**VANDERBILT UNIVERSITY SCHOOL OF ENGINEERING**
**COST SHARE GUIDELINES**

**Cost Sharing Philosophy:** The School of Engineering’s resources for cost sharing are limited and need to be used as strategically as possible. We should not offer cost sharing where not required or provide extra cost sharing above the published required minimum in hopes that it will make proposals more competitive. The School typically assumes a direct cost sharing commitment only when required by the sponsor and provides cost share only to the extent necessary to meet the explicit requirements mandated by the sponsoring agency in the written program guidelines.

**Typical Criteria for Judging Requests:**
- Project is significant in scope and strongly linked to the School’s research priorities.
- Cost share is mandatory.
- Project is seed money for future, enhanced funding.
- Project is selected as campus proposal in limited-submission competition.
- Project will lead to new areas of significant research.
- Project includes significant support from department, and there are specific benefits to the department(s) submitting the proposal.

**Requests for Cost Sharing:** At least two weeks before the agency or internal deadline, please provide Dean Ken Galloway with your proposed cost sharing budget and a copy to Janiece Harrison. This request should be endorsed and approved by your department chair. Describe the resources available for funding the proposed cost sharing. Provide a justification that addresses the relevant criteria above for judging requests. If you propose to cost share academic year effort, describe any impact to your teaching assignments or ability to charge effort to other sponsored projects. Include the sections from the program announcement that detail the agency’s requirement for cost sharing.

**Considerations for proposals to agencies that do not pay our negotiated indirect cost rate:**
Indirect cost recovery is an important component of the School of Engineering’s operating budget. Proposals to agencies that do not pay Vanderbilt University’s negotiated indirect cost rate should be carefully considered. At the time of proposal submission, please include a copy of the agency’s guidelines specifying their policy concerning reimbursement of indirect costs. Briefly describe the importance of the proposal to your research program.

The School of Engineering strongly supports fellowship opportunities for graduate student training. It is understood that these awards usually return minimal indirect costs to the School.

Last updated August 21, 2009