Process of Obtaining Institutional Cost Share Support

1. Notification to OSR Cost Share Officer by PI
   • Should occur at least three weeks before application deadline
   • PI or designate advises Cost Share Officer of upcoming proposal

2. Development of Cost Share Budget, Justification, and Letter of Support
   • OSR-EZ is developed through collaboration between PI or designate and Cost Share Officer
   • Cost Share Officer sends draft letter of support to PI for review and edit

3. Negotiation and Formal Request of Cost Sharing Commitments
   • Should occur at least two weeks before application deadline
   • Cost Share Officer sends formal requests for cost sharing to involved Chairs and/or Deans, depending on school model
   • Once all school approvals are gathered, OR makes a decision on their portion

   • All cost sharing commitments, including draft letter, are given to VPR Jay Walsh for review and endorsement
   • Cost Share Officer scans letter to PI and sends original via intercampus mail