

Calculating Cost Share

- Look through the whole solicitation for cost share information. Most list cost share information in the budget area of the solicitation; however, some may include information about extra review/selection points given for cost share in other sections.
- Some sponsors have exemptions or special rates for educational or non-profit organizations or for certain research teams. Many times, this information is found in attachments, appendices, or supplements of the solicitation.
- Amount of cost share needed could be a ratio/percentage or it may be a specific number.
- If your organization doesn't have budget spreadsheets set up to calculate cost share, post in SRAI Connect or on the Research Admin ListServe to obtain some examples.

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- If the amount is a specific number, then you need to provide cost share to that specific number.
 - Be aware that some sponsors will not accept more than what is required which can become a disqualification of the submission.
- If it is one to one (1:1; 50%; half; exact match) this means for every dollar you ask for from the sponsor you need to provide a dollar of match.

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- The solicitation may only say a ratio or percentage and not provide any formula, or they may give a formula either in the solicitation or in general guidelines.
- If you have any questions on understanding the amount of cost share needed or how to calculate it **DO NOT ASSUME** – contact the sponsor and get specific answers.

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- Two of the most common ways sponsors ask for cost share calculations to be done are based on Total Request and Total Costs
 - Total request means you calculate the amount needed based on what the sponsor is being asked to provide.
 - Total costs (or total project costs) means the cost share calculation is based on BOTH the amount being asked from the sponsor PLUS the amount of the cost share

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- If the sponsor requires match on the **requested costs** provided by the sponsor (example match of 20%):
 - Funds requested times .20 = the non-sponsor match.
 - Funds requested of \$1,000,000 * .20 = \$200,000 match
- If the sponsor requires match on the **total project costs** (the amount the sponsor will pay **PLUS** the amount of the cost share) then this is a common formula used. (example is match of 20%):
 - Sponsor funds divided by 0.8 = expected total project cost;
expected total project cost minus the sponsor cost equals the cost share amount.

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Example on a **Total Project Costs** match of 20%

- Sponsor funds: \$1,000,000
 $\$1,000,000 / 0.8 = \$1,250,000$ total project costs then minus the sponsor portion of \$1,000,000 = \$250,000 cost share.
- The TPC calculation for cost share provides a higher amount of cost share to the sponsor and is the formula preferred by many federal agencies such as Department of Energy.