University of Utah – Cost Share Guide

Institutional Cost Share Requests

**Cost Sharing** is that portion of a total sponsored project’s costs that are paid from sources other than the funds provided by the sponsor. Cost sharing can either be imposed by a sponsor as a condition of the award (mandatory committed) or it can be voluntarily committed if not required but still offered by the University. Mandatory cost share is usually stated as an eligibility requirement in an RFP (Request for Proposal). The most common form of cost sharing is when an external sponsor provides a portion of the total project funds and requires the University to provide the remainder of the project funds. “Matching” is a form of cost share that generally defines a specific ratio between sponsor funds and additional dollars committed to a project (i.e. 80/20%). The matching component may be provided by 3rd parties and/or the University depending on the circumstances. “Cost sharing” and “matching” are frequenty used interchangeably. Please see [Circular OMB A-110](https://obamawhitehouse.archives.gov/omb/circulars_a110/) section 23 for additional information/guidance.

Both mandatory and voluntary cost share require special approval by the cognizant chair/chief, dean, and the Vice President for Research.

Cost share approval is made on a case-by-case basis, but request should generally be limited to circumstances where the sponsor specifically requires cost share (i.e. mandatory cost share). Voluntary cost share and commitments in excess of the amount required is discouraged. Total cash cost share (including tuition benefits provided for students on the project) should be less than the total F&A brought in to the University from the grant.

**If you have questions you should consult with your OSP Sponsored Project Officer.**

To submit a request for cost share, follow these guidelines and submit your request via eProposal at least **10 business days prior** to the proposal submission deadline.

**Required Documentation (to be included via attachment in eProposal):**

1. Grant overview/summary
2. Completed and Signed Cost Share Form (https://osp.utah.edu/resources/forms/)

* Describe why institutional cost share is being requested
* State what the cost share amount will be year to year (project period to project period) and the total to be contributed towards the project
* Indicate whether the cost share is mandatory or voluntary (including documentation from the sponsor’s website, RFP, etc.)
* List sponsor restrictions regarding the cost share (if any)
* List institutional resources contributed to that project (“other than funds provided by a senior VP or the VPR”) that can be credited towards the cost share. These are contributions made by a PI, department, college, or third party sources which add value to the project and that may, in many circumstances, add up to the total cost share request\*

1. Final version of the proposed budget with total direct, F&A, and requested mandatory or voluntary cost share amount. Indicate the difference between the expected F&A collected in comparison to the cost share amount. NOTE: The University commitment and the cost associated with the commitment are in accordance with the University [Policy on Cost Sharing (PDF)](http://fbs.admin.utah.edu/download/mgt/CostSharingPolicy.pdf).

Approvals: The completed eProposal will then need to be approved by the PI and routed for signature approvals from chair, college dean, institute/center director (if applicable) and then OSP and the VPR.

\*Resources contributed by a PI, department, college or third party that may be applied toward cost share request can include:

1. Salaries & benefits for investigators and staff (excluding grant salary) for committed effort on the project where the project doesn’t pay for that effort.
   1. You may include up to 10% of a state line salary and benefits for unreimbursed effort (cumulative for all projects) (check with the OSP for questions)
   2. Salary support (not from state or grant funding including 2500, 6000, or other discretionary funds, etc.)
   3. Non-committed effort
2. Volunteered time beyond salary cap (if applicable)
3. Tuition paid by the University but not paid directly by grant
4. Donated non-institutional space
5. Donated equipment or time
6. Recharge center credits or discounts
7. Philanthropic contributions dedicated to the project
8. Industry donations including discounts below market rate
9. Imputed F&A that would have been charged on the above.

\*\* Budgeting for approximate tuition benefit:

Estimate the cost of tuition per semester by going to this link: <http://fbs.admin.utah.edu/income/tuition/college-of-engineering/> and selecting the “detailed tuition and fee schedule”. Average resident & non-resident tuition, unless you know in advance if the students will be resident or non-resident students. Plan for 9 credits/ fall and spring semester and up to 3 for summer, for up to the number of credits required for graduation from your program. For NIH grants, budget 60% of the cost of this tuition. If students are working less than full time on this project (which is considered 20 hours/week for graduate students), reduce the amount of tuition benefit accordingly.

