**Requesting Cost Share from the Office of Research**

*Last Updated: Fall 2019*

The requesting faculty member will work with their respective college business office to compile the required documents to the Office of Research. College business office staff will submit the required documents via email to Sarah Clift ([sarah.clift@uc.edu](mailto:sarah.clift@uc.edu)).

**You will need to allow 5-7 business (working) days for review.**

Required documents for cost share requests:

* The funding announcement stating that match is allowed or is a requirement
* Project Summary
* Scope of Work
* Budget for the proposal
  + The exact amount in which is being requested from the Office of Research should be clearly stated
  + Key person should be included
* Brief justification of the funds being requested from the Office of Research
* Description of the additional matching funds and their sources (if there are any grants involved provide the grant number)
  + Please provide documentation of approvals (e-mail is sufficient)
* Draft of the institutional letter of commitment

Additional Notes

The Office of Research does not expect to be the only unit providing cash cost share for any requests. The Office of Research’s [Sponsored Research Services](https://research.uc.edu/support/offices/srs/staff) can provide guidance on the types of non-cash cost-share that are allowable.

The Office of Research will work with the submitting college to meet all **mandatory** cost-share obligations. It is expected that the participating unit(s) and college(s) will contribute in such cases. Faculty should be aware that the Ohio Department of Higher Education [Action Fund](https://www.ohiohighered.org/rgp/roc) may provide additional cost-share for equipment proposals.

The Office of Research will review all **non-mandatory** cost-share requests on a case-by-case basis. Only those submissions that demonstrate a significant commitment from the participating unit(s)/college(s) AND that align with institutional objectives through [**Next Lives Here**](https://www.uc.edu/president/priorities/strategicdirection.html)and the [**Research2030 Plan**](https://research.uc.edu/) will be considered for support.

For any proposals containing cost-share support that are awarded at a reduced level (less than requested amount), the Office of Research will work other applicable supporting units

to mutually determine potential changes in the awarded cost-share. PIs should contact Sarah Clift immediately in such cases before negotiating with the funder and/or units.

[DATE]

[RFP/Solicitation Information]

[Sponsor]

Re: Letter of Institutional Commitment/Support

Dear Sir/Madam,

On behalf of the University of Cincinnati, I wish to express my strongest support and highest level of enthusiasm for the proposed project entitled: [Title of application], being submitted by [Investigator Name, Dept./College] in response to [RFP/Solicitation Information] issued by [Sponsor].

As a Research I institution, the University of Cincinnati recognizes the goals of [sponsor] and is committed at the highest level to promote and support through the research and education efforts at our institution. With that regard, the proposal being submit by [Investigator Name] aims to [project specific information].

[Response about collaborations that are a part of the application, if applicable]

I am pleased to extend support from the University of Cincinnati’s Office of Research, to [Investigator Name] and their research as outlined in his attached proposal.

Sincerely,

Patrick A. Limbach, Ph.D.

Vice President for Research

Ohio Eminent Scholar

Professor of Chemistry