



**The University of Texas at El Paso
Office of Research and Sponsored Project
Handbook / Enchiridion**

Step 1.31: Cost Share Budget Preparation

Purpose: To prepare a cost share budget that meets the scope/needs of the project while also adhering to agency guidelines and all other university regulations.

Parties Involved: Research Administrator, C&G Specialist III, Principal Investigator/Researcher, Subcontractors (if applicable), Chairs and Deans.

- Cost Share Budget
 - If required by the agency, it is a mandatory cost share and costs are tracked and reported to the agency. Agency guidelines not stating cost share is mandatory or that the proposal will be viewed in a more favorable light if the grantee provides part of the costs of the project, is not mandatory.
 - If the cost share is voluntary, there are two types:
 - Voluntary Committed and
 - Voluntary Uncommitted
 - UTEP will track Voluntary Committed cost share and report the expenses to the agency. If the cost share is Voluntary Uncommitted and it is a research project, UTEP will track the expenses internally and the cost share is not reported to the agency.
 - Cost share can be funded by the University or a third party may contribute. If funded by the university, ORSP will need a memo or email from the Chair or Dean stating the amount of the cost share or the faculty effort to be committed. On a third party cost share, ORSP will need a signed letter from an authorized official on the organization's letterhead stating an amount the organization will commit.
 - A statement that a third party organization will help or provide support or contribute to the project without a stated amount is not sufficient for mandatory and voluntary committed.
 - On a mandatory cost share, where UTEP's indirect rate is limited, UTEP may cost share the difference between UTEP's research rate and the rate allowed by the agency.
 - Must have the same indirect rate as used on the agency request.

Summary Description: To detail cost share commitments for award.