

## COST SHARE ROLES & RESPONSIBILITIES

Action	PI	RA	Chair	Dean	OR
Identify funding opportunity and cost share needs	X				
Review school /unit /university cost share guidance	X	X			
Initial notification to Department Chair and Research Deans	X				
Develop sponsor and cost share budget, including Cost Share Workbook	X	X			
Route exception request if applicable*	X	X			
Review /approve /deny exception				X	X
Route cost share approval request in DocuSign		X			
Review /approve cost share			X	X	X
Draft cost share letter if applicable**	X				
Finalize cost share letter and obtain signature		X			X
Upload final cost share documents to InfoEd		X			

\*There is a separate guidance document for the exception process.

\*\*Cost share letters are not needed for every proposal that incorporates cost share or institutional support; review solicitation for guidance.

Key		
PI – Principal Investigator	RA – Research Administrator	OR – Office for Research