

Procedure for Requesting Letters of Support and Cost Share Commitments from the Research Office

Principal investigators (PIs) are encouraged to review UD's Cost Sharing Policy: (<http://sites.udel.edu/generalcounsel/policies/cost-sharing/>). Cost share letters and or commitments require sufficient preparation and often a long lead time. PIs should start this conversation with their respective department chairs, or college research office/deans as early as possible. All proposals that require cost share commitments and/or letters of support from UD leadership (President, Provost, VP Research) should follow the steps outlined herein.

Please route all the requests for cost shares and letters of support requiring UD leadership support through the **Associate Vice President for Research Development**. Encourage the PI's and Research Deans to engage with the Research Office (RO) as early as possible through the Research Development Office. Use email researchdev@udel.edu for communication to the Research Office.

The timeline depends on the complexity of the cost shares/commitments and level of letters of support and is specified below:

Cost Sharing and F&A Modifications:

1. Standard equipment match requests should follow the Equipment Cost Share policy (<https://www1.udel.edu/research/preparing/equipcostshare.html>) and be communicated to the RO at least 1 week in advance of the submission date.
2. RO should be notified at least 2 weeks from the submission date for proposals with substantial match such as non-equipment match. Large/complex proposals, such as Major Research
3. Instrumentation grants, or proposals involving more than one college, generally require very substantial university cost share commitments and therefore need even more lead time.
4. Unless F&A is limited by the sponsor, any reductions of F&A, including its use as cost share need to be communicated to the RO at least 2 weeks in advance.

Letters of Support (LOS):

1. Letters of support that involve language for cost shares need to follow Cost Share schedule noted above. See also #3 below.
2. At least 5 business days before proposal submission date for letters of support that need President or Provost signature. 3 business days for letters of support that need VP for Research support.
3. The PI and/or respective Research Dean must provide a draft summary for such letters and key points that must be emphasized in the LOS paying careful attention to the solicitation's guidelines.