



## Institutional Cost Sharing Request

PI Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_

Proposal Number & Title: \_\_\_\_\_

Route to Vice President for Research

Route to Dean of Graduate Education

Cash Cost Sharing

Graduate Tuition and/or Stipend Waiver

Reduction or Waiver of Indirect Cost (attach sponsor requirement)

International Student Fellowship

Subcontract Overhead Reduction

Other: \_\_\_\_\_

Please explain the request:

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Date



---

## Cost Sharing Policy for External Research Grants and Fellowships

Effective April 15, 2016

Cost sharing may be granted for many reasons on sponsored research and other sponsored programs. The goal of cost sharing is to enhance the competitiveness of our research proposals and to ensure optimization of resources that benefit the research enterprise. The Vice President for Research and the Vice Provost and Dean, Graduate Education will consider individually or jointly cost sharing when one or more of the conditions outlined below are met.

- 1. Required by sponsor:** Such involuntary cost sharing takes on many forms, including cash, in-kind, tuition waivers, reduced overhead, etc. The VP for Research can approve cash cost sharing when all other forms of cost sharing have been exhausted. The relevant school(s) may augment cash cost sharing. Teaching release time is approved by the PI's Department Head in consultation with the dean. Tuition waivers are approved by the Vice Provost, Graduate Education.
- 2. Graduate Student Waivers for Training Grants:** NSF Research Traineeship (NRT), External Competitive Fellowships, and other training-specific grants typically support partial stipend and/or tuition. Tuition will be covered by the Vice Provost, Graduate Education when the grant covers the stipend. If the grant also covers a portion of the tuition, a tuition waiver will be used for the first semester and the grant will be charged for the second semester. Additional graduate student "slots" to augment NIH training grants will be covered by the Vice President for Research (stipend) and Vice Provost for Graduate Education (tuition).
- 3. Center Match:** If a center type grant will pay for three students per year (including both tuition and stipend), the Vice Provost for Graduate Education will provide one additional student stipend and tuition waiver. This 3:1 match will be multiplicative, e.g., six students supported per year will result in two additional student lines. The 3: 1 ratio may be adjusted from time-to-time based on availability of funds; however, commitments at the time of grant submission will be honored.
- 4. Knowledge and Innovation Program (KIP) Seed Grants:** The Office of Research will provide additional cost sharing on current KIP awardees at the discretion of the Vice President for Research.
- 5. International Student Fellowships:** The Vice Provost, Graduate Education will provide a tuition waiver for International Competitive Fellowship Programs such as the Fulbright Fellowship.
- 6. Overhead Reduction:** The Vice President for Research will consider overhead reduction on a case-by-case basis. Reduction will be considered if the published instructions of the sponsor (including foundation grants) state specifically that reduced overhead is required. For federal programs, unless required by the specific federal program, no overhead reduction is allowed. For industry proposals, reduction in overhead can only be considered if the Rensselaer Standard Sponsored Research Agreement is accepted by the company and then only on a case-by-case basis.
- 7. Subcontract Overhead Reduction:** Normally, overhead on each subcontract is calculated as the Rensselaer indirect cost rate applied to the first \$25K of each subcontract. For subcontracts less than \$30K, the Vice President for Research will consider reduction or elimination of the overhead on the subcontract.