Background: The L&S Dean’s office provides various forms of support for extramurally funded research by our faculty. In order to maximize the impact of our resources, the following cost-sharing/matching practices have been identified. These are intended to utilize existing resources within our departments and the college, and further leverage them to garner additional university resources outside of the college, with the ultimate goal of securing new extramural research funds for the university.

Note: This document does not reflect a change in policy for the College of Letters and Science, but rather it provides clarity on existing practices and serves as a guideline for these types of requests. It follows campus cost-sharing and matching guidelines. The information gathered allows us to request campus resources as and when the needs arise.

Types of Recognized Cost-Sharing Mechanisms:

- Graduate Student Support as GSR, TA, Fellowship, or Tuition Remission
- Faculty Salary Support as Release Time During the AY, Summer Effort
- Equipment Access, Recharge Activity Subsidy
- Providing time in L&S Shops that have a Recharge Rate
- Procurement of Materials
- Cash

Cost-Sharing and/or Matching Expectations:

If the external sponsor, federal or otherwise, requires an institutional match, then this amount will be sought from the following offices, in the specified order. Requests should be submitted one month before the due date for proposal submission.

1. Faculty member will consider what costs will be included in their proposal. If their own time is included in the budget, their effort fraction will be calculated and applied as “in-kind” matching. This reduces the total required matching by the “in-kind” amount.
2. Faculty member will specify whether the grant will be run through their department or another college/non-L&S unit. If the latter, then the cost-share/match possibilities will be more limited.
3. Department Chair and CAO will be asked to provide support. They should review the budget items of the proposal and identify the areas in which they can contribute and the amount of the contribution.
4. Faculty member will submit a cost-share/match request to the Dean’s Office. This will include a copy of the budget, a brief narrative, and the amount remaining to be sought; use form: Internal Research Funding Form
5. The Dean’s Office will review and determine if it is ready for circulating to other campus offices, such as: Graduate Studies (if graduate student support is in the budget), Office of Research, and should this be a multi-faculty, cross-college/school proposal, then other Dean’s Offices as appropriate.
6. If non-L&S units are involved, the cost-share/match split will be 50% for the College leading the effort and 50% for the other campus units. The total amount committed by L&S will be coordinated and shared between the faculty member, the department, and the Dean.
7. Once the cost-shares or matches are secured, the faculty member will be informed and letters of support will be provided for submission with the proposal. If the Office of Research provided support, then their office will issue an institutional support letter and it will include all the shares from all the participating offices.

Other College Policy and Practices to Consider: Course Buyout, Academic Salary Recovery

Other Campus Programs to Consider: Indirect Cost Recovery, Graduate Tuition Buydown, Academic Senate Travel and Research Grants

Questions? Email: ls-research@ucdavis.edu; Call: 530-754-8918; 530-752-3524