

Title: CFAES Procedure for Requesting Matching Funds	Responsible Department(s): CFAES Office for Research and Graduate Education	Date Issued: March 1, 2019
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Procedure for Requesting Matching Funds Office for Research and Graduate Education

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1. Purpose

To describe the CFAES Office for Research and Graduate Education procedure for requesting matching funds from the College and from the OSU Graduate School in the pursuit of extramural funding.

2. Scope

Cost sharing is the portion of the cost of a sponsored project paid by a source other than the sponsor, for example the university and/or other outside sources. Cost sharing can be direct costs, the associated facilities and administrative (F&A) costs, and/or when permitted by the sponsor the portion of F&A costs not paid by the sponsor (unrecovered F&A costs). Potential sources of cost share can include:

- Personnel costs covered by the college department
- Unrecovered F&A costs
- OSU Graduate School's Matching Tuition and Fee Award Program
- Funding support from other university departments

The purpose of CFAES Cost Share Funding Program is to bridge a gap between what the PI has already been able to secure and the minimum required amount.

3. Definitions/Acronyms

Word to be defined	Definition
Standard Operating Procedure (SOP)	Standard Operating Procedures (SOPs) specifically instruct employees in areas of responsibility, work instructions, appropriate specifications, and required records that are based on the college mission, values, goals and philosophy.
Investigator	The individual serving as the lead PI on the proposed project or current award.
Sponsor	The external funding partner to the University (federal, state, local, private industry, non-profit entities, foundations, etc.)
CFAES	The College of Food, Agricultural, and Environmental Sciences. Also referred to as “the College.”
Matching Funds/Cost Share	Any funder may require that a grantee “match” or “cost share” some portion or all the funds that they provide. When a federal grant requires the grantee to match funds, there are standard regulations that govern what can be counted as match and how these funds must be documented. Additionally, grant agreements may specify what sources of matching funds can be used and the degrees to which types of matching funds are allowed. <i>Simply put, “match” or “cost share” is the non-federal share of costs that the grantee or the grantee’s partners are required to contribute to accomplish the purposes of the grant.</i>
GDSU	The Grant Development Support Unit (GDSU) assists investigators with proposal development and submission.
Facilities & Administrative Costs (F&A) (Indirect Costs)	<p>"Facilities" includes depreciation and use allowances, interest on debt associated with certain buildings, equipment and capital improvements, operation and maintenance expenses (e.g., space renovations; relocations; furniture), and library expenses.</p> <p>"Administration" includes general administration and expenses, departmental and college administration, sponsored projects administration, and college research support, and all other types of expenditures not listed specifically under Facilities.</p>

4. Procedures

The GDSU will help you understand and generate required cost share as part of the proposal development process. Two types of funds are currently available to CFAES researchers after resources available at the Department Level have been secured.

Please discuss matching alternatives with your Department Chair before requesting the options below.

Process for requesting matching funds through the OSU Graduate School Matching Tuition and Fee Program

Investigators requesting a matching [Graduate School Tuition and Fee Award](#) for an external grant proposal will need to secure pre-approval through the CFAES Office for Research and Graduate Education.

To help us make informed decisions, requests for a College Priority Statement should be submitted to Lori Kaser (kaser.37@osu.edu) at least **three weeks** in advance of the proposal deadline. The Investigator will need to provide to the College:

- A draft Priority Statement containing the purpose(s) that will be fulfilled (student, project)
- The proposed budget
A link to the funding opportunity
- Clarification if the sponsor pays tuition and fees

Requests can be submitted on-line through the GDSU web site.

The Graduate School requests a pre-approval packet be submitted **at least two weeks before the proposal due date**, so please give the College one week to collate and process the request and provide the appropriate statement for the department/investigator to submit.

If a department is notified that its request has been approved by the OSU Graduate School and the proposal has been funded, the investigator and department are responsible for notifying the Graduate School and working through the established graduate student appointment to ensure tuition and fees are appropriately charged.

Process for requesting matching funds through CFAES

The CFAES Office of Research and Graduate Education will review all applications for externally funded grant proposals that require matching/cost share. These funds are limited, and decisions are made on a case-by-case basis conditional upon funding of the proposal and in accordance with the funded amount.

The purpose of CFAES Cost Share Funding Program is to bridge a gap between what the PI has already been able to secure and the minimum required amount. Granting agencies not requiring cost share will not be considered. Voluntary cost share requests will not be endorsed. The funding announcement must contain language requiring cost share/matching. Priority will be given to proposals that are requesting the maximum Facilities and Administrative (F &A) rate.

The college will generally support the following applications:

- Interdisciplinary proposals that are closely aligned with the Grand Challenges of CFAES



- Large center proposals
- Submissions to prestigious programs
- Researchers who have not received cost share in recent years

Routing/Approval

To allow us to make informed decisions, requests for cost-share funds must be submitted to Lori Kaser (kaser.37@osu.edu) at least **two weeks** in advance of the proposal deadline and should include:

- A link to the program announcement
- The project title, name of the principal investigator, and a brief explanation of the project
- Have a completed budget proposal that has been reviewed by the CFAES Grant Development Support Unit, prior to approval by the Office of Sponsored Programs
- Include the level of cost share support from the PI's department

Requests for faculty salary, equipment, and tuition assistance **will not** be considered with these College matching funds, as other programs are available to meet these needs. The final decision will be made by the Associate Dean for Research and Graduate Education.

Requests can be submitted on-line through the GDSU web site.

5. Forms

No specific forms for this document are associated with this SOP. Waiver requests should be submitted by email for consideration.

6. Responsibilities

It is the responsibility of the CFAES Associate Dean for Research and Graduate Education to ensure research activities are based on the college mission, values, goals and philosophy.

7. References/Related Documents

[University Policy Regarding F&A Rates](#)

[University F&A Cost Rates](#)

OSU Office of Sponsored Programs Cost Sharing guidance

<http://osp.osu.edu/development/budgets/cost-sharing/>

<http://osp.osu.edu/files/2011/08/GuidetoCostSharingforSponsoredPrograms.pdf>

OSU Graduate School, Matching Tuition Program: <https://gradsch.osu.edu/matching-tuition>

8. Document Change History

Version no.	Effective date	Description of change/sections revised	Reason for change	Author name
1	03-01-2019	New procedure	Process improvement	Lori Kaser
File location: grants.cfaes.ohio-state.edu/research-compliance/SOPs				

