**College of Science & Engineering Financial Practices**
(updated December 2016)

**Matches**

Subject to approval by the Associate Dean for Research and Planning, the Dean’s Office typically contributes to *required* matches for departmentally-based proposals and for college-level centers. The share of the contribution is subject to the particular circumstances of each request, and the commitment details are described in a match commitment memo from the Associate Dean for Research and Planning. When possible, the Associate Dean for Research and Planning will request and negotiate contributions to a match from sources such as the Office of the Vice President for Research. The Dean’s Office does not provide voluntary (non-required) matches with the exception of center-scale grant proposals that are negotiated individually.

All new Dean’s Office matches will be transferred to department chartstrings with the program code SEMCH, typically with fund 1024 (e.g. 1024-deptID-SEMCH plus optionals). Required matches that must be reported to the sponsor will be transferred to the full chartstring, which includes the project value. Matches that are not reported to the sponsor do not need to be transferred to a full cost share chartstring, but the chartstring still must use program code SEMCH. In both cases, use of the optional chartfields (CF1, CF2, and EmplID) is at the discretion of the department.

Other matching funds originating in CSE may be commingled with Dean’s Office matching funds in program code SEMCH. Funds originating outside CSE should not be commingled in SEMCH.

After all charges have been incurred, remaining funds must be returned to the Dean’s Office per the guidelines in the match commitment letter from the Associate Dean for Research and Planning.

Prior to processing a transfer for a match, the Dean’s Office requires departments to submit the following information about the grant:

- Project number
- Beginning and end dates of the grant
- Beginning and end dates of the project period, if different
- If department funds will commingle with college funds

In October of each year, the Dean’s Office will send an email to departments requesting an update to the status of each outstanding match commitment. In response, departments should notify the Dean’s Office which grants have been funded and for how much, which grants were not funded, and which proposals are still pending.