**Requests for “Required Matching” Support from the Office of the Vice Chancellor for Research**

**(reviewed April 2014)**

If you need to request matching support for a proposal it is important to make the requests early enough in the process that full consideration can be made of your requests.

To ensure that there is enough time and information available to develop matches:

* Requests for matches of less than $100K should be received at least five working days in advance of the proposal submission deadline.
* Requests for matches of more than $100K should be received at least ten working days in advance.
* Requests must be accompanied by a draft of the budget that will be submitted to the funder.
* Requests must be accompanied by an outline of the matching support from the unit and college.

*Some things to note:*

Please make your requests for matching support first at the unit level and then at the college level. If there is no unit or college matching support in evidence it is unlikely that you will get any matching funds from the campus.

A common split for required matches on equipment is 25%(unit), 25%(College), 50%(Campus). Please note though that while this is common practice it is not automatic that a College will match a unit contribution or that the Campus will match a College or Unit contribution. Each party to a match makes an independent decision. Also, it is common for the formula to differ if the request is to cover personnel costs.

Requests for a reduced rate of indirect cost recovery (“waivers”) are rarely approved as a source of matching support. If a reduced rate is approved, the reduction is taken first from the unit/college ICR return and only when this is exhausted is it taken from the campus share. That is, the reduction is not shared proportionally. Units can decide to return any ICR that they would get on a proposal as matching funds.

The campus will only provide matching on the funds which are coming to the University of Colorado Boulder. If some of the funding will go to another group (university, business) then the matching support for that part of the funding should come from that group. It is the responsibility of your collaborators to know the policies and deadlines for negotiating matching support at their institutions. Generally – the more groups involved the more complex putting a match together is and the more time you need to allow. Please make sure that you allow time for OCG/SPA to decide if a proposed match is allowed.