

Processing Effort Commitment as Match / Cost Share

(Indirect Costs and Unrecovered Indirect Costs)

1. All cost share documentation is done on the eREX which is also approved by the Chair/Director and Associate Deans. (Note that a match / cost share is different than effort committed as reported on a Current and Pending PI document, which can include cost-shared time, non-cost-shared time covered by the university, or time requested as funding from the agency.) Please ask your grant administrator to initiate an eREX in MyResearch and provide read/write access to you.
2. If it is not a formal cost share situation (no after the fact documentation required), then normally no cost share information is provided. There are occasions where formal cost share is not required, but can improve the chances of a proposal being funded. If cost share information is desired, then the following statement must be included in the letter of support (LOS):

*Budget data provided in this letter is for informational purposes only, for the **ENTER AGENCY NAME** to understand the scope of the project. These estimated costs are not presented as formal cost-sharing and therefore do not constitute a cost-share obligation on the part of Washington State University. Moreover, there is no requirement for Washington State University to document this other support of a project as part of any cost-share or matching obligation.*

When the LOS is complete, attach to the completed eREX and alert your Unit Grant Administrator for processing.
3. If this is a formal cost share commitment where the agency requires WSU to provide documentation of our effort on a project that WSU will not be receiving funding support for, an eREX is required. Complete the eREX with \$0 requested funds. Dan Nordquist (ORSO Associate Vice President & Authorized Signatory) will also need to sign the commitment letter (see sample budget below).
4. If this is a formal cost share commitment and WSU will also be receiving funding, then an eREX is required (as for a normal proposal). The cost share is documented as part of the budget, using the cost share tab. A letter of support (LOS may also be desired.)
4. **Outside private cost share** is handled on a case-by-case basis. When cost share of this type is involved, the best practice is to communicate and coordinate with your Unit Grant Administrator early on in the proposal process.