

Vertical blue line



1. Expenditures normally treated as indirect costs, such as administrative salaries and office supplies

### **Cost Share or Match Commitments at Proposal Stage**

1. The project director shall secure required cost share or match commitments early in the proposal development stage and document appropriately in the proposal budget and narrative.
2. The project director shall secure written approval on the Proposal Summary Form from the individuals responsible for the organization code from which cost share or match is committed.
3. The department chair and dean (or equivalent supervisors in administrative units) shall review the proposal and Proposal Summary Form to identify and approve any committed cost share or match.
4. Sponsored Programs shall review the proposal to identify any committed cost share from the University. If cost share or match is committed, Sponsored Programs shall ensure that appropriate cost share documentation has been included on the Proposal Summary Form, including the organization code for the cost share or match funds and written approval from the individual responsible for the organization code.

### **Cost Share or Match Commitments at Award Stage**