



OFFICE OF RESEARCH AND INNOVATION
POST OFFICE BOX 8005
STATESBORO, GEORGIA 30460-8005
TELEPHONE (912) 478-5465
EMAIL: research@georgiasouthern.edu

Institutional Commitment Agreement

Purpose: This form must be completed to request cost sharing, faculty effort, graduate tuition waivers, a waiver of recovery for any portion of indirect costs, or other university contributions to sponsored projects.

*This form is **not** required for (1) out-of-state tuition waivers, which are provided to all RAs regardless of support source, (2) if the sponsor has a published limitation on F&A cost recovery (sponsor limitation), or (3) if the resource is part of standard institutional support.*

Background: Insufficient funding for university facilities and administrative costs could reduce the university's ability to support sponsored projects. Therefore, cost sharing, waivers or other contributions are only granted if it is determined that departure from the established standard is justified and serves the best interest of the institution.

Comments or Conditions:

Unless otherwise noted, any waiver granted is valid for this submission only. All competing continuation/supplement/renewal funding will require a new waiver request that will be evaluated on its own merits. Some actions are included for administrative informational purposes (e.g. new academic programs/courses, Centers/Institutes) and will require additional documentation and review for approval if the project is funded. For tuition waivers: (1) each graduate assistant must meet and maintain enrollment requirements applicable for RA positions and work only on tasks towards the sponsored program; (2) if modifications to the sponsored program exclude the RA from working on the project, the PI is responsible for issuing a termination notice for the position; (3) if approved, this request represents a one-time approval to waive tuition, restricted to the program and the number of students detailed above; and (4) any award modification which extends the period of performance of the award, as well as any additional proposals, continuations, supplements, renewals or resubmissions, will require additional approvals.

Section 1: Investigator Data			
Principal Investigator:		GS Proposal No.:	
College:		Department:	
Section 2: Proposal Data			
Sponsor:		Funding Source: ☐ Federal ☐ State ☐ Private, For-Profit ☐ Private, Non-Profit	
Project Title:		Anticipated Project Dates: Start: End:	
Type of Submission: ☐ New Proposal ☐ Continuation ☐ Supplement ☐ Renewal ☐ Resubmission			
Estimated Total Budget (including any requested cost-sharing/matching funds):			
Direct Costs:		F&A (indirect costs): Cost Share/Match: Total Budget:	
Section 3: Special Considerations (complete if applicable)			
Mark all appropriate categories to indicate resources or accommodations to be provided (beyond regular institutional support) and <u>attach an explanation</u> . If any of these categories have standard charges/costs (e.g. charge-by-use animal care facility, tuition waiver, faculty release time), then the amounts should be included in the cost-sharing/matching section (Section 5).			
☐ Resources (examples provided below) - Space (additional space or modification to existing space) - Off-campus facility use - Equipment maintenance - Animal maintenance ☐ Other		☐ Release or reassign time for faculty ☐ Graduate student tuition waiver (complete Section 4) ☐ New course, academic program, degree, certification ☐ New Center or Institute	

Section 4: Graduate Student Tuition Waiver (complete if applicable)

GA tuition waivers are based on 9 credit hours per semester. If you respond "Yes" to either of the questions below, then no additional explanation is needed. If a tuition waiver is being sought for any reason other than (1) being an unallowable sponsor cost or (2) to meet a sponsor cost-share requirement, then attach an explanation/justification.

Total number of RA tuition waivers requested:

Number of years covered by waivers:

Do the Sponsor's guidelines exclude tuition costs as allowable costs under the program? ☐ Yes ☐ No

Is a waiver being sought to meet a cost-share requirement imposed by the sponsor's guidelines? ☐ Yes ☐ No

Section 5: Change to Distribution of F&A Revenue

It is university policy to distribute to the units involved in sustaining research grants and contracts a set percentage of the recovered F&A costs generated. The expectation is that these funds will be used to enhance scholarly productivity.

Personnel	PI % Split	College/Dean % Split	Center/Institute % Split	Name of Signatory
PI/co-PIs				
College/Dean				
Center/Institute				

Section 6: Cost-Sharing and Matching Funds

Does the project include cost sharing or matching funds? ☐ Yes ☐ No If Yes, is this ☐ Mandatory ☐ Voluntary?

Sponsor Requirements Attached: ☐ Yes ☐ No

Indicate requested university commitments below; attached justification should clearly outline budgetary requests.

Unit	Total In-Kind	Total Cash	Length of Commitment (yrs)	Name of Signatory
Department/School Chair				
Unit Head				
Dean				
Vice-President				
Provost				
Other (Grad + Tuition)				
Other (Unrecovered indirects)				

Waiver Justification:

Section 7: Approval Signatures