

# *Important Update*



## Office of Research Administration

May 2007

### **Voluntary Committed Cost Sharing in Proposals**

The purpose of this *Important Update* is to remind the community of the University's position regarding effort commitments in the form of voluntary committed cost sharing. Voluntary committed cost sharing is defined as a cost associated with a sponsored project, which was identified in a proposal, but was not required or funded by the sponsor. The University discourages the practice of voluntarily committing effort without compensation on a sponsored project. This position is stated in Policy 1316 as follows:

#### ***1316.02 Institutional Policy on Voluntary Cost Sharing of Effort***

Yale University does not typically cost share effort on a voluntary basis, consistent with its objectives of receiving fair compensation from sponsors for research and scholarly activity conducted at the University. A voluntary commitment of sponsor-uncompensated effort should be made only where the competitive circumstances or perceived institutional benefit of receiving the award are deemed to be sufficiently strong to warrant the commitment.

Approval for voluntary committed cost sharing must be obtained from the Dean for self-support units or the Provost for FAS units prior to the preparation of the budget and budget justification. The signature of the Department Chair on a proposal transmittal sheet for a proposal indicates that he or she also has approved any voluntary commitment to cost share effort.

As a recipient of federally funded sponsored projects, the University is obligated to commit some effort (either charged directly to the award or charged to non-sponsored project funds) to all federal and non-federal awards with few exceptions, e.g., equipment grants. In order to fulfill this requirement Yale's policy states:

#### ***1316.03 Minimum Proposed Effort***

Faculty and other key personnel are expected to meet minimum mandatory effort requirements on sponsored projects. Acceptance of an award with specified minimum mandatory effort requirements such as certain program project awards, and center or career development awards carries with it responsibility for meeting those requirements.

Faculty are expected to propose some level of activity (1% or more) or the minimum required by the program on proposals on which they are listed as Principal Investigator or key personnel unless specifically exempted by the sponsor. If an award is accepted, the faculty member and key personnel are committed to providing this level of effort over the annual budget period of the award unless sponsor policies permit otherwise.

Faculty with a nine month appointment who request summer salary support from a sponsor fulfill the above minimum proposed effort requirement.

### **Academic Year Effort Supported 100% with University Funds and Sponsor Supported Summer Salary**

Often, effort devoted to a sponsored project occurs throughout the academic year and is paid for by the University while effort devoted in the summer is paid for by the sponsor. Faculty with nine month appointments who devote such effort to a sponsored project during the course of the academic year **may continue do so but without formally committing effort in the proposal**. In order to indicate the availability of time for research during the academic year, proposals submitted to sponsors should include the following statement:

*Yale fully supports the salary of its faculty holding a nine month appointment which they may use for research, instruction and administrative purposes. In accordance with these responsibilities, however, Yale makes no specific commitment of time or salary to this particular sponsored project during the academic year. This voluntary effort during the academic year is determined by the principal investigator and is not monitored by the University.*

### **Academic Year Effort Supported 100% with University Funds and No Sponsor Supported Summer Salary**

In cases where a faculty member with a nine month appointment does not expect to charge summer salary to the sponsored project, **only a *de minimis* amount (5% or less, cumulative for all proposals)** of effort can be committed in the proposal for the academic year without prior approval. Cumulative effort greater than 5% for all proposals will require the prior approval of the Dean for self-support units or the cognizant provost. Academic year effort including any *de minimis* amount indicated and thus committed in a proposal is considered cost sharing and an effort report will be generated supporting the commitment made to the sponsor.

### **Academic Year Effort NOT Supported 100% with University Funds and with Sponsor Supported Summer Salary (Applies for example, to some School of Nursing faculty)**

Faculty with a nine month appointment who are supported with University and sponsor funds during the academic year can request salary support from sponsors for both academic year and summer effort. All proposals must meet the minimum 1% requirement as stated in 1316.03 above and all voluntary committed cost sharing requires prior approval as stated in 1316.02 above.

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