

Institutional Commitment Agreement

Purpose: This form must be completed to request cost sharing, faculty effort (including course releases), graduate tuition, a waiver of recovery for any portion of indirect costs, or other university contributions to sponsored projects.

*This form is **not** required for (1) out-of-state graduate student non-resident fees, which are provided to all grant funded Graduate Research Assistants (RAs); (2) if the sponsor has a published limitation on indirect cost recovery (sponsor limitation), or (3) if the resource is part of standard institutional support (i.e. existing lab space, research effort, etc.).*

Background: Recovered indirect costs strongly impact the University's ability to expand and grow research capacity, infrastructure, and service. As such, it is very important that projects charge the full and appropriate indirect rate as dictated by our federally negotiated agreement. Insufficient funding for university facilities and administrative costs could reduce the university's ability to support sponsored projects. Therefore, cost sharing, waivers or other contributions are only considered if it is determined that departure from the established standard is justified and serves the best interest of the institution.

Comments or Conditions:

Unless otherwise noted, any waiver granted is valid for this submission only. All competing continuation/supplement/renewal funding will require a new waiver request that will be evaluated on its own merits. Some actions are included for administrative informational purposes (e.g. new academic programs/courses, Centers/Institutes) and will require additional documentation and review for approval if the project is funded. For tuition requests: (1) each RA must meet and maintain enrollment requirements applicable for RA positions and work only on tasks towards the sponsored program; (2) if modifications to the sponsored program exclude the RA from working on the project, the PI is responsible for issuing a termination notice for the position; (3) if approved, this request represents a one-time approval to cover tuition, restricted to the program and the number of students detailed below; and (4) any award modification which extends the period of performance of the award, as well as any additional proposals, continuations, supplements, renewals or resubmissions, will require additional approvals.

Section 1: Investigator Data		
Principal Investigator:	BGSU Proposal No.:	
College:	Department:	
Section 2: Proposal Data		
Sponsor:	Funding Source: <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Private, For-Profit <input type="checkbox"/> Private, Non-Profit	
Project Title:	Anticipated Project Dates: Start: End:	
Type of Submission: <input type="checkbox"/> New <input type="checkbox"/> Non- Competing Continuation <input type="checkbox"/> Supplement <input type="checkbox"/> Renewal <input type="checkbox"/> Resubmission <input type="checkbox"/> Pre-Proposal <input type="checkbox"/> Revision <input type="checkbox"/> Competing Continuation		
Estimated Total Budget (including any requested cost-sharing/matching funds):		
Sponsor Direct Costs:	Sponsor F&A (indirect costs):	Total Sponsor Budget:
\$	\$	\$
Cost Share/Match Direct:	Cost Share/Match F&A (indirect costs):	Total Cost Share/Match:
\$	\$	\$

Section 3: Special Considerations (complete if applicable)

Mark all appropriate categories to indicate resources or accommodations to be provided (beyond regular institutional support) and attach an explanation (normally addresses rationale for the request and abbreviated budget outlining the commitment).

If any of these categories have standard charges/costs (e.g. charge-by-use animal care facility, tuition waiver, faculty release time), then the amounts should be included in the cost-sharing/matching section (Section 5).

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| <input type="checkbox"/> Resources (examples provided below) <ul style="list-style-type: none">- Space (additional space or modification to existing space)- Off-campus facility use- Equipment purchase/maintenance- Animal maintenance- Software | <input type="checkbox"/> Release or reassign time for faculty |
| <input type="checkbox"/> Other (please describe) | <input type="checkbox"/> Graduate student tuition (complete Section 4) |
| | <input type="checkbox"/> New course, academic program, degree, certification |
| | <input type="checkbox"/> New Center or Institute |
| | <input type="checkbox"/> Emeriti faculty requiring grant funded contract |

Section 4: Research Assistant Level Graduate Student Tuition (complete if applicable)

If you respond "Yes" to either of the questions below, then no additional explanation is needed. If Graduate Research Assistant tuition is being sought for any reason other than (1) being an unallowable sponsor cost or (2) to meet a sponsor cost-share requirement, then attach an explanation/justification.

Total number of full-time RAs requiring tuition each semester:	Number of years tuition required:
Summer Fall Spring	

Do the Sponsor's guidelines exclude tuition costs as allowable costs under the program? ☐ Yes ☐ No

Is tuition being requested to meet a cost-share requirement imposed by the sponsor's guidelines? ☐ Yes ☐ No

Section 5: Cost-Sharing and Matching Funds

Does the project include cost sharing or matching funds? ☐ Yes ☐ No

Indicate requested university commitments below; attached justification should clearly outline budgetary requests.

Unit	Source of Commitment	Type	Total Cash	Period of Commitment	Signature
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Comments: