

Cost-Sharing Information for CTSI-Funded Projects

General Information:

- All PIs, MPIs or Co-PIs on CTSI-funded projects must commit paid or cost-shared effort (cost-shared if the RFA does not support funding of faculty) commensurate with the time they plan to devote to the project.
- Investigators whose contribution to the CTSI-funded project will be consistent and routine, should commit paid or cost-shared effort (cost-shared if the RFA does not support funding of faculty) commensurate with the time they plan to devote to the project.
- "Investigators" whose contribution to the CTSI-funded project will occur on an as-needed basis or infrequent basis, should be listed as "Other Significant Contributors." In this case, no formal effort allocation or cost-sharing is required.
- If the RFA supports funding of faculty and a faculty member is not receiving salary to cover the entire effort committed to the project, cost-sharing is required for the committed effort not being paid by the CTSI award.
- Cost-sharing on CTSI-funded projects is considered voluntary since this is not required by the sponsor.

Process:

- Complete the cost-sharing form (Form 150) and move it through the approval process, including SMD Finance and ORPA.
- Submit a copy of the approved cost-sharing form to Mary Lyons at mary_lyons@urmc.rochester.edu or Box 708 before the start of the project.
- Once funds are awarded, a PAF 800 cost-sharing form must be submitted through HRMS for each person with cost-shared effort.