaining EVPRP approvals. The EVPRP will assist investigators and unit heads in developing a cost sharing package for each proposal. All requests for cost sharing should originate with the principal investigator and be approved by the department head(s), dean(s), director(s), or unit head(s).

There may be occasions where the need for cost sharing is associated with a proposal that specifically advances our goals in learning or engagement, without a research component. Examples of such “non-research” cost sharing might include tuition and fee scholarships for fellowship or training grant proposals, request for additional fellowship support to match a number of fellowships requested from a sponsor, or cost sharing related to our efforts in statewide technology, technical assistance, outreach, or extension. The EVPRP will provide the central point of contact for investigators seeking

all types of cost sharing and facilitate communication with the Office of the Provost (i.e., Dean of the Graduate School, Associate Vice Provost for Engagement, etc.) to assemble cost sharing packages.

Requests for cost sharing should be made in conjunction with a sponsored program proposal. Requests for funds for startup needs, equipment absent a proposal submission, seed funding, etc. should be appropriately prioritized within the processes currently in place in each college, school or unit for meeting these needs.

The EVPRP will be responsible for reviewing requests for research cost sharing, tracking commitments and awards, interfacing with involved faculty, department and school administration, and Sponsored Program Services, and providing financial status reports to the EVPRP and Provost offices.

### ***Contacts***

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