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**COLLEGE OF LIBERAL ARTS & SCIENCES**  
Cost Sharing/Matching Commitment Form

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**INSTRUCTIONS**

**WHEN TO USE:** This form should be used for each proposal that requires a commitment of resources other than those requested from the sponsoring agency and/or has special requirements. If a project is being proposed to several agencies, a copy of this form should be completed and signed for each.

**TO COMPLETE:**

1. Fill in the **title of the project, principal investigator, and the agency** to which the proposal is being submitted.
2. Identify all non-sponsor commitments required. Please identify if the cost sharing identified here is mandatory (required by the sponsor) or voluntary (non-mandatory). If mandatory, documentation from the agency detailing requirements should be attached. If voluntary, a justification as well as a memorandum documenting cost sharing should be included for the Dean's review and approval. The UF policy on cost sharing may be found in the RGP Researcher's Handbook on the web -[http://rgp.ufl.edu/handbook/researcher\\_handbook/](http://rgp.ufl.edu/handbook/researcher_handbook/)

Indicate the source (department, college, or other), the amount (dollars and % effort) and the justification and/or details of cost sharing by category. For department and/or College commitments, the justifications should explain why these funds are being requested and why these cannot be supported by the funding agency. Details should include the following: **Personnel** – names and percentage of time. **OCO, expense and travel** - itemize with estimated cost. **Associated indirect costs** - should be calculated on the applicable direct costs being cost shared at the rate(s) used for the requested funds. If any of these commitments are to come from a source other than the department(s) or College, attach a copy of the appropriate commitment letter.

It is the College's policy that requests for matching and cost sharing be submitted to CLAS via Chairs or Center/Program Directors; thus, principal investigators should submit to their Chair and/or Director a summary of the proposed research and details of the matching and cost sharing needs well before they submit the proposal.

**Any faculty effort/salary that is cost shared must be documented as organized research on the Faculty Activities Report.**

3. Identify **other special requirements** providing the justification and/or details. The justification and/or details should include the following:

**Reduced Indirect Costs** - If the agency restricts the rate for a particular program (e.g., NSF Research Initiation), attach a copy of the policy or if special rate is in effect (viz. state agencies at 5%), state that as a reason. In the exceptional case when a reduced indirect cost rate is being requested, identify the percentage being requested and the specific justification for the request.

**Indirect Cost Return Split** - It is the College's policy that when more than one department is involved in a research project, the overhead distribution to departments should be made in direct proportion to the modified total direct cost generated by the faculty and staff of that department. Accordingly, identify the departments involved and attach an internal budget breakdown showing the distribution among the departments. It is understood that any redistribution subsequent to proposal submission will require agreement by all principal investigators and department chairmen involved as well as Dean's Office approval.

4. This form should be signed by the Principal Investigator(s) and Department Chairmen involved and attached to the proposal when it is transmitted to the College office for processing.

**Note:** If this proposal requires matching funds from the College or involves voluntary cost sharing, it should be submitted to the Dean's office at least a week in advance of the agency's deadline so that the details of the commitment may be finalized and/or the Dean can review the voluntary cost sharing justification. As always, it is highly advisable to discuss matching requests or cost sharing plans with the Dean's Office as soon as possible to avoid last minute delays.