

College of Social and Behavioral Sciences **College and VPR Matching on External Funding Applications**

Effective: November 6, 2002

Policy: The College of Social and Behavioral Sciences provides matching funds on external funding applications under certain conditions. The purpose of these matching funds is to facilitate research that would not be possible without a College match. The discussion here pertains solely to dollar matches. The Associate Dean for Research is responsible for matching funds. (In the text below, all references to “Associate Dean for Research” include a designee.)

Eligibility: To be eligible for matching funds, the following conditions must be met.

1. The grant has not yet been submitted for external funding.
2. Either of these conditions is met:
 - a. an institutional match is required or is clearly expected (provide documentation in either case), or
 - b. the grant involves the full indirect cost rate (F&A rate). (See “Quick Reference” on <http://www.sps.arizona.edu/proposal/quick-reference.htm>)
3. If 2b is the case, then either
 - a. the granting agency does not fund something that is crucial to the project or
 - b. the budget maximum precludes something that is crucial to the project
4. The sponsoring department(s) commit matching funds to the grant.
5. There is complete documentation for a match, justifying the amount and use, and showing the department commitment.

Amount of match: Matching funds are drawn from three sources, the Department, the College, and the University.

1. *Department:* The department (or a group of departments) is committing an amount at least double the amount requested from the College.
2. *College:* The total amount of match requested from the College does not exceed the total indirect cost return to the College from the award. (In the case of a 51.5% indirect cost rate, this is currently 7.5%.)
3. *University:* On behalf of the department, the Associate Dean for Research will approach the Vice President for Research (VPR) for University level matching funds. The standard VPR contribution to the match is 70% with 30% from the College and Department. The VPR match is fairly automatic if a match is required by the agency provided the grant pays the full F&A rate.

Procedure: The process starts with a written proposal from the Unit Head to the Associate Dean for Research using the form found below. The Associate Dean for Research reviews requests for matching on a case-by-case basis to determine whether to support the request and the amount SBS is willing to commit.

Requests with decanal support are then taken by the Associate Dean for Research or by the Dean to the Vice President for Research for approval. The Unit Head will be notified when this occurs.

The process ends either with a memo denying the request or with a memo of agreement with appropriate signatures for the PI to include with the routing sheet. Straightforward cases will usually be dealt with within 5 working days.

Request Form for Matching Funds from the College of Social and Behavioral Sciences

PI name: _____	E-mail: _____
Department: _____	
Contact person: _____	E-mail: _____
	Phone: _____
Funding agency: _____	Due date: _____
Grant total \$ _____	ICR %: _____
ICR total for SBS \$ _____	
Match total: \$ _____	
Unit match: \$ _____	% of ICR: _____ % of match: _____
SBS match: \$ _____	% of ICR: _____ % of match: _____
VPR match: \$ _____	% of ICR: _____ % of match: _____

I have reviewed this proposal for matching funds from the College and fully support the request.

Unit Head signature and date

Unit Head name (typed or printed)

Attachments (check those attached)

- Filled in and signed SBS internal commitments sheet showing the departmental commitment (http://128.196.105.176/research/pdf/int_commitments_form.pdf)
- Justification for use and amount of matching funds.
- Copy of funding agency statement about institutional matches.

I have reviewed this proposal for matching funds from the College and fully support the request.

Associate Dean for Research

Date