Viterbi School of Engineering
Policy on Cost Sharing Requests

Mandatory cost sharing (or matching) is the University’s contribution to a sponsored project that is required by the sponsor under the terms of the sponsored project’s Request for Proposal or Application (RFP/RFA). The cost share contribution may be a fixed amount of money or percentage of the total project costs. In either case, the obligation must be met using non-sponsored (departmental) funds.

As a general rule, the University and the Viterbi School of Engineering (VSoE) strongly discourage cost share commitments where none are required. On federally sponsored projects, the University has been assured by the Federal government that University-initiated (voluntary) cost share contributions will not affect the scientific merit decision on the proposal.

All cost sharing requests and requests for “institutional support” must be approved prior to submission of the proposal and must utilize the VSoE cost sharing on-line form located at http://viterbi.usc.edu/intranet/vba/contracts_grants/

The on-line form uses an accordion pull down function, so please be sure to complete the applicable sections, including uploading your budget prior to submitting. Failure to provide the necessary information could cause a delay in processing and possible rejection of the request.

Timeline:
For center proposals, or other large proposals, cost sharing requests need to be made at least 30 business days prior to the due date of the proposal.

For standard proposals, cost sharing requests need to be made at least 14 business days prior to the due date of the proposal.

Earlier submission of the request is preferred. Failure to adhere to these dates could cause a rejection of the request.

NIH Proposals:
Salaries that are over the NIH salary cap must complete the on-line cost sharing form. There is a specific check-off box for this type of request; you must indicate whether the time is during the academic year or summer. Please note the Dean does not usually support summer salary that is over the cap so this usually needs to be supported by the faculty’s own discretionary funds.

Cost Sharing of Tuition:
It is the policy of the Viterbi School of Engineering (VSoE) not to use Graduate Research Assistant (GRA) tuition as a cost sharing line item. The uncertainty of enrollment and number of units by the GRA means the line item dollar amount would likely not be met. This would then place liability on the VSoE to match the line item cost sharing dollar amount listed in the proposal. Therefore, showing GRA tuition as a cost sharing line item is not permitted.