

Central Michigan University
Office of Research and Graduate Studies
PROPOSAL MATCH GUIDELINES¹

Purpose: These guidelines are intended to guide the preparation of grant and contract proposals that include matching funds. In order to promote Central Michigan University's (CMU's) efforts to secure increased external funding for research, education, outreach or creative projects, the Office of Research and Graduate Studies (ORGS) is committed to working with the academic colleges to provide match for proposals where this is explicitly required by the funding agency.

PROPOSAL MATCH

CMU will ensure that wherever possible, faculty members are able to apply for grants that require match. At the same time it is important to avoid making commitments of CMU resources to support projects where match is not required or where the amount of match is disproportionate to the size of the grant or contract.

Match is generally provided by a combination of departmental, college and ORGS funds. Although decisions about match are made on a case-by-case basis by the Vice President for Research and Innovation and the Dean, the following guidelines apply in most cases.

- Requests for matching funds must be made and approved in advance of proposal submission: allow adequate time for the department chair, dean and Vice President for Research and Innovation to review your request.
- Match will only be provided where it is explicitly required by the funding agency.
- Voluntary or non-required match will be considered in circumstances where the funding agency explicitly indicates that it will increase the likelihood of funding.
- Where possible CMU will use current expenditures to provide match. Examples include academic-year faculty salaries committed to the project and unrecovered indirect costs (where allowed by the sponsor).
- ORGS will ordinarily provide 50% of any cash match requirement in excess of current expenditures. The expectation is that the department and college will cover the remainder.

Cash Match and In-kind Match

- In-kind match is generally provided by external partners. Most CMU match is cash. For example, academic-year faculty time devoted to a project is a cash match because it has a clearly defined cost. An example of in-kind CMU match is a faculty member
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volunteering unpaid time to a project during the summer; in this case this unpaid time commitment would reduce the ability to earn summer salary for research or teaching.

- CMU space and equipment cannot be used as in-kind match.
- The sources of CMU cash match, including account numbers, must be identified in advance of proposal submission. If the proposal is funded, the committed funds must be transferred into the grant account and used to support the project.
- Details for calculating the cost of faculty time as match will be provided by ORGS.
- Funds from one funding source cannot be used as match for another project without the explicit written consent of the first funding agency.

¹Modified June 2020 and supersedes earlier versions of this policy.
