



## **Cost Sharing Policy**

**Definition** – Cost share is the portion of costs of a sponsored project charged to a source other than the sponsor.

**Basis for Policy** – The cost sharing policy outlines circumstances where the college will contribute a portion of costs to a sponsored project and the timeline for requesting college support. The policy addresses both internal and external sources of funding.

**Cost Sharing Policy Statement** – The College of Arts and Sciences will consider providing required cost sharing for internal and external sources of funds. Criteria for consideration are listed for each situation below.

### **External Sponsor (e.g. NSF, NIH, State of Ohio)**

The College of Arts and Sciences portion of required matching for external sponsors will be borne entirely by the college when the following criteria are met:

- The cost sharing is required by the sponsor and is outlined in the sponsor's proposal guidelines.
- The cost sharing is requested in a timely manner as outlined in the procedure below.
- The proposal is approved by the department chair and is considered a strategic priority for the department.
- The amount of cost sharing requested of Arts and Sciences corresponds directly with the amount of budget and expenditure credit assigned to Arts and Sciences units.
- The Ohio State University (OSU) is the lead institution on the proposal.\*

Voluntary cost sharing for external sponsors will not be supported by the college.

\*If OSU is not the lead institution on the proposal, cost sharing is not guaranteed even if required by the sponsor. The investigator must provide an analysis of return on investment with the cost sharing request. This analysis should address whether future grants will be generated at OSU as a result of the requested investment. Assuming a favorable review of the return on investment analysis, cost sharing may be made by the college, the department(s)/center(s), and/or some combination of units.

### **Internal Sponsor (e.g. BETHA, PHPID, Pelotonia)**

The College of Arts and Sciences portion of required matching for internal sponsors will be split 1:1 with the initiating department(s) and/or center(s) when the following criteria are met:

- The cost sharing is required by the internal sponsor and is outlined in the proposal guidelines.
- The cost sharing is requested in a timely manner as outlined in the procedure below.
- The proposal is approved by the department chair and is considered a strategic priority for the department.
- The amount of cost sharing requested of Arts and Sciences corresponds directly with the amount of budget assigned to Arts and Sciences units.
- The initiating department(s) and/or center(s) are able to document half of the cost sharing commitment.

Voluntary cost sharing for internal funding sources will not be supported by the college.

**Procedure for Requesting Cost Sharing** – Cost sharing requests should be made in writing (email is acceptable) at least 30 days prior to the submission deadline. Complex proposals that require matching from the Ohio Board of Regents, the Graduate School or any other third party must be made at least 60 days prior to the submission deadline. The request should include a project budget outlining sponsor and proposed cost sharing costs, a link to the program guidelines or RFP, and any documentation of department or center commitments.

The approving department chair or center director should submit the request for support to the College (email to Amy Raubenolt, [raubenolt.17@osu.edu](mailto:raubenolt.17@osu.edu)), and copying the respective divisional dean.