

# **SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY**

## **Policy Manual**

**SUBJECT:** Cost-Sharing for Research and Other Sponsored Activity

**NUMBER:** Policy IX-04

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### **POLICY**

SDSM&T encourages and supports its faculty and staff to seek external funding for their research and educational projects that contribute to knowledge generation and dissemination. The following procedure describes the mechanism for requesting potential cost-sharing contributions to externally sponsored research and educational projects.

### **PROCEDURE**

1. If proposal guidelines specifically state the overhead rate is different than the federally approved overhead rate, no institutional approval is necessary. A copy of the sponsor's guidelines (stating the overhead requirement) must accompany the proposal when routed for institutional signatures.
2. For all other cost sharing, please complete the attached Cost-Sharing Approval Form.

**COST-SHARING APPROVAL FORM**

SDSM&T PROPOSAL No. \_\_\_\_\_

1. If proposal guidelines specifically state the overhead rate is different than the federally approved overhead rate, no institutional approval is necessary. A copy of the sponsor's guidelines (stating the overhead requirement) must accompany the proposal when routed for institutional signatures.
2. For all other cost sharing, please complete the following:  
If cost sharing is required by the sponsor, attach a copy of the applicable section of the guidelines.

PI:

Proposal Due Date:

Anticipated project start and end date:

Title of Proposal:

Sponsor:

Amount and type (release time, equipment, etc.) of cost sharing requested (per project year):

|                                 | Year 1 |      | Year 2 |      | Year 3 |      |
|---------------------------------|--------|------|--------|------|--------|------|
|                                 | Amount | Type | Amount | Type | Amount | Type |
| *Department or Center/Institute |        |      |        |      |        |      |
| **College                       |        |      |        |      |        |      |
| **Institutional                 |        |      |        |      |        |      |
| **Off-campus                    |        |      |        |      |        |      |
| <b>TOTAL</b>                    |        |      |        |      |        |      |

**TOTAL PROJECT COST-SHARING:** \_\_\_\_\_

\*When using department or center/institute funds exclusively, approval is only needed from the Department Chair or Center/Institute Director

\*\*When using other than department or center/institute funds, approval is needed from the Department Chair or Center/Institute Director and the Dean of Graduate Education and Sponsored Programs. (For off-campus cost sharing, also attach a commitment letter from the off-campus source.) When using funds that are under the authority of the Vice President of Business and Administration (agenda for excellence, tech fee, etc.) approval is also needed from the Vice President of Business and Administration.

\_\_\_\_\_  
Department Chair or Center/Institute Director

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

Dean of Graduate Education & Sponsored Programs

Date

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(where applicable)  
Vice President of Business and Administration

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Date

A signed original of this document must accompany the corresponding proposal when it is routed for signatures. The original is kept on file in the Graduate Education and Sponsored Programs Office.