



MEMO

To: Deans, Department Heads and Center Directors

From: Jonathan S. Dordick, Ph.D., Vice President for Research
Stanley M. Dunn, Ph.D., Vice Provost and Dean, Graduate Education

Date: April 17, 2017

Re: Updated Cost Sharing Policy for External Research Grants and Fellowships

cc: Prabhat Hajela, Provost
Virginia Gregg, Vice President for Finance and CFO
Susan Sedwick, Interim Assistant Vice President for Research Administration and Finance
Graig Eastin, Vice President for Institute Advancement

This memo provides updated guidance for cost sharing on external research grants and fellowships. These updates are in red. As indicated in the original memo of April 2016, cost sharing may be granted for many reasons on sponsored research and other sponsored programs. The goal of cost sharing is to enhance the competitiveness of our research proposals and to ensure optimization of resources that benefit the research enterprise. The Vice President for Research and the Vice Provost and Dean, Graduate Education will consider individually or jointly cost sharing when one or more of the conditions outlined below are met.

Because institutional resources are provided to the investigators, the PI must make available the proposal reviews if requested. These reviews will be held in strict confidence.

1. **Required by sponsor:** Such involuntary cost sharing takes on many forms, including cash, in-kind, tuition waivers, reduced overhead, etc. The VP for Research can approve cash cost sharing when all other forms of cost sharing have been exhausted. The relevant school(s) may augment cash cost sharing. Teaching release time is approved by the PI's Department Head in consultation with the dean. Tuition waivers are approved by the Vice Provost, Graduate Education. The sponsor requirement must be stated publically, e.g., via the sponsor's website or published materials. It should be noted that some agencies forbid cost sharing; for example, NSF disallows cost sharing for all but a few programs, and indicating institutional commitment can be construed as *de facto* cost sharing. This will result in disqualification of the proposal.
2. **Graduate Student Waivers for Training Grants:** NSF Research Traineeship (NRT), External Competitive Fellowships, and other training-specific grants typically support partial stipend and/or tuition. Tuition will be covered by the Vice Provost, Graduate Education when the grant covers the stipend. If the grant also covers a portion of the tuition, a tuition waiver will be used for the first semester and the grant will be charged for the second semester. Additional graduate student "slots" to augment NIH training grants will be covered by the Vice President for Research (stipend) and Vice Provost for Graduate Education (tuition).

3. **Center Match:** If a center-type grant will pay for three Ph.D. students per year (including both tuition and stipend), the Vice Provost for Graduate Education will provide one additional Ph.D. student stipend and tuition waiver, when sufficient institutional funds are available. This 3:1 match will be multiplicative, e.g., six Ph.D. students supported per year will result in two additional Ph.D. student lines.¹ Institutional match is only for the academic year and to be eligible, all the Ph.D. students (including those supported by the match) must be fully supported by the grant during the summer². Center-type grants are those that have at least three investigators, including a PI and two or more co-PIs (or co-Is), often involve faculty from multiple departments, and may involve one or more subcontracts. The total number of Ph.D. students supported for the purposes of cost sharing includes only those supported at Rensselaer. For NIH, R-type grants are not eligible for center match.
4. **International Student Fellowships:** The Vice Provost, Graduate Education will provide a tuition waiver for International Competitive Fellowship Programs such as the Fulbright Fellowship.
5. **Overhead Reduction:** The Vice President for Research will consider overhead reduction on a case-by-case basis. Reduction will be considered if the published instructions of the sponsor (including foundation grants) state specifically that reduced overhead is required. For federal programs, unless required by the specific federal program, no overhead reduction is allowed. Reduction in overhead typically does not apply to industry proposals. In rare cases, reduction in overhead may be considered on a case-by-case basis and only if the Rensselaer Standard Sponsored Research Agreement is accepted by the company.
6. **Subcontract Overhead Reduction:** Normally, overhead on each subcontract is calculated as the Rensselaer indirect cost rate applied to the first \$25K of each subcontract. For subcontracts less than \$30K total inclusive of all years, the Vice President for Research will consider reduction or elimination of the overhead on the subcontract.

¹ The 3:1 ratio may be adjusted from time-to-time based on availability of funds; however, commitments at the time of grant submission will be honored.

² Requests for AY center match must be made no later than January 1 of the previous AY. After this date, OGE may not be able to guarantee support until the subsequent AY.