



# UNIVERSITY OF FLORIDA

**Louis J. Guillette Jr., Ph.D.**  
Associate Dean for Research  
Tele: (352) 392-0783  
Fax: (352) 392-3584  
Email: [ljpg@zoo.ufl.edu](mailto:ljpg@zoo.ufl.edu)

**College of Liberal Arts and Sciences**  
2014 Turlington Hall; Box 117300  
University of Florida  
Gainesville, Florida 32611-7300  
Internet: [www.clas.ufl.edu](http://www.clas.ufl.edu)

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To: CLAS Faculty and Chairs  
From: Louis J. Guillette, Associate Dean for Research <[ljpg@zoo.ufl.edu](mailto:ljpg@zoo.ufl.edu)>

Subject: Cost Sharing & Requests for Research Funds

This is to clarify the procedure for requesting cost sharing and funds from the CLAS Dean's office. A number of faculty have asked recently how to go about requesting cost sharing or funds.

**Cost Sharing** – A number of grant opportunities require cost sharing by the university or college. If such grants require cost sharing, you need to contact your Chair and me as soon as possible, once you have decided to apply for such an opportunity – an email message is acceptable, we need not meet initially. Even if you are not sure of the exact amount needed, I need to have some forewarning so I can begin to discuss mechanisms to obtain the required funds. Once you have a budget, you need to notify me formally that you require cost sharing. I would like to have this request (accompanied by a brief summary of the proposal, such as the first draft of the executive statement of the proposal) several weeks prior to the submission date for the grant – I realize this is sometimes not possible, but the more complicated the cost sharing (i.e., multiple researchers, departments or colleges) the longer it takes. Irrespective of the amount, this request must come to me with your department chair's endorsement. Again you can do this by email, or you are welcome to come and speak with me. It is part of my job to assist you if additional funds are required from the Division of Sponsored Research or negotiations are needed among colleges. I will perform these activities for you; again this can take some time so please allow for as much time as possible.

*Required Cost Sharing:* If the agency or foundation requires cost sharing, we will do everything we can to assist you in getting the required cost sharing.

*Voluntary Cost Sharing:* We do not support voluntary cost sharing except for some rare cases, where training proposals for undergraduate or graduate research training are involved.

**Request for Funds to Support Research** – When funds are available, we will announce formal procedures for applying to the college for seed funds for research. However, we also realize that unique opportunities present themselves and small grants may be needed to realize the full potential of the opportunity. Although funds are not always available, I welcome faculty inquiries to support such activities although they should be truly noteworthy and lead to significant achievements or professional development. If such funds are sought, please contact me with a request that is endorsed by your Chair. You should not apply for such funds from the offices of the Provost's or the Vice President of Research, until you have contacted this office first.

If you have questions regarding cost sharing or research funds from the college office, feel free to contact me. Funds for travel and scholarship activities are not handled by me, but need to be addressed to Assoc. Dean Ron Akers.