Office of Research
Best Practices for Coordination and Set-up of Cost-Shares for Collaborative Proposals _____________________________
9.27.13

1. The Office of Research has developed assistance for coordination and set-up of cost-share for collaborative proposals. This process was drafted in response to requests from principal investigators (PI) and Associate Deans for Research for clarification and increased efficiency with the grant process.

2. The Vice Provost for Research (VPR) expects that one of the first steps for the PI is to work with their dean or associate deans for research to create a timeline for the process for gathering the required approvals. The first step in construction of the timeline is to work backwards from the date the proposal is due in the Office of Sponsored Programs (OSP).

3. Roles of the Principal Investigator and the Office of the Dean

3.1. PIs

  3.1.1. Work in collaboration with the dean or associate dean for research

  3.1.2. Review your school/college cost-share and matching fund guidelines and policies

  3.1.3. Work with your dean’s office to draft the support/commitment letter (if needed)

3.2. Dean’s Office for the PI of the Proposal

  3.2.1. Take the lead in cost-share negotiations and inform the PI of this process

  3.2.2. Work with the PI on the final budget and total cost-share needed

  3.2.3. Draft the funding plan involving department and deans’ offices, assuming one-third (total) will come from the provost

  3.2.4. Arrange with the PI to work with the other investigators to make requests of their department chairs and/or deans’ offices

  3.2.5. Develop a plan that will include the contributions of each unit

  3.2.6. Contact the other relevant dean’s offices(s) and make the request

  3.2.7. Obtain written commitments (email is fine but the communication must be clear)

  3.2.8. Assemble the approval emails and create a spreadsheet or a list of the contributions as a summary

  3.2.9. Fill out the matching request form and submit to orfunds@uw.edu with the approval emails (3.2.8) or copy the chancellor/dean or chair’s office that have approved the matching funds.

  3.2.10. If a support/commitment letter is needed from the Vice Provost for Research, work with the PI to draft the letter for the VPRs review. Please send the draft to the VPR at least one week before OSP submission to allow for editing and iterations as necessary.