

Proposal Cost-Sharing Principles and Processes College of Science

Level: When cost-sharing is *mandated* in the request for proposals (RFP) from the sponsor, Purdue will try to meet the requirements (resources permitting). At this time, neither the EVPRP nor the College of Science is able to support *voluntary* cost-sharing.

Sharing: University contributions are split equally between the Departments/Schools with which the PIs are affiliated (1/3), the Colleges involved (1/3), and the EVPRP (1/3). When Discovery Park (DP) centers are involved and are able to contribute (especially when equipment is budgeted), the above formula is adjusted.

Process:

- The PI(s) should run a fully costed budget with a specialist in the pre-award center (sponsor and cost sharing dollars).
- The PI(s) should secure cost-share commitments from their Department/School Heads, following which they should approach the Associate Dean for Research in their respective colleges. The Associate Deans will then work with the EVPRP to process the cost-share request.
- In order for clarity and consistency across all offices involved, a *standard excel file template* should be used.
- It is desirable that the colleges and the EVPRP have at least a two week lead time to process the cost-share request. This lead time applies not only to full applications, but also to pre-proposals that are submitted for limited competitions through the EVPRP.

Notes: For the College of Science, the most commonly used instruments for cost-share are academic year release time (Departments) and graduate student support in the form of PRF grants.

More information regarding the University's policies for cost-sharing can be found at:

https://www.purdue.edu/research/oevprp/funding-and-grant-writing/docs/CostShareGuidelinProcess_2_17_25.pdf