

**Southeastern Louisiana University  
Office of Sponsored Research (OSRP)**

**Match Checklist**

The following list was developed to assist new (and seasoned) individuals account for a greater degree of match in the preparation of grant proposals. These In-kind and Cash matches are not mandatory but are helpful when trying to demonstrate the University's commitment to your project. (In fact, if a match is not mandatory, it is best **NOT** to include a match.) Please keep in mind that **all match must be documented**.

Did you record the following as **in-kind** match?

1. \_\_\_\_\_ Use of University facilities such as classrooms, computer labs, Student Union, University Center, etc.
2. \_\_\_\_\_ Use of furnished office space (including desks, filing cabinets, computers, etc.)  
**Note:** Most departments have an estimate of \$ amounts per room or amount of square footage for rooms and buildings. If not, you and your department head can talk with facility planning.
3. \_\_\_\_\_ Volunteer time/gratis time (use minimum wage or for specific faculty/staff use 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 agency and federally negotiated indirect cost.
9. \_\_\_\_\_ Discount provided by University bookstore.
10. \_\_\_\_\_ Use of Blackboard (may be mentioned to show support – actual dollar value may be difficult to determine.)
11. \_\_\_\_\_ Use of University advertising/marketing resources – Public Information.

Did you record the following as **cash** match?

1. \_\_\_\_\_ Faculty/staff release time. Check with the OSRP about what can be included here. A 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. \_\_\_\_\_ Graduate Assistant help. GA tuition and/or stipend vary by the work the GA will be engaged in (research, teaching, fellowship).
5. \_\_\_\_\_ Copying provided by the academic department (currently 5¢/page).
6. \_\_\_\_\_ Materials/supplies provided by the academic department (folders, printer cartridges, discs, paper, etc.)
7. \_\_\_\_\_ Local telephone (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 (can use actual dollars).