**UF College of Dentistry, Office of Research**

**Request for Cost Share Approval**

**UF Proposal No:** UFirst # **Sponsoring Agency:** Agency **Due Date:** Due Date

**UFCD PI:** UFCD PI **Department:** UFCD PI Department

**Proposal Title: “**Title of Grant”

**Project Dates From:** Begin date  **To:** End date
**Type of Cost Share (Check all that apply)**[ ]  **Mandatory,** required by the sponsor [ ]  **Includes** **Third Party Cost Share**[ ]  **Voluntary** [ ] Not required by the sponsor

[ ] Agency does not allow for faculty salaries

[ ] Internal funding such as seed grants

**Justification for requesting cost share funding**

|  |
| --- |
| Type justification here (limit 500 characters) |

**Salaries**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name**  | **Role** | **CS % Effort** | **CS Amount** | **Period** |
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**Other Expendable Resources:**

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| --- |
| Describe other expendable resources here here (limit 500 characters) |

 **Approved**

**Department Chair**

**Name:** Name of Department Chair **Signature:**

**Dean or Associate Dean for Research
Name:** Name of individual signing as Dean **Signature:**

**UF College of Dentistry**

**Request for Cost Share Approval**

The purpose of this form is to document department and/or college approval for cost share commitments (salary or resources). This document may be used in lieu of, or in addition, to approvals entered into UFirst. The information reflected on this form MUST match the myUFL proposal entry and all accompanying documents.

-[UF Cost Sharing Policy](http://research.ufl.edu/research/handbook/policies/cost-sharing.html)
-[UFCD Cost Sharing Policy](https://apps.dental.ufl.edu/intranet/Policies/4.22-Salary-Effort-Indirect-Cost-and-Cost-Sharing.pdf)
**Definitions**
-Mandatory Cost Sharing: Mandatory cost sharing is required by statute or as condition of a specific solicitation/program announcement. It will normally appear in the award document from the agency. Mandatory cost sharing expenditures are tracked and documented and will be reported back to the sponsoring agency in a Financial Report.
-Voluntary Cost Sharing: Voluntary committed cost sharing is created if a proposal budget or budget justification specifically includes cost sharing where none was required. If funded, the PI and the University are “committed” to provide the project with the indicated support. Voluntary committed cost sharing expenditures are not normally reported back to the sponsoring agency, however, it is still required the University track and document these costs as they are subject to audit.
-Cost Shared Effort: Non paid effort is considered cost share for both external and internal projects.

**INSTRUCTIONS**

Identify the UFirst Proposal Number, Sponsoring Agency, Due Date, UFCD Principal Investigator (PI) and Department, Proposal Title, and Project Dates.

-Type of Cost Share: See definitions above. If third party cost share is included, attach third party documentation verifying the commitment.

-Cost Share Justification: Please justify the reason for the cost share request.

-Personnel and Effort: Indicate UFCD personnel name and role including faculty and non-faculty individuals. Reflect the percent of effort to be cost shared, total dollars and period of the cost share commitment.

-Other Expendable Resources: Indicate all NON-personnel cost share commitments such as DCRU or CTSI resources; including third party.