

## Cost Sharing Procedures

The Cost Sharing Agreement is to be completed and approved at the time the proposal is submitted. The Cost Sharing Agreement is the official cost sharing document and is considered final. Exceptions are as follows:

1. **Original budget is changed significantly (\$10K or 10%, whichever is the lesser).** A dated revised Cost Sharing Agreement will be required at the time the revised budget is submitted.
2. **The Principal Investigator needs to change the fiscal year of the cost sharing commitment.** A written request, with appropriate budget center approvals will be submitted to the Vice President for Research for approval. Justification for the request will be provided at this time.
3. **When the cost sharing commitment is \$50,000 or less and the Principal Investigator needs the funds in specific fiscal year(s).** A written request, with appropriate budget center approvals will be submitted to the Vice President for Research for approval. Justification for the request will be provided at this time.