

Request for Cost Share Office of the Vice President for Research and Innovation

For request of matching funds, the following must be completed:

- (1) Complete all sections on both pages of this form. If more than one type of cost share is being requested, provide a separate form for each type.
- (2) Secure applicable associate dean for research and/or institute director's signature. Note: a signature is required from the principal investigator's senior management area (college or institute) regardless of how cost share resources are supplied.
- (3) Attach a proposal budget developed in conjunction with the Office of Sponsored Programs that outlines the university's total cost share commitment.
- (4) Attach a memo that provides details on the match request including specific uses of funds.
- (5) Attach evidence of agreement from every organization providing cost share.

| | |
|---------------------|------------|
| COLLEGE / INSTITUTE | DEPARTMENT |
|---------------------|------------|

| | |
|------------------------|---------|
| PRINCIPAL INVESTIGATOR | SPONSOR |
|------------------------|---------|

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|----------------|
| PROPOSAL TITLE |
|----------------|

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|---|--|
| OFFICE OF SPONSORED PROGRAMS PROPOSAL ID# | MATCH TYPE (SELECT ONE): |
| PROPOSAL DEADLINE | <input type="radio"/> REQUIRED SPONSOR REQUIRED COST SHARE: _____% <input type="radio"/> VOLUNTARY <input type="radio"/> UNCOMMITTED |

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|--|
| SIGNATURE OF ASSOCIATE DEAN FOR RESEARCH OR INSTITUTE DIRECTOR |
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|---|
| SIGNATURE OF VICE PRESIDENT FOR RESEARCH AND INNOVATION |
|---|

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| SPONSOR PROPOSAL | | | | | | |
|---------------------------------------|--------|--------|--------|--------|--------|----------|
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total \$ |
| Sponsor to Virginia Tech w/o F&A* | | | | | | |
| Sponsor to Virginia Tech F&A | | | | | | |
| Sponsor to Virginia Tech total | | | | | | |

*Facilities and Administrative costs (indirect)

| MATCHING PROPOSAL (Amount of Virginia Tech match/cost share) | | | | | | | |
|--|-----------------------|--------|--------|--------|--------|--------|----------|
| OVPRI* | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total \$ |
| OVPRI FUND | USE OF MATCHING FUNDS | | | | | | |
| OVPRI FUND | USE OF MATCHING FUNDS | | | | | | |
| OVPRI FUND | USE OF MATCHING FUNDS | | | | | | |
| Total OVPRI | | | | | | | |
| College/Institute/Department** | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total \$ |
| COLLEGE/INST./DEPT. | USE OF MATCHING FUNDS | | | | | | |
| COLLEGE/INST./DEPT. | USE OF MATCHING FUNDS | | | | | | |
| COLLEGE/INST./DEPT. | USE OF MATCHING FUNDS | | | | | | |
| COLLEGE/INST./DEPT. | USE OF MATCHING FUNDS | | | | | | |
| COLLEGE/INST./DEPT. | USE OF MATCHING FUNDS | | | | | | |
| COLLEGE/INST./DEPT. | USE OF MATCHING FUNDS | | | | | | |
| Total College/Institute/Department | | | | | | | |
| Total Virginia Tech Match | | | | | | | |

* OVPRI: Identify use of matching funds (e.g., equipment, salary of staff assistants, materials, etc.)

** College/Institute/Department: Identify the organization and the use of matching funds (e.g., College of Science/two grad assistantships, Fralin Life Sciences Institute/equipment)

Include attachments:

- OSP budget
- Memo of match details
- Evidence of agreement from contributors