

**Guiding Principles for Cost Share Agreements**  
**College of Public Health and Human Sciences (CPHHS)**  
**Effective 9-1-19**

Cost sharing is the institutional or third party support of a project through either cash or in-kind contributions. This may be required by the sponsor or volunteered by the institution. Cost sharing requirements vary, but if required by the sponsor, generally represent a percentage of the total project cost. Cost share commits college E&G resources to expenses that would otherwise be paid by the sponsor. University policy allows for voluntary cost share, but prefers to limit cost sharing to those situations where it is mandated by the sponsor.

Because the CPHHS Research Office (CRO) is usually at the front end of all proposal budgets coming out of the College, the ADR and the Grants and Contract Manager will work with Principal Investigators and School Heads to manage cost share requests. The CRO team can assist with verifying cost share requirements, identifying or suggesting potential sources, creating budgets, and securing signatures via DocuSign. The CRO can also assist in clarifying University, sponsor, and federal guidelines related to cost share requirements stated in a proposal solicitation.

The College guiding principles listed below are intended to help faculty secure appropriate cost share when needed:

- Cost sharing in the CPHHS will typically only be allowed in situations where it is mandated by a sponsor.
- When a PI believes voluntary cost share is necessary to ensure the competitiveness of a proposal, they may make an appeal to the CRO for an exception to these guidelines.
- Cost share commitments, even those mandated by the sponsor, should be limited to faculty effort during their annual appointment period and not include summer effort.
- The College currently does not allow non-personnel costs such as travel, supplies, or computing costs as match.
- When cost sharing is required by the sponsoring agency, a budget of how the cost sharing is to be met will be included in the proposal package. The College is required to document the source of the cost sharing in the proposal.
- PIs will be allowed to use faculty salary/fringe as cash match if approved by the appropriate Unit Head. Cayuse is the mechanism for unit approval. If salary is used for cost sharing, the percent effort associated with the salary must align with the project objectives and be realistic. Indirect costs on this salary/fringe, when allowed on the award, can be included as part of the match, unless prohibited as a matching source by the sponsoring agency. Soft funded faculty (FRAs for example) cannot match salary.