

Sponsored Cost Share Guidance

This document serves as guidance on school and department funding requests on sponsored research cost sharing. Cost sharing is contributed effort, graduate student support, space, and/or cash and in-kind support. Tracking cost share activity is required to ensure compliance with university guidelines, school mission, accounting requirements and available funding. There are three types of cost share:

1. **Mandatory:** required by the sponsor as a condition of eligibility for an award. Typically communicated in a proposal solicitation. In these situations, a proposal must demonstrate/commit to the required cost sharing and explicitly referenced in an award document.
2. **Voluntary Committed:** not required by the sponsor as a condition of award but provided at the discretion of the institution. This cost sharing is referenced within a proposal and becomes a binding, auditable obligation; it is often (though not always) referenced in an award document.
3. **Voluntary Uncommitted:** not required by the relevant program solicitation, not referenced in the proposal or award, and not formally tracked or auditable. The most common form is faculty or researcher effort additional to the level of effort originally committed to the sponsored project.

Principal Investigator (PI) Responsibilities

Step 1: PI Identifies opportunity

1. PI reviews cost share needs and university policy, <https://osr.northwestern.edu/costsharing/>
2. PI determines type of cost share, voluntary or mandatory, and must be properly documented and tracked for cost accounting and compliance purposes.
3. PI should contact the Kellogg research administrator at least four weeks ahead of submission/target deadline to put together a budget and budget justification, which will break-down the cost-share contribution amounts to present to the department/school/university (if seeking financial support).

Step 2: If the PI is seeking department, school, center, or faculty funds the PI and research administrator should:

1. Notify department chair and department manager
2. Submit email with budget, budget justification, etc. to department chair, faculty affairs office, and senior dean for faculty and research for review/approval.

Step 3 (OPTIONAL): If requesting for institutional cost-share/match from the University or if a letter of commitment is required by the sponsor from an authorized signer

1. A signed letter of commitment by the NU VP of Research is required
2. Submit request for institutional cost share via OSR-EZ form (<https://osr.northwestern.edu/costsharing/>)
 - a. cost share breakdown, justification and related documents from sponsor
3. Submit a VPR Signature Request Form (<https://app.smartsheet.com/b/form/fdb5757e064043df80089a1ef0dab4e8>)
4. If approved by the NU VP of Research

Step 4: If the commitment is approved PI notifies Kellogg research administrator

1. Kellogg research administrator uploads cost share approvals from the department/school/institution into internal documents section in InfoEd for Sponsored Research office to review.

Kellogg Contacts

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