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
    - 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.