## Molinaroli College of Engineering and Computing

## Cost-Share (CS) Procedures for Proposals

Starting March 15,2025, MCEC is standardizing the operating procedure for including cost share in proposals. Cost sharing may be provided per the steps below, only if **required** by the funding agency guidelines.

1. The PI will notify the Preaward Team as soon as it is discovered that cost share is required for a proposal submission.
2. The PI will work with Preaward to leverage in-kind resources both from MCEC and third parties that may be involved with the project.
3. If faculty academic time is proposed, the faculty involved must attest to the following using the attached In-Kind Cost Share Commitment Form.
	1. 9-month faculty with teaching duties may have active in-kind CS commitments only up to 3.6 months of their AY Time. 11-month appointees may have active in-kind CS commitments only up to 4.4 months of AY time.
	2. When submitting proposals, 9-month faculty will attest that the total of their active plus proposed in-kind CS will not exceed 5.4 months in any project year. 11-month faculty will attest that the total of their active plus proposed in-kind CS will not exceed 6.6 months in any project year.
4. If the required cost share cannot be met using MCEC faculty and staff salaries alone, the PI and Assistant Dean for Research will work with the MCEC Budget Office to identify appropriate sources of funds including account numbers for the required CS commitment from the college.
	1. Any cash cost share commitments must be finalized at least one week prior to submission.
	2. Once finalized, the cash cost share plan will be signed by Budget Director, Assistant Dean for Research, Associate Dean for Research, and the Dean or Dean designee prior to proposal submission.
	3. The MCEC Budget Office will track all cash cost share commitments made by the college to assure the availability of funds.
5. Faculty time commitments on sponsored awards will be confirmed using time and effort reports.
	1. All employees who have time charged to a sponsored award are required to complete a semi-annual certification of time and effort. These reports summarize the proportion of faculty time devoted to sponsored awards and other activities, expressed as a percentage of total effort, using the employee’s Institutional Base Salary.
	2. Faculty time percentages on sponsored awards (reflected as a percent of institutional base salary) can be reviewed during these certification periods.
	3. These time and effort certification periods are split between the academic semesters (July – December and January – June), but does also include out-of-period time (i.e. summer months).

In-Kind Cost Share Commitment Form

**Project Title:**

**Project Sponsor:**

**Proposal Number:**

**Project Term:**

**Principal Investigator(s):**

**Requested Budget:**

**Required Cost Share:**

The Molinaroli College of Engineering and Computing has implemented the following rules to ensure that faculty are not over committing their time for cost share obligations.

1. 9-month faculty with teaching duties may have active in-kind CS commitments only up to 3.6 months of their AY Time. 11-month appointees may have active in-kind CS commitments only up to 4.4 months of AY time.
2. When submitting proposals, 9-month faculty will attest that the total of their active plus proposed in-kind CS will not exceed 5.4 months in any project year. 11-month faculty will attest that the total of their active plus proposed in-kind CS will not exceed 6.6 months in any project year.

By signing below, I attest that the proposed academic time cost share commitment for both active cost share plus proposed academic time cost share commitment will not exceed :

\_\_\_ 4.4 months in any project year if I have a 9-month appointment.

\_\_\_ 6.6 months in any project year if I have an 11-month appointment.

Faculty Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_