

Procedure for Requesting Provost or Vice Chancellor Funds For use as Cost Share

Requests, including a project description, list of participants, budget and sponsor requirements for cost-sharing, e.g., mandatory vs. voluntary, should be made first to the relevant department chair/head. If the request is supported at the department level, but additional funds are required, the chair should forward the original request to the dean with a recommendation and indicating the level of department support to be provided. Similarly, if the request is supported at the school/college level but additional cost-sharing is required, the dean should forward the request with an additional recommendation indicating the level of school/college support. It is expected that requests in the total amount of less than \$10,000 will be funded at the school/college level. Requests for amounts greater than \$10,000 should clearly indicate the commitment from the faculty, department, and school/college levels and should be directed as follows:

- For funds to be expended over one to three years: to the Vice Chancellor for Research & Engagement, vcre@umass.edu.
- For funds to be expended over four or more years : to the Provost, provost@provost.umass.edu.

Requests for cost-sharing are encouraged as early as possible, e.g., as soon as the proposal preparation begins, but not less than two weeks in advance of any deadline. Requests are best made by March 1 of the year preceding the fiscal year in which a commitment is sought.

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