University of Rochester
Arts, Sciences and Engineering Cost Sharing Policy

Cost sharing is the portion of the cost of conducting a research project or program which is not paid for by the sponsoring agency. It is the University’s share of the cost of the research project or program. Cost sharing occurs when the sponsoring agency requires funds beyond those awarded by the sponsoring agency to support the research associated with a particular grant or contract. Once committed, it is important to document the fulfillment of the University’s responsibility for cost sharing, and to maintain compliance with governmental and other regulations.

To document cost sharing in a proposal, indicate in the Integrated Online Research Administration system (IORA), the cost sharing type and create a cost sharing budget. A Proposed Cost Sharing Commitment Form (ORPA Form 150) is required to document the cost sharing resources if the sponsor indicates the project will be funded.

**Mandatory cost sharing** (i.e., that cost share required by a sponsor) must be approved by the dean of the appropriate school several weeks before the proposal application deadline. As a first step, the lead principal investigator must submit a budget and budget justification to their Chair/Director for approval. The approved budget, budget justification, proposal abstract and funding announcement that explicitly details mandatory cost sharing requirements are to be uploaded to IORA and an ancillary review must be requested from Deans Office-College Admin. All responses to cost sharing requests will be communicated via IORA.

**Voluntary cost sharing** is generally not allowed in Arts, Sciences and Engineering proposal applications. A limit on project costs imposed by the sponsor is not a justification for voluntary cost sharing. Requests for voluntary cost sharing arrangements will be considered on only a very limited and specific basis (i.e., when the nature of the specific funding competition is associated with a *de facto* mandatory cost share). Petitions to consider such cases must be submitted to the Chair, and then School Dean for review. Any subsequent approval carries with it the onus for the PI and Department to work with ORPA and ORACS on record keeping and reporting to maintain federal compliance.

**Questions regarding this policy may be directed to:**

Lindsey Junge, Assistant Dean for Grants and Contracts
School of Arts and Sciences

lindsey.junge@rochester.edu
Arts, Sciences and Engineering Cost Sharing Policy continued

Questions regarding this policy may be directed to:

Cindy Gary, Assistant Dean for Grants and Contract
Hajim School of Engineering and Applied Sciences
cindy.gary@rochester.edu

Janice Van Opdorp, Sr. Research Development Administrator
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For Deans’ Office Only:

Finance Notification: A copy of the proposed budget and Proposed Cost Sharing Commitment Form 150 will be provided to the Chief Financial Officer of Arts, Science and Engineering and the Hajim School of Engineering and Applied Sciences Director of Finance and Administration.

Policy updated 02.25.21