This form must be signed by the Department Chair and Dean before submission to the Office of the Vice Chancellor for Research and Sponsored Programs. Form(s) should be received 30 days prior to the submission deadline.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Date Request Submitted: mm/dd/yyyy | | | |  | | | | |
|  | | | | |  | | | | |
| Name(s) of investigator(s) | | | | Office Phone | Email | | | | |
| PI: | | | |  |  | | | | |
| CoPI-1: | | | |  |  | | | | |
| CoPI-2: | | | |  |  | | | | |
|  | | | | | | | | | |
| Unit administering the grant | | | |  | School |  | | | |
|  | | | | | | | | | |
| Project Title | | | |  | | | | | |
|  | | | |  | | | | | |
| Funding Agency | |  | | | Deadline for Submission | |  | | |
|  | |  | | |  | |  | | |
| Project start date | |  | | Project Duration |  | | Expected Approval Date | |  |
|  | |  | |  |  | |  | |  |
| Agency’s cost-sharing requirements as detailed in the funding announcement documentation (e.g., “xx% of direct costs”) | | | | | | | | | |
|  | | | | | | | | | |
| Is in-kind cost sharing permitted by the agency? | | | | | | | |  | |
|  | | | | | | | |  | |
| Is a letter of support required? If so, from whom (Chancellor, Provost or VCRSP)? Attach draft letter per Cost Sharing and Institutional Support on Sponsored Projects policy. | | | | | | | |  | |
|  | | | | | | | |  | |
| **B.** | Accounts Funding Cost Share  **Fund 10 Accounts Not Allowed except for Salaries – Unit leadership must initial next to account being used.** | | | | | | | | |
| PI Overhead | | |  | Department |  | | Dean |  | |
| CoPI-1 Overhead | | |  | Department |  | | Dean |  | |
| CoPI-2 Overhead | | |  | Department |  | | Dean |  | |
| VCRSP | | |  | Provost |  | |  | | |

**Worksheet for requested support (see attached instructions)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **C.** | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total | Approve  As Is | Approve  W/Change | Not  Approved |
| Direct costs |  |  |  |  |  |  |  |  |  |
| Indirect costs |  |  |  |  |  |  |  |  |  |
| Required match (**a**) |  |  |  |  |  |  |  |  |  |
| 3rd Party In-kind contributions (**b**) |  |  |  |  |  |  |  |  |  |
| Cash match (a minus b) |  |  |  |  |  |  |  |  |  |
| PI share |  |  |  |  |  |  |  |  |  |
| Department share |  |  |  |  |  |  |  |  |  |
| Dean’s Office share |  |  |  |  |  |  |  |  |  |
| VC for Research share |  |  |  |  |  |  |  |  |  |
| Provost |  |  |  |  |  |  |  |  |  |

**D.** **Signatures:**

|  |  |
| --- | --- |
| PI Department head/chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ |
| PI Dean of school or College\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ |
| VC for Research\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ |
| Provost\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ |

**Instructions for completing**

Routing**.** The Request for Cost Share form must first be approved and signed by the Department Chair(s), then by the Dean(s), and lastly by the Vice Chancellor for Research and Sponsored Programs (VCRSP). The Vice Chancellor’s office will generate any letters from the Administration (to include the Provost and Chancellor) that need to accompany the proposal.

Timing. Cost sharing requests must be submitted to the ORSP Director of Research Development at [ORSPRESDEV@olemiss.edu](mailto:ORSPRESDEV@olemiss.edu) and received in the Office no less than thirty (30) days before the proposal submission date. Only the VCRSP (or their designee) can approve the request. Not adhering to the specified timeline may result in an automatic “Not Approved”.

Completing the form. The Request for Cost Share Form requires four sections to be completed. All four sections must be completed. If the project has multiple investigators and departments committing cost share, attach an additional form completing only section C and D for each of the investigator’s cost share portion along with the Dean and Chair’s commitment.

Documentation. The following must accompany the cost-sharing request form.

1. A brief project description,
2. A project budget,
3. A description of how the cash portion of the institutional match will be spent,
4. A description of the in-kind contribution to the match, and
5. Documentation of the funding agency’s cost sharing requirements. If in-kind matching is not permitted, this must be explicitly documented.

Required matches only. While investigators often believe that a match greater than the amount required by the agency will increase the likelihood of funding, the agencies themselves do not say so, and at least in the case of NSF, it instructs grantees *not* to offer a match that exceeds the required amount.

In-kind cost sharing where possible. Agencies often allow third party in-kind matching. Reducing cash match with in-kind contributions maximizes the University’s, and departments’, ability to provide research support.

Computing the amount of the institutional match. Use the worksheet on the form “Request for Cost-Share.” Complete a column for each year of the project, as follows.

**Direct and indirect costs**: as in the proposal budget.

**Required match (a)**: this will typically be the agency’s required percentage of the project costs.

**In-kind contributions (b)**: Reduce the required match as much as possible using third party in-kind contributions as described in the previous paragraph (also see UMs Cost Sharing and Institutional Support on Sponsored Projects related terms and definitions). If this is not permissible, provide documentation.

**Cash match**: Subtract (b) from (a).

**Department, Dean’s Office, VC, and other shares**: The default when one department or unit is involved is that the department and dean will each cover no less than one-third of the total cash match. However, in cases where more than one department or school is involved in the project, this should be split in an equitable way among all units.

Proposal Submission through TSS Transmittal Form. Once the cost share request form has been approved and signed, the Director of Research Development will return it to the Principal Investigator (PI). In-turn the PI should attach the signed request form to the TSS Transmittal.

Awards and Declinations.

Upon notice of award or declination of proposal, the PI should notify the Director of Research Development. Cost share committed on proposals that has been declined will become de-obligated.