

Potential Match Checklist

From Southeastern's Office of Sponsored Research and Programs

This list was compiled to provide PIs with possible items to consider/pledge when a potential funder **requires** the University to provide a Cash or In-kind match.

Match of any kind should be included only when **required** by the potential funder. If funded, any and all match pledged must be met and documented.

Did you record the following as an **In-kind** match?

1. _____ Use of University facilities such as classrooms, computer labs, Student Union, University Center, etc. Contact OSRP for assistance.
2. _____ Use of furnished office space (including desks, filing cabinets, computers, etc.) Contact OSRP for assistance.
3. _____ Volunteer time/gratis time (use minimum wage or for specific faculty/staff use actual hourly rate). Contact OSRP for assistance in evaluation of nature of activity and pricing.
4. _____ Use of audio/video equipment (in-focus, tv, vcr, etc. based on rental rates).
5. _____ Use of classroom technology or Internet, including e-mail.
6. _____ Use of University video conferencing equipment and time.
7. _____ Hosting fee for web page and the value of time to create and maintain the web page.
8. _____ Difference between Indirect Cost allowed by the agency and Southeastern's federally negotiated Indirect Cost rate.
9. _____ Discount provided by University bookstore.
10. _____ Use of University advertising/marketing resources – Public Information.

Did you record the following as a **Cash** match?

1. _____ Faculty/staff release time. Contact OSRP about what can be included here. An existing release is given for faculty teaching graduate courses, as well as faculty in tenure track lines, but the specifics vary by department.
2. _____ Technology support provided on computers, etc.
3. _____ Travel. The Center for Faculty Excellence awards travel grants for professional presentations in addition to travel provided by departments.
4. _____ Student Worker or Graduate Assistant help. GA tuition and/or stipend vary by the type of GA (research, teaching, fellowship).
5. _____ Copying provided by the department (check current per page rate).
6. _____ Materials/supplies provided by the department (folders, printer cartridges, discs, paper, etc.)
7. _____ Local telephone and/or voice mail (monthly rate).
8. _____ Long distance and fax costs.
9. _____ Criminal background checks provided by the University police.
10. _____ Physicals/medical forms completed by the University Health Center.
11. _____ First Aid/CPR training provided by University personnel.
12. _____ University improvement and/or facility renovation (use actual dollars).