

## **CED Policy on Proposals Involving Cost Sharing Including No-Cost**

MSU Policy on cost sharing: <https://osp.msu.edu/PL/Portal/249/CostSharePolicy>

- For proposals requiring cost-share, the PI needs to inform the ORA of the intent to obtain cost share agreements from the department and college when notifying the ORA of the intent to submit a proposal.
- The PI should contact their department head three weeks in advance to obtain any departmental cost sharing approval, if the RFP is out more than three weeks in advance of the submission deadline. The PI should forward cost-share agreements from the Chair or Center Director or have their Chair/Center Director email the CED Associate Dean for Research (ADR)
- The PI should contact the CED ADR a minimum three weeks prior to the deadline to request college cost sharing as well as inform the ADR of any department cost-sharing (this includes a clear email commitment from the chair or center director). If there is less than three weeks, without documented extenuating circumstances, the ADR reserves the right not to submit the request to the Dean's office for review and approval.
- The ADR will consult with the Dean's office regarding the request for cost sharing.
- The ORA/ADR will keep a database on committed cost-share, including no-cost cost-share