



College of Engineering

Engineering Research Center
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MEMORANDUM

TO: Lakshmi Reddi, Dean College of Engineering
Sonya Cooper, Associate Dean of Academics
Patricia Sullivan, Associate Dean for Outreach and Public Service
Ruey-Hung Chen, Head Mechanical and Aerospace Engineering
David Jauregui, Head Civil Engineering
Tom Jenkins, Head Engineering Technology and Surveying Engineering
Ed Pines, Head Industrial Engineering
Satish Ranade, Head Klipsch School of Electrical Engineering
David Rockstraw, Head Chemical and Materials Engineering

FROM: Phillip De Leon, Associate Dean of Research

A handwritten signature in blue ink that reads 'Phillip De Leon'.

DATE: February 7, 2017

SUBJECT: Timely Cost Share Recovery

In order to minimize the financial exposure of grants requiring cost share, the following College of Engineering policy is effective immediately: grants that include cost share will be required to recover cost-share within one quarter (three months) of the quarterly expenditures on the grant. For example, if the grant required a 50% cost share and the Q1 expenditures were \$100K, by the end of Q2, \$50K in cost share is to be recovered. Any exception to this college policy must be approved in writing by the Associate Dean for Research.

Cc: Martha Lopez, ERC Grants and Contracts Administrator
Linda Schauer, ERC Grants and Contracts Administrator