

# COST SHARE REQUESTS WITH THE SANFORD SCHOOL

Please read through the ASU/SSFD guidance below then complete the Cost Share Request Form.

## WHAT IS COST SHARING?

Cost sharing is the portion of the total project costs not paid for by the sponsor but rather is covered by ASU and/or third parties.

## IS COST SHARING REQUIRED IN ALL PROPOSALS?

No, and it should not be offered except where required by the sponsor. To determine if the sponsor has a requirement for cost sharing review the funding announcement.

## DOESN'T COST SHARING INCREASE MY CHANCES FOR FUNDING?

Proposals are generally only impacted when cost sharing is required or where the request for proposal or funding announcement states that cost sharing is a review criterion. Some sponsors, such as NSF, have now gone so far as to prohibit cost sharing unless specifically required by a solicitation.

## ARE EXPENSES USED FOR COST SHARING AUDITABLE?

Yes, they are auditable. In the event that any of the costs are disallowed, the PI/Unit is responsible for reimbursing the University for the costs.

## WHAT COSTS CAN BE COST SHARED?

- Contributed effort
- Unrecovered F&A
- Other direct project costs
- Third party cash and/or donated goods and services

## ARE THERE DIFFERENT TYPES OF COST SHARING?

Yes – Mandatory and Voluntary. Mandatory cost sharing is required by the sponsor either as a specified review criterion or as a condition of obtaining an award. Voluntary cost sharing represents resources offered when there is no requirement in the sponsor's funding announcement. **ASU and SSFD strongly discourage voluntary cost sharing.**

## WHY IS VOLUNTARY COST SHARING DISCOURAGED?

All proposed cost sharing, whether mandatory or voluntary, becomes a binding commitment to the sponsor. It must be carefully tracked by the financial lead units and reported to ORSPA in a timely manner. In the event that the unit does not meet its cost sharing commitments, the sponsor may have the right to reduce or rescind its award to ASU. Units become responsible for any expenditures disallowed by the sponsor.

For more information, please visit: [https://researchadmin.asu.edu/cost\\_sharing](https://researchadmin.asu.edu/cost_sharing)

# COST SHARE REQUEST FORM

## OBTAINING APPROVAL FOR COST SHARE

All requests for Cost Share must be fully justified by the PI and approved by the Director prior to grant submission. Previously approved Cost Share cannot be guaranteed for proposal resubmissions; reapproval is required for all resubmissions. All Cost Sharing approvals and reapprovals are based on current budgets, commitments, and forecasts. Approvals for Cost Share should be obtained from the Director prior to working on budgets with the RA Team. **Please submit your Cost Share Request Form to the Director for approval at least 3 weeks in advance of the submission deadline.** Once approved, please submit the form to your Research Advancement team as part of your proposal submission.

Please complete the form below and submit for approval:

PI Name:		Email Address:	
Phone:	Date of Request:	Proposal No.	
Proposal Type (Choose One): <input type="checkbox"/> New <input type="checkbox"/> Resubmission <input type="checkbox"/> Renewal <input type="checkbox"/> Non-Competing			
Project Title:			

Detailed description of Cost Share. (If this is for EFFORT, please provide the name (if available), position title/type and amount of effort (AY/CAL or SUM) being requested (use additional space as needed):

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Is this Cost Share mandatory based on the sponsor's guidelines?  Yes  No

If yes, please describe the sponsor guidance below on this required cost share.

If this is NOT required by the sponsor, please provide a detailed justification below on why we are adding a Cost Share component to this proposal (use additional space as needed):

Director Approval: \_\_\_\_\_

Date: \_\_\_\_\_