

Quick Start Guide: Procedure to secure COE cost share approval

General information

This guide sets out the internal procedure for requesting COE and other campus cost share participation on proposals in development. For the VCR procedure, please also see its [website](#). The COE will consider contributing to funder-required cost share and in select other situations.

In a typical scenario, the PI will request COE cost share in the form of an equal split between the COE, VCR and PI/department. For example, where the funder requires a 20% cost share, that percentage is applied against grant funds to UCB (20% of \$1.2M UCB budget = \$240K cost share). If approved, the COE and VCR office will each contribute 1/3 (\$80K each) in cash, paid out over the grant period in proportion to the funding rate. The PI or his/her department will contribute the remaining 1/3 in cash or in-kind (e.g., discretionary funds, unrestricted gifts, percent of academic project salary, graduate fellowships, etc.).

Where multiple PIs are from different colleges, those colleges may be asked to participate proportionately (e.g., Chemistry and COE share the 1/3 college contribution). Several PIs may also contribute cash or in-kind to defray the department's 1/3 cost share.

PI steps to secure cost share approval

Step 1. COE and department approval

1. As PI, you will need to send separate email requests to the COE Associate Dean of Research and your department chair requesting cost share participation.
2. For the COE request, please include: 1) full proposal title, your role, names of co-PIs, 2) funder name, program and FOA number, 3) total grant funds to UCB, 4) reason cost share is sought, 5) total amount (& %) cost share sought from UCB, 6) total and annual amounts (& %) sought from COE and others, and source (cash or type of in-kind). Here is a template you can use:

*I am writing to request a COE cost share for my proposal entitled (**fill in**) to the (**agency, program**), FOA (**fill in**). The funder submission date is (**fill in**). I will serve as PI and co-PIs are (**fill in**). The total grant funds to UCB will be \$(**fill in**). (**Fill in why cost share is requested and % contribution**, e.g., "The funder requires a minimum 20% cost share of the grant total"), which is \$(**fill in**) total, and \$(**fill in**) per year.*

*I am seeking a 1/3 cost share split from the VCR and COE (cash), and (**fill in contributors & form of contribution**, e.g., "EECS as faculty effort"). Each would contribute \$(**fill in**)/total and \$(**fill in**)/annually over the (**fill in grant period**)-year grant.*

3. The COE and your department will inform you of their decisions.
4. If approved, the COE and your department will provide you with separate, signed commitment letters. To prepare the COE letter, send a short description of your project (2-4 sentences regarding goals, impact, approach, lead institution, partners) to geaston@berkeley.edu.

Step 2. VCR approval

1. Complete the online [VCR form](#). To draft text for the narrative boxes, see the [VCR criteria](#) for approving cost share. Attach the COE and department signed commitment letters to the VCR form.
2. The form provides submission information. The VCR office will inform you of its decision.
3. If approved, the VCR office will provide you with a letter setting out its commitment and those of the COE and other contributors. Typically, the VCR letter serves as the USB cost share commitment.