

**Office of the Vice President for Research and Innovation
Requests for Cost Share or Institutional Support**

Many federal and non-federal sponsors require the applicant institution to contribute a portion of the total project costs via cost-sharing/matching or cover costs that the sponsor does not wish to cover. The following outlines the process for requesting cost share or other forms of institutional support for an external grant submission.

Please note that this policy is separate from the existing UO policy regarding prestigious fellowships and compensation outlined here: <https://casweb.uoregon.edu/policy-externally-funded-fellowships>.

If you are requesting support for individual graduate or postdoctoral fellowships or institutional training grants, please review the guidance on the [Institutional Support for External Pre- and Postdoctoral Fellowships and Training Grants webpage](#).

Requests for institutional support or [cost share](#) from the Office of the Vice President for Research and Innovation must be confirmed **in advance of proposal submission**. Any applications requiring institutional support or cost share must be approved and submitted by Sponsored Projects Services.

The UO provides cost share only when required by agency guidelines or when it clearly affects evaluation of proposals for funding. Such requirements must be clearly stated in specific program announcements. If you would like to request permission to propose voluntary cost share (i.e., when it's not required) please follow the procedure [here](#).

Funds for institutional support or cost share are limited and thus we will be strategic in making these commitments. It is expected that a portion of the requested support will be contributed by non-OVPRI sources such as the applicant's department, center or institute and that in-kind contributions will be maximized before a cash contribution is requested.

Requests for cost-share or institutional support must be submitted [using the form available here](#) and should include a copy of the funding opportunity announcement, the overall application budget, confirmation of commitments from other sources (if applicable), and request of OVPRI support.

Note this policy applies not only to grants submitted by faculty to federal and non-federal funding agencies.