UF College of Dentistry, Office of Research

**Request for Cost Share Approval**

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

**UFCD PI:** UFCD PI **Department:** UFCD PI Department **F&A Rate:** Rate %

**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 (limit 500 characters) |

 **Approved**

**Department Chair**

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

**Associate Dean of Research
Name:** Dr. Valeria Gordan **Signature:**

**Dean
Name:** Dr.Isabel Garcia **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](https://research.ufl.edu/dsp/proposals/budgeting/cost-sharing.html)
-[UFCD Cost Sharing Policy](https://research.dental.ufl.edu/resources/administration/proposal-development-pre-award/guidelines-ufcd-faculty-effort-commitments-and-cost-share-reporting/)
**Definitions**
-Mandatory Cost Sharing: Cost-sharing that is required by a sponsor in order for your proposal to receive consideration and review. Without it, your proposal will be returned without review. Mandatory cost sharing expenditures are tracked and documented and will be reported back to the sponsoring agency in a Financial Report.
-Voluntary Cost Sharing: Cost-sharing that is not required by the sponsor for eligibility purposes, but is included in a proposal and becomes required at the time of award. 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.

Third Party: Cost-sharing that is provided by an entity other than UF, such as a company. This type of cost-share is usually provided only when required by the sponsor.
-Cost Shared Effort: Non-paid effort is considered cost share for both external and internal projects.

**INSTRUCTIONS**

Identify the UFirst Proposal Number, Sponsoring Agency, Cost Share 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.

* What is the benefit to the college?

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.

**WORKFLOW**

**Deadline for the Dean of the College Receipt:** 5 Business Days before the Proposal is Due (Minimum of 3 business days)

Send the cost-share form to your department chair for their signature.

The chair will then email the signed form to our Interim Dean of Research, Dr. Valeria Gordan and our college’s Executive Director, Ms. Jean Sweitzer for their preliminary review.

Once they agree by email, this form and the emails should be forwarded to the Dean of the College of Dentistry, Dr. Isabel Garcia with a CC to her executive assistant, Ms. Tammy Crews-Sutton for the final review.