

COM Cost Recovery Expectations and Guidelines **Authorized by the COM Senior Associate Dean for Research**

In compliance with [University Policy 7A-4](#), COM investigators submitting or participating in funding proposals are expected to include all allowable costs in the proposal budget.

If an investigator chooses to seek an exception to this expectation, they may request that COM provide funding for unrecovered costs. **Unrecovered costs** are costs that are eligible to be funded by the sponsor but are not charged to the project.

The following applies to all COM investigator unrecovered costs requests:

- All components of the COM Unrecovered Cost Request Form (provided by the COM Office of Research Administration) must be completed prior to proposal review and submittal, including:
 - A detailed written justification explaining why the requested unrecovered costs are appropriate, reasonable, and beneficial to the proposed sponsored project. If the proposal budget has flexibility to include the unrecovered costs, compelling justification must accompany the request.
 - The amount of unrecovered costs and specific funding account(s) to cover costs not applied to the project, if awarded.
 - Approvals from the investigator's Chair, the COM Senior Associate Dean for Research, COM budgetary contact, and contacts representing other impacted departments, program areas, or funding sources.
- Investigators should not assume that faculty effort costs will be approved as unrecovered costs. Effort costs should be discussed with the appropriate department Chair prior to routing of the COM Unrecovered Cost Request Form.
- Any unrecovered student-related costs must be approved by the Assistant Dean for Graduate Studies and Medical Student Research.
- Unrecovered costs proposed for a new grant or contract cannot be funded by a current grant or contract (unless specifically authorized by the sponsor of the current grant or contract).
- RAMP approvals for non-COM proposals including COM unrecovered costs will be denied or delayed until the COM Unrecovered Costs Request Form is complete.

Note: These expectations do not apply to costs that are specifically disallowed by the sponsor, or when shared costs are required by the sponsor.