Pre-Award Process (Cost Share)

1. **Request for Proposal**

2. **PI Reviews And Seeks Assistance From Pre-Award Office/Department Staff to Develop Proposal and Budget**

3. **Is There Mandatory Cost Share?**
   - **Yes**
     - PI Reviews and Seeks Assistance From Pre-Award Office On How to Meet Cost Share Requirements
   - **No**

4. **Does the PI Want to Include Voluntary Cost Share?**
   - **Yes**
     - Strategy 1: Provide Cost Share One-Pager and Discuss Impacts and Risks with PI
     - Strategy 2: Request completed and signed 3rd Party In-Kind Commitment Form
     - Strategy 3: Periodic review of cost share awards in RF Report Center (PI Dashboard or RF Activity Interface Reporting)
   - **No**

5. **Draft Proposal And Budget Are Submitted to Pre-Award**

6. **Is the Proposal and Budget Reasonable?**
   - **Yes**
     - Pre-Award Advises of Issues with Proposal and Budget
     - Pre-Award Routes Proposal for Approval
   - **No**
     - Pre-Award Advises of Issues with Proposal and Budget

7. **Is the Proposal and Budget Reasonable?**
   - **Yes**
     - Department Chair Reviews and Approves Proposal (Cost Share)
     - Dean Reviews and Approves Proposal (Cost Share)
     - Operations Manager, or Designee and Other Institutional Officials Reviews and Approves Proposal
   - **No**

8. **Proposal is Submitted to Sponsor**

Inherent cost sharing risks:
- Risk: Cost share record keeping is not contemporaneous
- Risk: PIs forget or de-prioritize cost share commitments in proposal
- Risk: Cost share is not met within project period
- Risk: Third Party cost share is not documented and/or value is not accurate
- Risk: Cost share when it is NOT mandatory, becomes a required a commitment and must be met and documented.