



ENGINEERING

Associate Dean for Research and Innovation

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UNM SOE Cost Sharing Guidelines to Clarify UNM Policy 2430

PREAMBLE

UNM's Policy 2430 states: "The Vice President for Research or the Chancellor for Health Sciences will agree to cost sharing only when required by the sponsor or in rare situations when justified by the competitive nature of the award. Cost sharing should be held to a minimum and must adhere to the sponsoring agency's guidelines and comply with this policy."

This document describes the School of Engineering's Policy and Procedures on cost sharing. If your proposal requires cost sharing, then follow this procedure below. Additional details are provided as

HOW DO I BEGIN WITH A REQUEST FOR COST SHARING FOR MY PROPOSAL?

- First, familiarize yourself with UNM's Administrative Policies and Procedures Manual - Policy 2430: Cost Sharing on Sponsored Projects (<https://policy.unm.edu/university-policies/2000/2430.html>)
- Consult your Department Chair.
- Junior faculty are encouraged to invest a portion of their start-up package as cost sharing.
- Your Department Chair will then contact the Associate Dean for Research and Innovation (ADRI) at UNM SOE with the request and will submit a request with justification. **This request should be submitted at least one week before the appointment with OSP for review.**
- When making your appointment with OSP **be sure to check off the box indicating that cost share is involved.**
- The ADRI will consult the Dean and CFO in considering your request.
- If your proposal includes other Colleges at UNM besides the SOE, then the OVPR will consider your request for cost share.
- The ADRI will inform your Department Chair on your request in a timely manner.
- See the flowchart on the reverse side of this sheet.

