Arts and Sciences Cost Share Policy

Definitions –

Cost share is the portion of costs of a sponsored project charged to a source other than the sponsor. These can also be referred to as matching funds.

REQUIRED cost share is all cost sharing implicitly stated in written sponsor guidelines and is necessary to obtain funding.

VOLUNTARY cost share is any cost sharing not implicitly requested by the sponsor.

Basis for Policy – The cost sharing policy outlines circumstances where the college will contribute a portion of costs to a sponsored project and the timeline for requesting college support. The policy addresses both internal and external sources of funding.

Cost Sharing Policy Statement – The College of Arts and Sciences will consider providing required cost sharing for internal and external sources of funds. Criteria for consideration are listed for each situation below.

External Sponsor (e.g. NSF, NIH, State of Ohio)
The College of Arts and Sciences will assist faculty with REQUIRED matching funds on proposals to external sponsors when the following criteria are met:

- The cost sharing is required by the sponsor and is outlined in the sponsor’s proposal guidelines.
- The cost sharing is requested in a timely manner as outlined in the procedure below.
- The proposal is approved by the department chair and is considered a strategic priority for the department.
- The amount of cost sharing requested of Arts and Sciences corresponds directly with the budget and expenditure credit assigned to Arts and Sciences units in the PA-005.
- The Ohio State University (OSU) is the lead institution on the proposal.*

When these criteria are met the College will cover 50% of REQUIRED cost sharing on these proposals. The remainder is expected to be covered by department, center and/or faculty funds. If such funds are not available please contact the College immediately using the reference listed below so that a further review can be conducted and appropriate plan developed if applicable.

For very large proposals, matching funds from other sources such as the Office of Research or State of Ohio may be required. In these cases, the College will split the remainder of funding not covered by other entities 1:1 with the ASC department(s) involved.

VOLUNTARY cost sharing for external sponsors will only be supported by the College in exceptional circumstances, which will be reviewed on a case-by-case basis. Please contact the
College immediately using the contact listed below if there is any ambiguity on whether cost sharing is required or voluntary, or with any other questions related to proposal matching funds.

*If OSU is not the lead institution on the proposal, cost sharing is not guaranteed even if required by the sponsor. In these cases the investigator must provide an analysis of expected return on investment with the cost sharing request, including but not limited to whether future grants will be generated at OSU as a result of the requested investment. Assuming a favorable review of the return on investment analysis, cost sharing may be provided as described above.

**Internal Sponsor (e.g. BETHA, PPSP, Pelotonia)**
The College will cover 50% of the Arts and Sciences’ portion of REQUIRED matching for internal sponsors, when the following criteria are met:

- The cost sharing is required by the internal sponsor and is outlined in the proposal guidelines.
- The cost sharing is requested in a timely manner as outlined in the procedure below.
- The proposal is approved by the department chair and is considered a strategic priority for the department.
- The amount of cost sharing requested of Arts and Sciences corresponds directly with the amount of budget assigned to Arts and Sciences units.
- The initiating department(s) and/or center(s) are able to document half of the cost sharing commitment.

The initiating department(s), center(s) and/or faculty funds may be used to provide the remainder of the match. Voluntary cost sharing for internal funding sources will not be supported by the college.

**Procedure for Requesting Cost Sharing** – Cost sharing requests should be made in writing (email is acceptable) at least 30 days prior to the submission deadline. Complex proposals that require matching from the Ohio Board of Regents, the Graduate School or any other third party must be made at least 60 days prior to the submission deadline. The request should include a project budget outlining sponsor and proposed cost sharing costs, a link to the program guidelines or RFP, and any documentation of department, center or other cost sharing commitments.

The approving department chair or center director should submit the request for support to the College (email to Jared Port, port.4@osu.edu). A cost share request should include the following:

- PI name
- Proposal title
- Any Co-PIs or other Ohio State key personnel
- Departments and Centers involved in the proposal
- Proposal due date
- The solicitation document (either attached or a link)
- A completed budget with both sponsor and matching costs
- A brief project description
- A brief description of how the cost shared funds will benefit the department and college