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**CMU Partner Office (if applicable):** N/A

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**Purpose:**

To guide the preparation of grant and contract proposals that include matching funds. In order to promote Central Michigan University's (CMU's) efforts to secure increased external funding for research, education, outreach or creative projects, the Office of Research and Graduate Studies (ORGS) is committed to working with the academic colleges to provide match for proposals where this is explicitly required by the funding agency.

**General Background Information:**

- OSP Procedure 10,019, *Cost Share Procedure*

**Narrative/Details:**

CMU will ensure that wherever possible, faculty members are able to apply for grants that require match. At the same time, it is important to avoid making commitments of CMU resources to support projects where match is not required or where the amount of match is disproportionate to the size of the grant or contract.

Match is generally provided by a combination of departmental, college and ORGS funds. Although decisions about match are made on a case-by-case basis by the Vice President for Research and Innovation, the Dean, and the Chair, the following guidelines apply in most cases.

- Requests for matching funds must be made and approved in advance of proposal submission: allow adequate time for the department Chair, college Dean and Vice President for Research and Innovation to review your request.
- Match will only be provided where it is explicitly required by the funding agency.
- Voluntary or non-required match will be considered in circumstances where the funding agency explicitly indicates in the funding guidelines that it will increase the likelihood of funding.
- Where possible, CMU will use current expenditures to provide match. Examples include academic-year faculty salaries committed to the project and unrecovered indirect costs (where allowed by the sponsor).

- ORGS will do its best to collaborate with colleges and departments to meet cash match requirement in excess of current expenditures, when funds are available to do so.

#### Cash Match and In-kind Match

- Most CMU match is cash match. For example, academic-year faculty time devoted to a project, supply expenses, or travel costs, are all considered cash match because they have clearly defined costs.
- Rarely, CMU match is in-kind. In-kind match comes generally in the form of the value of personnel, goods, and services. An example of in-kind CMU match is a faculty member volunteering unpaid time to a project during the summer; in this case this unpaid time commitment would reduce the faculty member's ability to earn summer salary for research or teaching.
- CMU space and equipment cannot be used as in-kind match.
- The sources of CMU cash match, including account numbers, must be identified in advance of proposal submission. If the proposal is funded, the committed funds must be transferred into the grant account and used to support the project.
- Details for calculating the cost of faculty time as match will be provided by ORGS.
- Funds from one funding source cannot be used as match for another project without the explicit written consent of the first funding agency.

#### Third Party Match

- Third-party match consists of contributions of goods or services by an external entity.
- Examples of third-party match include:
  - Subrecipient cost share
  - Non-CMU employee volunteer time
  - External contribution of supplies