Student health insurance annual premium rates should be budgeted based on what is listed here: <http://gradschool.utah.edu/tbp/subsidized-graduate-student-insurance-rates/>

**Proposed Mandatory & Voluntary Cost Share Distribution:**

All cost sharing requests will be considered on a case by case basis. Upon receipt of the notice of award, OSP will implement cost share distribution as described below:

Mandatory Cost Share:

* Institutional contribution resources (see above for inclusion and exclusion criteria) will first be deducted from the total cost share request.
* The college/institute will contribute 15% of the remaining total cash cost share request. At the request of the dean, this commitment can be financed from the project’s expected F&A distribution to the college. The remaining balance of the distribution will be received as normal.
* The VPR will pay the remaining difference of the cost share.

Calculation Example:

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|  | Amount | Notes: |
| **Mandatory Cost Share Amount:** | **$ 100,000** |  |
| Pre-existing Institutional Contributions\*\* | $ 50,000 | E.g.: Salary Support, Philanthropy, etc. |
| *Balance to be covered with cash* | *$ 50,000* |  |
| College/Institute Contribution (15% of Balance) | $ 7,500 | Taken from future F&A distribution from project |
| VPR | $ 42,500 | Covers remaining balance |
| **Total Cost Share Supported:** | **$ 100,000** |  |

Voluntary Cost Share:

* Institutional contribution resources (see above for inclusion and exclusion criteria) will first be deducted from the total cost share request
* The college/department will contribute 1/2 the new balance of the total cost share request. If the PI is in an institute, the institute will pay 1/3 and the college/department may pay 1/3 of the remaining balance.
* The VPR will pay the remaining difference of the cost share

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| **Voluntary Cost Share:** | **$ 100,000** |  |
| Pre-existing Institutional Contributions\*\* | $ 50,000 | E.g.: Salary Support, Philanthropy, etc. |
| *Balance to be covered with cash* | *$ 50,000* |  |
| College/Dept (1/2) | $ 25,000 |  |
| VPR (1/2) | $ 25,000 |  |
| **Total Cost Share Supported:** | **$ 100,000** |  |
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|  | Amount | Notes: |
| **Voluntary Cost Share (for INSTITUTES):** | **$ 100,000** |  |
| Pre-existing Institutional Contributions\*\* | $ 50,000 | E.g.: Salary Support, Philanthropy, etc. |
| *Balance to be covered with cash* | *$ 50,000* |  |
| Institute (1/3) | $ 16,667 |  |
| College/Dept (1/3) | $ 16,667 |  |
| VPR (1/3) | $ 16,667 |  |
| **Total Cost Share Supported:** | **$ 100,000** |  |

\*\*Total cost share “cash” is often reduced if institutional contribution resources are maximized. Units are encouraged to maximize pre-existing institutional contribution resources, which will have the net effect of reducing the unit(s)’s cash contribution to the cost share.

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| **Glossary of Terms** | |  |  |  |  |  |  |  |
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| **Cost Sharing** is that portion of a total sponsored project’s costs that are paid from sources other than the funds provided by the sponsor. Cost sharing can either be imposed by a sponsor as a condition of the award (mandatory committed) or it can be voluntary committed if offered by the University when not a sponsor requirement. | | | | | | | | |
| **Mandatory Committed** cost sharing is required by the sponsor as a condition of obtaining an award. It must be included or a proposal will receive no consideration by the sponsor. | | | | | | | | |
| **Voluntary Committed** cost sharing represents resources offered by the University when it is not a specific sponsor requirement. | | | | | | | |  |
| **NOTE:** In either case (mandatory or voluntary committed), when an award is received in which cost sharing was proposed, the cost sharing becomes a binding commitment which the University must provide and document as part of the performance of the sponsored project. | | | | | | | |  |
| **Cash** cost share usually involves a University outlay of hard dollars or funds specifically allocated to the project. An example of cash cost share is the salaries and benefits paid to University employees who are working on the project. | | | | | | | |  |
| **In-Kind** contributions represent the value of non-cash contributions provided by the University or non-Federal third parties. When such contributions benefit a sponsored project, they generally may be counted as cost sharing. Typical examples of in-kind contributions are services provided by volunteers and contributed time. | | | | | | | |  |
| **Third-Party c**ost sharing is that which is provided from entities outside the University. | | | | | | | |  |