

**GUIDELINES FOR REVIEW AND APPROVAL
OF RESEARCH COST SHARE FUNDS**
Rensselaer Polytechnic Institute

Background:

In order to achieve its goal of expanding research programs, Rensselaer will increase its commitment to cost sharing of research awards, with emphasis on areas of strategic priority.

This policy is intended to provide a consistent and efficient means to allocate cost share funds that will facilitate growth of research in strategic areas and encourage the engagement of appropriate faculty and administrators in the cost sharing decisions.

Procedure:

The policy provides for two types of requests for distribution of cost share funds. In both cases, the PI will forward the request through the department head and dean using the existing procedures. All cost share requests (both types A and B) that average more than \$50,000 per year will be discussed jointly by the Provost, Vice President for Research, and Vice President for Finance, and a final decision reached on the allocation.

A. Baseline Cost Share

Sources: Department – 20%; School – 40%; Provost – 40%.

Procedure: PI will make the request for signature by all parties.

When appropriate, a memo to the *Provost* may be included to explain the importance of the research, the rationale for Rensselaer investment, and the nature of cash and in-kind contributions requested.

(cc: Office of Vice President for Research, but no signature required.)

B. Strategic Cost Share

Any PI may request strategic cost share funds on proposals that are closely related to Institute strategic research priorities, especially those programs engaged in Information Technology, Biotechnology, and related interdisciplinary programs. These funds may supplement or substitute for other sources, though Department and School commitments will normally be expected. Cost share from the Provost's office may also be included.

Source: Office of Vice President for Research

Procedure: PI will make the request by written memo for signature by all parties. A memo to the *Vice President for Research* should explain the strategic role and potential impact of the research, and the nature of cash and in-kind contributions requested.

A short summary of the research and the list of PI's should be included.

(cc: Provost Office, but no signature required.)

Adopted by the Dean's Council on 9/4/00