



Request for LBNL to Share Cost on a DOE or Non-DOE Sponsored-Research Funded Project at Time of Proposal

As required by *DOE Order 522.1*, funded research projects must pay all associated costs, both direct and indirect (full cost recovery). (Refer to the *LBNL Financial Policies and Procedures* for additional information.) The LBNL Deputy Laboratory Director for Research will consider supporting some project costs in situations such as cost share requirements or sponsor limitations on indirect costs.

Projects for which cost support is requested must have **demonstrable strategic impact on LBNL mission, capacity and capabilities**. See Institutional Funding Requirements section below.

The funding source(s) for non-recoverable costs must be identified and approved **before** submission of the research proposal. **Areas and Divisions are expected to contribute** royalty or gift funds to offset the total request before requesting institutional funds.

On this form, please note whether the source(s) of the supplemental funding requested is divisional and/or institutional. If divisional, describe the funding source; if institutional, leave the space blank. For Strategic Partnership Projects (SPP), the Contract Officer must receive the completed form **prior to the submission of the proposal** (send the completed and signed form to the Contract Officer via eSRA five business days before the proposal is due to the sponsor).

PI for the Research Project:	
Sponsor:	
Project Title:	
Proposal #:	
Justification for request:	
Estimated cost (by fiscal year)	(Institutional support is subject to review of final funding levels. Cost share is capped at 5% of the LBNL project budget annually. Additional support may be considered for multi-program projects and similar opportunities.)
Shared Cost Funding Source:	<input type="checkbox"/> Divisional <input type="checkbox"/> Institutional

The relevant Associate Laboratory Director, Division Director and Business/Financial Manager must approve all requests for cost share. **Institutional Funds requests must meet specific criteria (see next page) and the approval signature of the Deputy Laboratory Director for Research is required.** Please send these requests to CostShare@lbl.gov **FIVE WORKING DAYS** before submission to the RG, IPO or the OCFO DOE Direct Budget Office. If award is made, a Discretionary Funding Request form must be submitted to the LDRD Program Coordinator secure institutional funds.

Return Completed and Signed Form to your Contract Officer

Division Director (DD Signature Required)	(Signature)	(Date)
Deputy of Operations/Business Manager (DO/BM Signature Required)	(Signature)	(Date)
Associate Laboratory Director (ALD Signature Required)	(Signature)	(Date)
If Institutional Funds will be used, Deputy Laboratory Director for Research	(Signature)	(Date)

INSTITUTIONAL FUNDING REQUIREMENTS

Institutional Funding for shared project cost requests will be considered **only** for an LBNL scope of work that meets **all** of the following criteria. Exceptions to any of these criteria must be requested and justified.

- Work is performed by full-time LBNL staff.
- Work is performed at LBNL (e.g., Hill site, JBEI, JGI.)
- Work is performed with LBNL equipment used at an LBNL site.

If the work scope meets these criteria, the following materials are due to <CostShare@lbl.gov> **5 (five) working days** before the signed funding request is needed:

- Completed form, “Request for Institutional Royalty or CSR Funds to Share Cost on a Research Project Prior To Proposal,” signed by the relevant Associate Laboratory Director, Division Director and Deputy of Operations Business/Finance Manager. (Please leave blank, “Shared Cost Funding Source” if Institutional Funds are requested.)

Please include as an attachment:

- A description of the overall project and LBNL’s role in it, including a list of collaborating institutions and internal (LBNL) partners
- High-level summary of the overall project and a one-page summary of the LBNL budget, with justification.
- If applicable: justification for waiver of participation by less than full-time LBNL personnel, including the percentage of the individual’s current LBNL appointment; justification for waiver to work at a non-LBNL site or use LBNL equipment at a non-LBNL site.
- If applicable, reason for requested support over 5% of the annual budget for the LBNL work scope.
- An **Impact Statement** describing the project’s potential benefits to LBNL. Please address the following questions in your Impact Statement:
 - Is the project likely to bring in \$1M or more to the Laboratory? From what source?
 - How is the project aligned with the Lab’s mission and strengths?
 - Does the project have a clear institutional and/or technical leader at LBNL? Who are they?
 - What is the Lab’s clear competitive advantage or distinctive niche in the proposed scientific or technical area?
 - How will the project help to create a sustainable program that will develop the lab’s core capabilities and expertise?
 - Are clear opportunities for further external investment to build a successful program at the lab already identified? Please describe them, e.g., relevant, forward-looking DOE reports, conversations with potential sponsors, etc.
 - Will the external* project funding provide, enhance or sustain the Lab’s research infrastructure (property, plant or equipment)? How?
*LBNL institutional (indirect) funds may not be used for infrastructure support.
 - Are associated costs and/or on going financial obligations identified, e.g., new or remodeled space, leases, equipment or facility operations, etc.?

For awarded projects, a brief summary of the project’s progress and expenditures will be **due annually, within three (3) weeks** of the original award date. Please send the project summary report to <CostShare@lbl.gov>