

GUIDELINES

UFCD FACULTY EFFORT COMMITMENTS AND COST SHARE REPORTING

Definition: Faculty effort is considered cost shared when a faculty member devotes effort to an externally funded project but receives no funding for that effort. The effort may or may not be required by a funding agency but should be captured in the UF effort tracking system.

All cost shared faculty effort will be subject to the approval of the department chair and the dean. Approval is required in advance of the committed time period. (Applicable primarily at the time a proposal is prepared to be submitted to an external agency.)

The UFCD Office of Research will request a cost sharing commitment letter at the time of proposal submission. In addition, the letter will serve as documentation for post-award effort reporting.

Types of salary cost share and effort reporting

Mandatory: Stipulated by the sponsoring agency.

- Reflected in a proposal to an external agency.
- Agency requires the effort to be reported.
- UFCD Cost Sharing commitment letter required.

Voluntary committed: Not required by the sponsoring agency.

- Reflected in a proposal to an external agency.
- UF has committed voluntary cost share toward the project.
- May be reported at the request of a sponsoring agency.
- UFCD Cost Sharing commitment letter required

Voluntary non-committed: Not required by the agency but recorded as a form of “loaned/borrowed” in the effort reporting system.

- Not reflected in a proposal to a sponsoring agency
- Internal commitment of non-funded effort by UF
- Non funded effort captured in the reporting system but not reported outside of UF.
- UFCD cost sharing commitment letter required
- Reported as “No Cost Sharing Required” in effort system.

Examples: non funded effort due to NIH salary cap; where effort is required with no salary support and does not require a report to the agency, such as some NIH training grants or K Awards.

Resources:

[UFCD cost share commitment letter](#)

[UF Cost share policy](#)