

REQUIREMENTS FOR REQUESTING COST-SHARING FOR EXTERNAL FUNDING

In order to strategically deploy funds that provide the greatest impact to the university's research portfolio, cost-share requests will now be **reviewed six times a year (every two-months)**. Requests received by the below deadlines will be considered based on the below criteria and notification of decision will be sent within 2-3 weeks after requests within each cycle are reviewed. Specific due dates are listed below:

Cycle	Due to Chair's Office	Cost Share Form Due to OVCR	Notification of Funding Decision
Cycle 1	October 15	October 31	Mid November
Cycle 2	December 15	January 2	Mid January
Cycle 3	February 15	February 28	Mid March
Cycle 4	April 15	April 30	Mid May
Cycle 5	June 15	June 30	Mid July
Cycle 6	August 15	August 31	Mid September

The OVCR's cost share program does not provide funds to cover salaries or defray F&A costs.

PROCESS

Requirements to Request Cost-Sharing from Chemistry

1. Please email all cost-share requests to cas_chemchair.smb@ad.unc.edu and cc: laura_yurco@unc.edu including the following information:
 - a. Brief statement of impact
 - b. Total Amount of Cost-Share request (cash and in-kind)
 - c. Completed Cost-share request [form](#) including the following information:
 - Project Title
 - Administering Department
 - Deadline for Grant Submission
 - Principle Investigator
 - RAMSeS proposal number - Laura Condie will initiate this
 - Project Start Date
 - Project Duration (partial years should be rounded up)
 - External Funding Agency
 - Is cost sharing a requirement
 - Is in-kind cost sharing permitted by agency
 - Is this request part of an internal limited submission application?
 - Cost Share Request Submission Deadline - Please choose the specific cycle above
2. Once approved send the signed cost share request to Laura Condie lc@unc.edu cc: Karen Holmes klholmes@email.unc.edu and the following documentation:
 - o Brief Project Description
 - o Project Budget – Chemistry's budget spreadsheet
 - o A description of how the cash portion of the institutional match will be spent
 - o A description of the in-kind contribution match
 - o Guidelines showing documentation of the funding agency's cost sharing requirements. If in-kind matching is not permitted, this must be explicitly documented
 - o Cost share Letter filled out and signed by chair (this will be routed for Dean and VC's signature)

Once approved requests and documents are received Laura Condie will initiate the request in the online cost-share portal which will electronically route to the department chair, other relevant units, dean's office and the OVCR for approval.

Request Cost Sharing from University

The Office of the Vice Chancellor for Research (OVCR) contributes matching funds, or cost-share, for costs related to enhancing research at UNC. The OVCR will consider cost-share funding requests for the following:

1. Extramural grant proposals that require matching funds

2. New technologies that facilitate the advancement of research at the university
3. Other specific needs that are of strategic importance to research for the university

For any deadline falling on a weekend, holiday, or during university closure, that cycle's deadline becomes the next business day.

Reduce the cost-share request to the OVCR for the project as much as possible through in-kind contributions and matching funds from participating units to maximize the University's ability to provide research support. The cash portion of the request should be split among departments, dean's offices, and, if applicable, other contributing units within the University (e.g. centers/institutes, offices). **Matching commitments need to be obtained from department chair(s) and dean(s) and other relevant units with the appropriate approvals (in the cycle prior) to the submission deadline.** Once the matching funds request is completed online by the submitter, approval requests will be routed to the department chair, other relevant units, and the dean's office. Please allow enough time to obtain all the necessary approvals before the submission deadline. OVCR will not provide funds greater than the contribution provided by participating units. Funding commitments will be considered by a committee and according to the below criteria.

Criteria for funding of cost-share requests:

- Leverages external funds
- Benefits multiple departments and schools
- Avoids unnecessary duplication of resources
- Matching funds are provided by participating units (e.g. departments and schools, center/institutes, offices)
- Responsive to current university strategic priorities
- Availability of funding

Limited Submissions:

If the request for cost share is part of the limited submissions process, the request needs to be submitted to the Office of Research Development as part of the limited submissions package on or before the internal submission deadline. Please refer to the limited submissions call from the Office of Research Development for specific instructions on the submission of cost share requests for limited submissions.

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 we are told specifically that we are *not* to offer a match that exceeds the required amount. In any case, at present we do not have funds sufficient to justify matches above the required amount. (only NSF equipment grants usually require 30% cost-sharing)

Matching on direct costs only. Agencies rarely require a cash match on the total (direct plus indirect) project costs. When they do, they are really disguising a higher required match rate. We spend indirect costs on research support; this is our institutional (in-kind) match on that portion of the budget.

In-kind cost sharing where possible. Agencies very often allow some in-kind matching on the direct costs of a project. Examples of such in-kind matching include: a percentage of investigators' compensation (salaries and benefits) reflecting time spent on the proposal; support for the project provided from other funds; tuition remission for graduate students participating in the project; and so on. Reducing our cash match with in-kind contributions maximizes the University's, and departments', ability to provide research support with F&A dollars.

Cost-Share Request Form

Name(s) of Principal Investigator(s): _____ Date Requested: _____

RAMSeS IPF# _____ Cycle # _____

Unit administering the grant: _____

Phone: _____ Email: _____ CB# _____

Project Title: _____

Funding Agency: _____ Deadline for submission: _____

Project Start Date: _____ Duration: _____ Expected approval date: _____

Agency's cost-sharing requirements in attached guidelines (e.g., "xx% of direct costs")

FOA: _____

Is in-kind cost sharing permitted by agency? _____

Worksheet for requested support

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Direct Costs						
Indirect Costs						
Required Match b(a)						
In-Kind Contributions (b)						
Cash match (a minus b)						
Department Share						
College of Arts and Sciences						
Vice Chancellor for Research						
Other: _____						
Other: _____						

Signature Chemistry Department Head/Chair

Date

Signature Other Department Head/Chair

Date

*** Once approved bring to Chemistry Proposal Specialist (Laura Condie) to start the process in COST-SHARE PORTAL to route for approval of Dean's office and VC for Research.



COLLEGE OF
ARTS AND SCIENCES

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
COLLEGE OF ARTS AND SCIENCES
Department of Chemistry

919-843-7100

Caudill and Kenan Laboratories | Campus Box 3290
Chapel Hill, NC 27599-3290
chem.unc.edu

To Whom It May Concern,

This letter is to confirm the support for _____ . Upon notice of award of the grant the required _____% in matching funds for the UNC component will be provided by Department of Chemistry \$ _____ , College of Arts and Sciences \$ _____ and Vice Chancellor for Research \$ _____, for up to \$ _____

Sincerely,

Jeffrey S. Johnson, Ph.D.
Professor and Chair
Department of Chemistry

Terry Rhodes, Ph.D.
Interim Dean
College of Arts and Sciences

Terry Magnuson, Ph.D.
Vice Chancellor for Research
Sponsored Research
University of North Carolina at Chapel Hill