

SOM Process for Cost Share Exceptions or Advanced Approval

The following processes should be followed to request that the School of Medicine:

1. Make an exception to the [School of Medicine Cost Share Policy Statement](#) and provide funding for a cost share commitment that would typically be expected to be funded with department resources.
2. Provide the required advanced approval to a department planning to propose and fund a *voluntary* cost share commitment per the [School of Medicine Cost Share Policy Statement](#).

[Process 1: Requesting an Exception to the School of Medicine Cost Share Policy Statement](#)

[Process 2: Requesting Advanced Approval to Propose a Voluntary Cost Share Commitment Funded with Department Resources](#)

Process 1: Requesting an exception to the School of Medicine Cost Share Policy Statement

At the time of proposal:

The below process must be completed, and relevant documentation uploaded to the proposal record in RAMS-SPOT, **prior to** the PI routing the submission for School/OSP approvals in RAMS-SPOT. This should be done as far in advance as possible as a denial of the request may impact budget preparation. If approved and the proposal is funded, any resultant SOM funded cost share commitment should be communicated to the SOM Office of Research Administration as an approved exception.

1. Complete a Cost Share Authorization Form.

<https://controller.vcu.edu/media/controller/ucp-pdf/pdfs/CostShareAuthorizationForm.pdf>

2. If a Dean’s letter of support is required for the proposal submission in conjunction with the cost share funding request, prepare a draft of the letter.
3. Prepare a justification to support the request. Please include:

SOM Cost Share Funding Request – At Proposal Stage
Provide the full sponsor guidelines for program to be supported.
Draft project budget to include break out of sponsor vs cost shared expenses and a summary of portion of cost share to be funded by SOM vs department resources.
Rationale for why department resources cannot support the entire cost share commitment.
Rationale for project’s importance and why SOM should further invest in this project.
Cost share authorization to be signed by SOM if approved.

4. A Funding Proposal must have been started (at minimum) in RAMS-SPOT before the request for cost share funding is sent to SOM. Include the FP number on the Cost Share Authorization Form.
5. Send the Cost Share Authorization Form, any Dean’s office draft letter of support, and the justification for review to: SOMRESADMIN@vcuhealth.org
- 6. Allow a 5 business day review period – this is important if there is a sponsor deadline on a submission.**
7. For approved requests, SOM will sign the cost share authorization if SOM has approved funding the cost share centrally. This will serve as the SOM commitment if the program is funded.

After an award has been received:

In limited circumstances, the School of Medicine will consider cost share funding requests for already active awards. They will be reviewed on a case by case basis and should be extremely limited.

Example:

- Department plans to increase effort over the commitment on record for M.D. Clinical Faculty and is requesting SOM to provide the increased salary cap cost share
- Department submitted a proposal with voluntary cost share and requests that SOM provide the funding for it now that it has been awarded

1. Complete a Cost Share Authorization Form.

<https://controller.vcu.edu/media/controller/ucp-pdf/pdfs/CostShareAuthorizationForm.pdf>

2. Prepare a justification to support the request. Please include:

Copy of the sponsor budget and a summary of the cost share to be funded by SOM and any cost share to be funded by department resources. If department is increasing investigator effort, include a summary of the original effort commitment and the proposed new effort commitment.
Rationale for why department resources cannot support the cost share or the increased effort commitment (if applicable).
Rationale for project's importance and why SOM should further invest in this project.

3. Send the Cost Share Authorization Form and the justification for review to: SOMRESADMIN@vcuhealth.org

4. For approved requests, SOM will sign the cost share authorization if SOM has approved funding the cost share. This will serve as the SOM commitment to fund the cost share for the award.

Process 2: Requesting advanced approval to propose a voluntary cost share commitment funded with Department resources

The below process must be completed, and relevant documentation uploaded to the proposal record in RAMS-SPOT, **prior to** the PI routing the submission for School/OSP approvals in RAMS-SPOT. This should be done as far in advance as possible as a denial of the request may impact budget preparation.

1. Complete a Cost Share Authorization Form.

<https://controller.vcu.edu/media/controller/uco-pdfs/pdfs/CostShareAuthorizationForm.pdf>

2. Prepare a justification to support the request. Please include:

SOM Approval: Department Voluntary Cost Share
Provide the full sponsor guidelines for program to be supported.
Draft project budget to include break out of sponsor vs. planned departmental cost share.
Rationale for why the department wishes to commit department resources when it is not required.
Rationale for project's importance and justification indicating why the project cannot be scaled to fit within sponsor funding limits.
Cost share authorization form signed by the department chair. <u>Form must state the proposed funding source for the cost share, if awarded.</u>

3. A Funding Proposal must have been started (at minimum) in RAMS-SPOT before the request for cost share funding is sent to SOM. Include the FP number on the Cost Share Authorization Form.

4. Send the Cost Share Authorization Form and the justification for review to: SOMRESADMIN@vcuhealth.org

5. Allow a 5 business day review period – this is important if there is a sponsor deadline on a submission.

6. For approved requests, SOM will log a comment that SOM approves the department voluntarily cost sharing.