


To: All Departments and Institutes of VUSE

From: Hector O. Silva 
Chief Business Officer, VUSE

Date: 2/3/2017

Subject: Protocol for requesting voluntary cost share

Voluntary cost sharing is highly discouraged for two reasons:

1. VUSE has very limited funds for cost sharing
2. Cost share – both mandatory and voluntary, increase the Institution's organized research base ("the denominator") and this results in less F&A (indirects)

The Dean does recognize that there can be compelling cases for an exception, including grant opportunities in which cost sharing is a requirement. Below are the steps to request voluntary cost sharing:

1. The Investigator works with the grants manager and submits the request to the Department Chair and Institute Director (if applicable)
 - a. The request should include detailed information about the funding opportunity including documentation from Sponsor – specifically the section that addresses cost sharing
 - b. The request should include a justification that addresses the relevant criteria below for judging cost sharing
 - c. If the request proposes academic year cost sharing, then provide a plan to mitigate any impact to teaching assignments, or ability to charge effort to other sponsored projects
2. If the Department Chair and Institute Director (if applicable) approves, then the request with all of the information listed in step 1 is submitted to the Chief Business Officer (Hector Silva) with a copy to the Sr. Grants Manager (Julie James) along with the explicit approval of the Department Chair and Institute Director (if applicable). Requests should be received as early in the proposal process as possible, and at the latest two weeks prior to the submission deadline.

The Dean's decision will be communicated to the requesting Investigator within 3 working days of the request and copied to the Department Chair and Institute Director (if applicable) and the appropriate grants manager.

Typical Criteria for Judging Requests:

- Project is in response to a funding opportunity that specifically requires or strongly encourages cost-sharing.
- Project is significant in scope and strongly linked to the School's research priorities

VANDERBILT UNIVERSITY

PMB 351826
2301 Vanderbilt Place
Nashville, Tennessee 37235-1826

engineering.vanderbilt.edu
tel 615.322.2762
fax 615.343.8006

- Project is seed money for future, enhanced funding
- Project is selected as campus proposal in limited-submission competition
- Project will lead to new areas of significant research
- Project includes significant support from department and/or institute, and there are specific benefits to the department and/or institute submitting the proposal

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