

# Professional Salary - Cost Sharing and Matching Authorization Form

The use of this form is NOT required unless cost sharing is presented in your proposal to the sponsoring agency.

Principal Investigator/Project Director \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Proposal Title \_\_\_\_\_

Sponsoring Agency \_\_\_\_\_ Cost sharing or matching is \_\_\_\_\_ Mandatory \_\_\_\_\_ Voluntary \_\_\_\_\_

Voluntary cost sharing or matching, regardless of type or source, must be approved per the signatures below before proposal submission.

Grant duration (proposed): work begins: \_\_\_\_\_ work ends: \_\_\_\_\_

**Note:** Salary match is based on the portion of professional salary not associated with one's full-time teaching obligation. This includes departmental expectations in areas of scholarly activity and service (as appropriate to the grant) as well as "release time" from normal teaching loads. The lower portion of this form is to indicate whether the match is based on release time, departmental expectations, or both. Furthermore, if this grant is funded, the Faculty Member must file a monthly Time and Effort Report for the duration of the grant or until the match is satisfied to document time spent on this grant.

**I.** Is a portion of the Faculty Member's salary already committed for match on another grant overlapping the duration of this proposal? If yes, attach a copy of the "SALARY MATCH DOCUMENTATION FORM" relative to all other obligations. If no, continue.

**II. Faculty Member's current base salary:** \$ \_\_\_\_\_ (9-month \_\_\_\_\_, 12-month \_\_\_\_\_, other \_\_\_\_\_)

NOTE: Nine-month salaries cover approximately 1,560 work hours; whereas, 12-month salaries cover 2,080 hours.

**III. Match based on departmental annual evaluation weighting:**

Planned annual evaluation weighting: Teaching \_\_\_\_\_ Scholarship \_\_\_\_\_ Service \_\_\_\_\_ Administration \_\_\_\_\_  
(must total 100%) (60-80%) (10-30%) (10-30%) (50-100%)

Year	Term	Source: Banner Index Code	Evaluation Weight Category	Percentage of Weight Matched	Salary Match Amount	Benefit Match Amount
Total Salaries and Benefits to be Matched						

For Voluntary Cost Sharing or Matching, evidence that cost sharing or matching is a basis for competitiveness is required. Please attach the written statement from the grant application where voluntary cost sharing or matching is encouraged or university commitment is encouraged or required; or, provide a compelling explanation, with evidence such as a case history, as to why voluntary cost sharing or matching will increase the competitiveness of the proposal. An explanation that is not substantiated by evidence and/or which relies solely on the perception of the Principal Investigator/Project Director is not acceptable.

Comments

\_\_\_\_\_  
Department Chair

Date \_\_\_\_\_

\_\_\_\_\_  
Dean

Date \_\_\_\_\_

\_\_\_\_\_  
Director of Grants and Sponsored Research

Date \_\_\_\_\_

\_\_\_\_\_  
Dean of Graduate College and Research

Date \_\_\_\_\_

\_\_\_\_\_  
Director of Budget

Date \_\_\_\_\_

\_\_\_\_\_  
Vice President for Academic Affairs

Date \_\_\_\_\_