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).

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