

## Cost Sharing Policy Summary

### A. If the sponsor requires cost sharing as part of the proposal submission:

The Office of Vice President for Research will provide a maximum one-third of the **mandatory** cost sharing funds from the Research Investment/Incentive Fund when the appropriate department and college and/or center has documented their two-thirds cost sharing commitment. When allowed by the sponsor every effort should be made to provide mandatory cost sharing from other internal contributions in accordance with C.23 of Circular A110.

### B. Multi-year projects:

The Office of Vice President for Research will provide funds to cover cost sharing commitments of \$50,000 or less in the first year of the project/grant. Cost sharing commitments greater than \$50,000 will be provided in the fiscal year specified in the proposal/agreement.

### C. Summary Chart:

OFFICE	MANDATORY
Department Head	May include Release Time
College Dean	Cash or Non-Cash
VP Research	1/3 Possible

## Form Instructions/Notes

- The completed Cost Share Agreement Form is considered an **internal document** and is not to be submitted to the sponsoring agency; however, it should be included with the proposal package during formal review/approval routing.

## Department/College/Center Notes

**Non-Personnel Expenses (travel, supplies, equipment purchases, etc.)** It is not necessary to list or describe these items, only the cumulative \$ amount is required.

**% Time:** Reflects the amounts to be provided by designated unit for cost-shared salaries.

**Authorized Signature:** To be signed by the individual responsible (as determined by applicable unit policy) for allocation of those funds, e.g. Agricultural PSA funds are approved by designees authorized by the VP of Public Service and Agriculture for Experiment Station or Extension activities.

**Press the TAB key on your keyboard to begin completing the Cost Share Agreement Form.**

# CLEMSON UNIVERSITY COST SHARE AGREEMENT FORM

PROPOSAL #

(Assigned by  
Sponsored Programs  
Office)

This form is required for all cost sharing and must be submitted to VPR's Associate Business Officer five (5) days in advance of the proposal submission.

PRINCIPAL INVESTIGATOR		DEPT NUMBER	
Sponsor Name			
Project Title			

	<u>Employee Name</u> (If cost share time proposed)	Dept Number	% Time	Non- Personnel Expenses	Faculty/Staff Time & Fringe (\$)	<u>Authorized Signature/Date</u> (Authorized Signature defined by Academic Unit)
D E P T/ S C H O O L						
	<b>Sub-Total: Department Investment</b>					
C O L L E G E						
	<b>Sub-Total: College Investment</b>					
C T R/ I N S T						
	<b>Sub-Total: Center/Institute Investment</b>					
	<b>TOTAL - DEPARTMENT/COLLEGE/CENTER (\$)</b>					

V P R	VPR Commitment	Description	VPR Approval/Signature

Provide description of other sources (internal or external). Attach associated supporting documents. Add'l pages may be used.

O T H E R	Unrecovered F&A	F&A on C/S	In-Kind	Other	Internal \$
					External \$ <input type="text"/>

CALCULATIONS for Unrecovered F&A and F&A on C/S

--

Total-Department/College/Center (\$)	<input type="text"/>	<b>GRAND TOTAL - COST SHARING INVESTMENT</b>
Total-VP Research (\$)	<input type="text"/>	
Total-Other (\$)	<input type="text"/>	

Revised 2/10/12

VPR Final Approval \_\_\_\_\_