

## **Proposal Cost-Sharing Principles and Processes**

**Level:** When cost-sharing is *mandated* in the request for proposals (RFP) from the sponsor, we try to meet the requirements (resources permitting). At this time, neither the OVPR nor the CoE is able to support *voluntary* cost-sharing.

**Sharing:** The Purdue contributions are split equally between the Schools with which the PIs are affiliated, the Colleges involved, and the OVPR. When Discovery Park (DP) centers are involved and are able to contribute (especially when equipment is budgeted), the formula varies.

**Process:**

1. The PI(s) should secure cost-share commitments from their School Heads, following which they should approach the Associate Dean for Research at their respective colleges. The Associate Deans then work with the OVPR to process the cost-share request.
2. In order for clarity and consistency, a [standard excel file template](#) should be used.
3. It is desirable that the colleges and the OVPR have at least two weeks' time to process the cost-share request.

**Notes:**

1. The most commonly used instruments for cost-share are academic year release time (Schools), and graduate student support (e.g., through PRF grants).
2. When Schools of Engineering and the College commit to cost-sharing equipment needs, the funds are typically drawn from the [College Investment in Research Program \(Category B\)](#), and require formal consideration and approval from the Engineering Research Incentive Committee (ERIC). The proposal to ERIC should be prepared by the PIs, and submitted to the Associate Dean for Research.