

Guidelines for External Third Party In-Kind Contributions for Proposal Submission & Award Administration

Proposal Submission:

Letters of support obtained from external contributors in the support of pending proposals should be dated no earlier than 6 months prior to the date of submission. They should also refer to the amount of support and the proposed area of research, and be written to the principal investigator, co-investigator, chair, or dean. If indirect costs are included or referenced in the contribution letter, a copy of an approved indirect cost rate agreement or justification must be provided. **Although it is understood that project titles can change over the development time of a proposal, key words should remain the same.** If the principal investigator plans on using a letter of support where keywords describing the area of research deviates from the title of the proposal, he/she should obtain a new letter from the external contributor prior to submission.

Award Administration:

When the award is received, Research & Sponsored Programs will inform all external contributors of the award and confirm their commitment for the project. This confirmation is required prior to project initiation.

Once confirmation is received, the appropriate award documents will be forwarded to Research Accounting for account setup. Each external contributor will be instructed to submit expenditure detail to the **Principal Investigator** in the sample format provided. At minimum, this documentation must include **the company name, expenditure timeframe, expenditure description and amount, and an authorized signature.** If indirect costs are included and a copy of an approved indirect cost rate agreement or justification was not supplied at the proposal stage, a rate agreement or justification must accompany the expenditure detail.

It is the **PI's responsibility** to review the in-kind contributions to ensure that they are applicable to the project. **The PI will counter sign the in-kind contribution document, forward the original to Research Accounting and forward a copy to Corporate Services.**

If the PI learns that any original contributor must reduce their commitment or cannot contribute at all, the PI should disclose the situation to their appropriate Chair and Dean. After a decision is made on how to proceed, a 'Request for Modification' form is to be completed and forwarded to Research & Sponsored Programs. Research & Sponsored Programs will either inform the sponsor of this decrease in external support or, if the PI locates new contributors and those contributors are disclosed on the 'Request for Modification' form, confirm support from the new party.

If the project receives additional external support from contributors not disclosed in the award budget, the PI should retain this information for future use if any original contributors fall short. If these additional sources will be needed to meet any required cost share, the PI should complete a 'Request for Modification' form and forward it to Research & Sponsored Programs.

If the external in kind contributions fall short, and the sponsor does not approve a reduction in cost share, it is the responsibility of the PI, their Chair, and/or their Dean, to make arrangements to cover the short-fall from other sources.

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