Clemson University Research Policies Manual
Clemson University Sponsored Project Management

Cost Sharing Policy

Effective: July 1, 2002
Revised: January 24, 2011, October 18, 2011, February 12, 2013

Subject: Determination of Source and Amount of Cost Sharing Commitment

Statement
Cost sharing is sometimes required by agencies to show institutional support for a specific project. The Vice President for Research will consider mandatory cost sharing for sponsored projects. All mandatory cost sharing, regardless of the source, must be approved by the Vice President for Research.

Purpose
The purpose of this administrative policy is to define the Vice President for Research’s commitment to cost sharing.

Discussion
The Vice President for Research is willing to make cost sharing commitments from funds available to him from the Research Investment/Incentive Fund when such cost sharing is mandatory.

Policy
One-Third/One-Third/One-Third:
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 have documented their two-thirds cost sharing commitment. When allowed by the sponsor every effort should be made to provide mandatory cost share from other internal contribution resources in accordance with C.23 of Circular A-110 when allowed by the sponsor.

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.

Cost Sharing Procedures
The Cost Share Agreement Form is to be completed and approved prior to the proposal being submitted. When mandatory cost sharing is proposed from any source, the Cost Share Agreement Form should be submitted to the respective Office of Sponsored Programs Grants Administrator. Non-mandatory cost sharing is strongly
discouraged except in unusual circumstances. The approval and oversight for non-mandatory cost sharing is the responsibility of the department, school, college, center, and institute level as appropriate. The Cost Share Agreement Form is required and must be approved and signed by the appropriate signature authority for non-mandatory cost share.

The **Cost Share Agreement Form** 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.

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**Approved:**

[Signature]

**Date:**

2/12/13

_Vice President for Research_