

UNM Health Sciences Center Documentation of Institutional Support

When a proposal requires a commitment to demonstrate the University's support for a grant/contract, it can take two forms:

1. **“Cost Share,”** the most common type of institutional support, offers the funding agency effort, materials, or services as part of the total project costs. Cost shared expenses, whether cash, match, or in-kind, must be measurable and allowable under the same criteria as the expenses reimbursed by the contract/grant, and tracked in accordance with UNM Business Policies and Procedure 2430 entitled “Cost Sharing on Sponsored Projects.” At the time of the proposal, the principal investigator must complete and have signed a “Cost Share Commitment Form” and submit it to the PreAward Office with the proposal.

2. **“Institutional Commitment,”** a rare form of institutional support, is reserved for large grants that usually encompass multiple disciplines and HSC departments. The principal investigator(s) will need to work closely with the Office of Research and the Executive Vice President's office to determine if Institutional Commitment is appropriate, can be identified, or is available for support. At that time, a letter describing the resources that the HSC will make available if the grant is funded will be signed. This carefully worded letter, signed by Dr. Roth (or his designee), will be included as part of the investigator's proposal to the sponsor. The letter suffices in lieu of the standard cost share commitment forms.