

Texas Tech University
WHITACRE COLLEGE OF ENGINEERING
Operating Policy and Procedures [Approved
by Executive Committee: 05/15/2024]

WCOE OP 10.10: Faculty Research Proposal Cost Share Guidelines

Date: 05/15/2024

Purpose: Funding agencies often require a commitment for cost share. This document lists the considerations and procedures that should be followed when seeking cost share from WCOE. These guidelines are provided to avoid any last-minute surprises. WCOE is fully supportive of funding applications that require cost share and will make every effort to provide the appropriate amount of cost share as long as proper procedures are followed.

Review: This OP will be reviewed every two years by the Dean's Office and Chairs.

Policy/Procedure

1. Process timing:

- If cost share is sought from WCOE, Associate Dean of Research (ADR) should be notified of such an intention as early as possible in the proposal development process, but no later than **10 business days prior to the proposal deadline. If the cost share dollar amount is large (i.e., > \$100K per year), the notification should be sooner.**
- For proposals involving more than one college, the process should begin at least **15 business days prior** to the submission deadline.
- As the first step, the PI (and the Co-PIs as appropriate) should begin the cost share discussion with the department chair or center director followed by the ORS analyst and the WCOE ADR.
- Budget draft should be prepared and should be used as the basis for discussion. It is recommended that the chair (or center director) and ADR be kept in the loop when preparing the budget with a cost share. **The Dean will approve the cost share only after reviewing the budget spreadsheet. The spreadsheet will be attached to the approval email sent by the Dean or the ADR.**

2. Amount of cost share:

- **WCOE will provide cost share only up to the amount required by the funding agency.** For example, if 20% cost share is required, then the cost share in excess of this amount (e.g., 30%) should not be committed. **If the PI intends to commit such excess cost share, then a detailed written justification should be provided which will need to be approved by the Dean.**

3. Cost share split:

- It is expected that the cost share would be split between the department, WCOE, and the VPR Office (approximately ~ 1/3rd from each entity).
- **All sub awardees are expected to pick up their part of the cost share.**

Additional information:

Cost share mechanisms:

Different cost share mechanisms are available. These are (in the order of preference):

- (1) Faculty time (and the associated unrecovered F&A). Note that in any given academic year, only up to 3 months of faculty time can be committed as cost share. Time commitments in excess of 3 months will need a modification of faculty duty agreement to be signed by the faculty member, the department chair, and the Dean.
- (2) Graduate student support
- (3) Laboratory facilities or materials and supplies
- (4) Conference travel support

The last two mechanisms are strongly discouraged and a detailed justification by the PI will be required if these mechanisms are to be used.

Implicit cost share: The following provisions by TTU are akin to cost share and if such support is required (or assumed) for the successful implementation of the funded project, these provisions should be approved by Dean's Office and the VPR Office at the time of submission of the proposal:

- (1) Space needs: New office or laboratory space requirements (e.g., off-site space at the Reese Center)
- (2) Infrastructure improvements: Any required improvements to the existing office or laboratory space