

MEMORANDUM

FROM: Robert H. Jones, Dean
TO: Eberly College of Arts & Sciences (ECAS), Chairs
SUBJECT: ECAS Research Cost Share Policy
DATE: October 15, 2013

The Eberly College of Arts & Sciences is committed to enhancing the research environment of the college and of West Virginia University.

In accordance with the West Virginia University Research Corporation policy (enclosed), the ECAS will consider research cost share requests only under the following circumstances:

- a. The requested cost share is mandatory or the project has been deemed mission critical by the college
- b. The rationale for the request is provided, including an impact statement
- c. The cost share request has been reviewed, approved, and submitted in writing by the department chair to the respective dean (see procedure)
- d. The cost share request includes a department contribution with the understanding that the department chair may require a portion of matching funds be contributed by the principal investigator
- e. The cost share requested will not exceed the indirect cost recovery, if applicable

The procedure for requesting cost share is as follows:

1. The principal investigator meets with the chair of the department to discuss their cost share request
2. For *sponsored programs* related requests (e.g., external funding applications) the department chair forwards the request to Dr. Katie Stores, Assistant Dean for Research
3. For other *infrastructure, equipment, or research related travel requests* (i.e., requests not connected to a sponsored programs application) the department chair forwards the request to Dr. Tracy Morris, Associate Dean for Research, Graduate Studies, and Outreach
4. All cost share requests must be submitted at least three business days prior to any internal or external deadline